



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

Tender Notice. No. BGVB/HO/P&D/6246/2022-23

Date: 05.01.2023

NOTICE INVITING QUOTATION FOR "ELECTRICAL SAFETY & ENERGY AUDIT OF BANK'S BRANCHES/OFFICES"

Sealed quotations are invited by the General Manager (P&D), Bangiya Gramin Vikash Bank, Head Office for selection of vendor for "Electrical Safety & Energy Audit" in 12 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). Interested Firm/Contractor may apply in prescribed quotation forms available with the General Manager, P&D Department, Bangiya Gramin Vikash Bank, Head Office, 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 Electrical Safety & Energy Audit**" addressed to the General Manager, P&D Department, Bangiya Gramin Vikash Bank, Head Office, BMC House, NH-34, Chuanpur, PO- Chaltia, Berhampur, Dist- Murshidabad, West Bengal 742101 **so as to reach him not later than 05.00 p.m. January 27, 2023.** Quotation received after 05:00 P.M. on January 27, 2023 will not be accepted. Quotations will be opened on January 31, 2023 at 01:00 P.M. in the Bangiya Gramin Vikash Bank, Head Office, 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, BMC House, NH-34, Chuanpur, PO- Chaltia, Berhampur, Dist- Murshidabad, West Bengal 742101 Contact no: **73270 79850** Or mail to cmpd@bgvb.co.in .

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

General Manager
Bangiya Gramin Vikash Bank
Head Office

Date: 05.01.2023
Place: Berhampur

MOST IMPORTANT DATES FOR BIDDERS

1	RFP Ref. Number & Date	BGVB/P&D/6246/2022-23 Dated 05.01.2023	
2	Purpose	Notice Inviting Quotation for Electrical Safety & Energy Audit of BGVB Branches/Offices	
3	Date of Issue	1100 hrs	05-01-2023
4	Last date of submission of queries of Bidders	1700 hrs	13-01-2023
5	Date by when Bank will respond to the clarifications sought by Bidders	1800 hrs	20-01-2023
6	Last Date for Bidders to submit response to RFP	1700 hrs	27-01-2023
7	Date & Time of Opening of Bid	1300 hrs	31-01-2023
8	Address for submission of Bid & Place of Opening of Bids	General Manager Planning & Development Department Bangiya Gramin Vikash Bank Head Office Chuanpur, NH-34 P.O. Berhampore, District- Murshidabad PIN- 742101, West Bengal	
9	Website Address	https://bgvb.in	
10	E-mail address	gminsp@bgvb.co.in	

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

QUOTATION FOR “ELECTRICAL SAFETY & ENERGY AUDIT”

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. (Copy of Valid registration to be enclosed):
10. GST No.
11. Constitution of the Bidder (whether a company/ partnership firm/ proprietary concern, copy of document to be submitted):
12. Year of Establishment:
13. Name/s of the proprietor/ partners/ Director (Copy of document to be submitted):
14. Work Experience of the Bidder (documents supporting to similar kind of work for at least five years to be submitted):
15. Address of local Registered Branch/Office (under Bank’s service area) with documentary proof:
16. Details of Electrical Auditors Engaged- BEE Accredited (Separate Sheet may also be attached):

Name	Educational Qualification	Contact Details	Details of Present & Previous Experience

17. Details of Other Technical Personnel (Separate Sheet may also be attached):

Name	Educational Qualification	Contact Details	Details of Present & Previous Experience

18. Details of Earnest Money deposited:

Amount	DD / Banker's Cheque	Drawn on	Date

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

Financial Years	Turnover (Rs. In Lakh)	Income Tax paid (Rs. In Lakh)*
2021-22		
2020-21		
2019-20		

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

20. Details of the institution/s for which similar work have been done or are being carried out:
(Empanelment Letter & Satisfactory performance certificate to be submitted):

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

21. Rates quoted for “Electrical Safety & Energy Audit” for BGVB Branches/Offices

Sl No.	Item	Unit	Rate per branch/office in Rupees (in figures)*	Rate per machine in Rupees (in words)*
1	ELECTRICAL SAFETY & ENERGY AUDIT	BRANCH/ OFFICE		

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

22. The bidder should have never been blacklisted by any other public sector bank: Yes / No
(Undertaking in this respect to be submitted)

23. Bankers Details:

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

Note: Additional Information/Photograph/Document may be attached separately.

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	
(Authorised Person with Seal)	
Name	
Address	
Date	
Place	

CHECKLIST

SL. No.	Minimum Pre-qualification Criteria	Documents to be submitted	Document Enclosed
1	Year of Establishment	Certificate of incorporation	Yes / No
2	Energy Auditing Agencies /Companies / firms/ Individuals having accreditation by BEE	BEE Licence Copy	Yes / No
3	Constitution of the Bidder (whether a company/ partnership firm/ proprietary concern)	Trade Licence, AOA, MOA, PAN	Yes / No
4	GST Registered	Copy of valid registration to be enclosed	Yes / No
5	Name/s of the proprietor/ partners/ Director	PAN Card, Aadhar Card Copy	Yes / No
6	The Firm shall have at least one registered office under Bank's Operational Area	Relevant documentary evidence to be submitted /Copy of the Office address proof.	Yes / No
7	Details of Electrical Auditors Engaged- BEE Accredited	List of Electrical Auditors along with BEE Certificate	Yes / No
8	Details of Other Technical Personnel	List of Other Technical Personnel along with relevant certificate	Yes / No
9	Earnest Money deposited	Demand Draft amounting Rs.20000/- in favour of "Bangiya Gramin Vikash Bank", payable at Berhampore, Murshidabad.	Yes / No
10	Should have an average annual turnover of not less than Rs 10.00 lakh during the past 3 years, ending 31st March of previous Financial Year for electrical installations and safety related consultancy and advisory services and not from sale of electrical equipment	IT Return, Audited Balance Sheet, CA certificates, in support of the same to be submitted.	Yes / No
11	Should have been in Electrical Engineering/ Consultancy business for minimum 5 years	Copy of the completion certificate & work order of the completed works	Yes / No
12	An undertaking for never been Blacklisted nor included in negative list	Undertaking / Certificate in Company's Letterhead	Yes / No
13	Formal Application cum undertaking regarding Tender (Annexure-I)	Undertaking / Certificate in Company's Letterhead	Yes / No

(Signature of the Authorised Person With Seal)

ANNEXURE-I

Undertaking

(To be submitted in Company's Letterhead)

Place:

Date:

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

Dear Sir,

"Electrical Safety & Energy Audit" at BGVB Branches/Offices

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 all instructions & conditions given in the tender document in writing referred with such other materials as are provided for (if any), and in all other respects, in accordance with such conditions so far as they may be applicable.

MEMORANDUM

a.	Description	"Electrical Safety & Energy Audit" at 600 BGVB Branches/Offices under 11 Regions covering 12 Districts of West Bengal.
b.	Earnest Money Deposit (EMD)	Rs. 20,000/- (Rupees Twenty Thousand only). EMD will not bear any interest.
c.	Time allowed for completion of the Works from Seven day after the date of written Order to commence the work	90 Days

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 _____ 2023.

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)

OBJECTIVE OF THE WORK

The objective of conducting Electrical safety is to review the condition of the existing electrical installation and to recommend measures for further strengthening the system in order to eliminate/reduce the electrical/fire hazards and to improve the safety of the personnel. The audit shall mainly focus on:

- Identifying the potential electrical/fire hazards
- Boosting employee morale by providing safe working environment.
- Smoothing the operation and maintenance of electrical installation.
- Avoiding loss of properties, human life and costly equipment.
- Ensuring the compliance with relevant codes and practice, statutory rules and regulations.
- Establishing procedures and process of safe working in electrical installation.

SCOPE OF WORK

1. Selected Agency shall provide professional services for carrying out comprehensive Electrical safety of the complete Electrical installation of all Branches /Offices across 11 Regions of Bangiya Gramin Vikash Bank and submit comprehensive report to the branches, a copy to Regional office & one copy to Head Office suggesting corrective measure as online soft copy as well as hard copy. The audit should get done preferably through a Govt. agency/ BEE accredited energy auditors. The agencies should use the following calibrated equipments/ instruments for conducting electrical audit in branches/ offices.

- Power analyzer
- Thermal imager (cameras/HHTI etc.)/Thermal Gun
- Multi meter /Clamp Meter
- Equipment's for checking efficiency of earthing
- Earth Insulation Megger/ resistance
- Flue Gas analyzer or any other equipment/ Instrument required for conducting electric safety audit.

2. Visiting the Branches /Offices of BGVB to study and verify the installation by competent Electrical Safety Auditor

3. Suggestion on Corrective measures necessary towards Electrical safety and providing budgetary estimate for rectification works required, if discrepancies/ deviations from safe/ optimum practices.

4. The comprehensive report shall be based on bank's requirement. Report must consist of Observations on account of electrical fire safety and various measures suggesting for improvement of the safety. Report must highlight critical areas/ concerns which need immediate attention/ rectification.

5. Assuming full responsibility for supervision and proper execution of works covered under the scope of contract.

6. Deploy skilled staff for supervision of work under scope of contract.

7. Any other services connected with the works usually and normally rendered by the Electrical Safety Audit but not referred to herein above.

BROAD SCOPE OF ELECTRICAL SAFETY AUDIT

1. All Electric Installations (e.g. HVAC, AC, Lifts, DG set, UPS, Electric panel, transformer, etc.) of branch/ building fall under scope of work.

2. Physical inspection of the Building/ office/ Branch with reference to applicable Indian Standard, Indian Electricity Rules and other relevant codes of Practice & identifying electrical hazards (leakage etc.) therein.
3. Review & Testing of protective device/ system (MCCB/ MCB/ ELCB/ Fuses, etc.) of all electrical installations in the building/office/Branch.
4. Review & Testing of adequacy of wires & cables based on actual load current measurements and cable current carrying capacities. Insulation Resistance test and earthing leakage testing should be done. Check for any loose connection at main switches, DBs, Switch Boards, panels, etc.
5. Examination and testing adequacy of lighting protection systems as per national standards.
6. Checking of all pumps, connector, compressor units for reducing load factor in air Conditioning system /HVAC system. Checking of operation of ACs and timer arrangements.
7. Performance & testing of Bus bar, filtration coil, safety device like MCB, ELCB, etc & Electrical distribution panel of air conditioning unit.
8. Evaluation of electric preventive maintenance (EPM) programme in buildings to examine documentation, checklists, work permit, test records etc and if EPM is not in place or inadequate, recommend and design EPM as per applicable standards.
9. Evaluation of voltage, current parameter of electric equipments for Normal operations. Evaluation of demand is within sanction load with load balancing.
10. Written guidance for the electricians deployed by the Bank from the point of electrical safety.
11. Testing/ Auditing should be done properly as per standard practices with help of internal team of electrical engineer/electrician.
12. Evaluation of UPS/ Inverter and battery system for bulging, leakage, corroded terminals, etc. Calculation and checking of existing load on each UPS under ON & OFF position for normal operation. Evaluation of battery backup, Voltage, Current and AH of all batteries and earthing of Battery rack.
13. Thermography/ Temperature detection and report submission (with images) should be done mandatorily for hot spot detection in electrical distribution system, electric panel, equipments etc.
14. Earthing system (Electrical/ Electronic/ Body/ Panel) should be checked and tested properly for Earth resistance, Earth fault loop impedance, etc for all equipments. Status and appropriateness of electrical insulation mats, wherever applicable and whether they need replacement.
15. **To check if appropriate type of Fire extinguisher is kept in electrical room and if electrical room has fire detectors installed. If any water based fire extinguisher system is installed in electrical room, it had to be brought to attention of Bank authorities. Ensure provision of critical security systems (fire alarm and detection system and CCTV) on UPS wiring.**
16. To check appropriateness of Weatherproof rating of electrical equipments/ connections placed outdoors.
17. The scope includes arranging all required tools and tackles, measuring instruments, data loggers, wires & cables and technicians/ electricians required for completion of the scope of work. It also includes work instructions from Bank, visiting site, preparing sketch, designs, drawings, etc. which shall be in accordance with local governing codes / standards, regulations, etc., and preparing reports on the same so as to enable the Bank to take a decision.

18. Specific recommendations/ suggestions for ensuring Electrical safety
19. Specific recommendation/ suggestions for conservation of energy in current setup and other future energy saving measure.
20. Specific recommendations/ suggestions for maintaining healthy electrical distribution system.
21. The Electrical Installation under purview of Electrical Safety Audit includes all electrical equipments/ installations from the point of supply from the Local Power Body/ agency to the respective incoming electric distribution and thereafter internal electric distribution system. The study shall include complete lighting & power load, Electrical distribution, transformers, HT & LT panels, Air-conditioners, pumps, Lifts, UPS & battery Systems, Computer and peripherals, Earthing system, DG sets and Automatic Power factor controlling panels etc.

METHODOLOGY

1. The electrical auditor shall carry out the audit in accordance with the prescribed technical format as per annexure A.
2. If the electric shut down is required in the branch/office for conducting electric audit, the same will be done with due permission from the concerned authorities by the branch at the date and time convenient, keeping in view the Branch operations and the auditor will have to complete the job within the schedule time. No extra payment/ charge will be entertained by the bank.
3. The company/Firm/Auditor shall be responsible for all injuries to their workmen, if any at the site and damages, if any which may arise from the operations during the audit process due to the conditions within or beyond so ever and consequent compensation arising out of it.
4. The Bank will have the right to call electrical auditor once or more at Head office/ Regional office/ Branch during electrical rectification work for branches/offices. In addition to mentioning the observations, the company/ firm/ auditor will also submit consolidated summary of the proposed rectification work required to be carried out in a branch/ office.
5. If electric audit work done by the company/ Firm/ Auditor is not found satisfactory by the Bank or the work is not completed in the specified time, the bank will have right to terminate the service/ work contract without any advance notice at any point of time.
6. Auditor/Company/firm will prepare and provide SLD (systematic line diagram) of electrical system of the Branch and it will be attached in a separate sheet with their audit report.
7. Auditor/Company/firm will provide technical specification and rating for wire and electrical equipment as per his recommendations for replacement suggestion, if any in separate sheet for each branch/office.
8. Thermography photos of all electrical panels/ wires must be conducted by the auditor and the thermography report should be enclosed with the Final Audit Report.

PAYMENT TERMS

No advance payment will be given against the subject work. Payment will be made by the respective Regional Offices on carrying out the Electrical safety & energy audit and submission of the electrical safety & energy audit report (triplicate- Branch, Regional Office, Head Office) to the respective Offices & Branches.

COMPLETION PERIOD

The time is the essence of the contract. The entire work shall be completed by the Tenderer within the stipulated period (90 days) from the date of receipt of letter of intent issued by the Bank. The date of commencement of work at site shall be within seven days from the date of receipt of letter of intent. The Tenderer should strictly adhere to the completion time schedule.

LIQUIDATED DAMAGES

If the work is not completed in the specified time the tenderer/selected vendor will be levied liquidated damages @ 0.50% per week subject to a maximum of 5% of the contract amount.

VALIDITY OF TENDER

The tenders submitted shall remain valid for acceptance for a period of 90 days from the date of their opening. Should any tenderer withdraw his tender before the expiry of the said period or makes any modifications to his tender, the tender shall be treated as having been rejected or abandoned and his EMD will be forfeited.

EMPANELMENT PERIOD

The empanelment shall be valid for three (3) years from the date of empanelment subject to satisfactory yearly review. However Bank reserves its right to early termination of empanelment of all the applications/any without assigning any reasons whatsoever.

DEFECTS LIABILITY PERIOD

12 Months (Twelve Months) from the date of agreement.

The Bank may carryout physical inspection of works mentioned by the applicants in their application forms in addition to calling for confidential reports from the respective employer / departments to ascertain their capability and quality of works. The applicant shall agree and authorize the Bank to obtain the confidential report from the clients of the applicant to obtain credit opinion from the Bankers and to verify the work executed by them.

General Instructions to bidders and Special Conditions

1. Quotation in prescribed form shall be submitted in sealed envelope superscripting “Quotation for Electrical Safety & Energy Audit” and addressed to the General Manager, P&D Department, Bangiya Gramin Vikash Bank, Head Office and **should reach the office not later than 1700 hours IST on January 27, 2023**. 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 Letter Receiving Section, Bangiya Gramin Vikash Bank, Head Office, 1st 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. **Quotations will be opened on January 31, 2022 at 1300 hours** IST in the Bangiya Gramin Vikash Bank, Head Office, BMC House, NH-34, Chuanpur, PO- Chaltia, Berhampur, Dist- Murshidabad, West Bengal 742101.
4. The minimum educational qualification of Electrical Safety Auditor who shall visit the Branches/Offices for inspection shall be a Diploma/ Bachelor Degree in Electrical Engineering. BEE certification by Ministry of Energy is also essential.
5. The successful Electrical auditors / Consultant /firms should forward a letter specifically indicating the names of their personnel who will be conducting the Electrical Audit. The following information should also be provided by the applicant:
 - The Auditors / Firms have to submit the Bio-data, Educational qualification & Experience certificate for all their personnel who will be involved for execution of the Audit.
 - Bank reserves the right to reject any person(s) to be employed by the auditor / firm at the discretion of the Bank. Once the contract/work is awarded, if they wish to change any of the above personnel, the auditor / firm will inform the Bank in writing and obtain the Bank’s prior approval, one week in advance.
6. The firm should inform the Bank Manager/Office In-Charge of upcoming Audit visit one day in advance. Audit visits shall be avoided in the last three working days of the month. The costs of all visits by the Auditor to the Branches/Offices have to be borne by the service provider. All such visits have to be made in the working hours of the Branch/Office.
7. The list of Branches and Offices is available in Bank’s website and detailed list shall be provided to the selected vendors in due course/at the time of signing SLA.
8. All Electrical Safety Audit Reports (**As per attached Annexure-II, III & IV**), Compiled Report of all Branches/ Offices about Points for Rectification and Diagrams has to be submitted in triplicate to respective Branch, Regional Office & Head Office. All reports shall be in printed / typed format. Hand written copies or photocopies are not acceptable.
9. The Work Orders for conducting Electrical Safety Audit in a Region will be issued by respective Regional Manager.
10. An Earnest Money Deposit (EMD): **EMD of Rs 20000/- (Rupees Twenty Thousand Only) has to be enclosed along with the tender**. The EMD shall be only in the form of Demand Draft drawn in favour of “Bangiya Gramin Vikash Bank”, payable at Berhampur, along with the tender, failing which the bid will summarily be rejected. No Cheque / Cash shall be accepted as EMD.
11. **The selected vendor shall place a security deposit in the tune of 5% of the annualized quoted amount in the form of Demand Draft drawn in favour of “Bangiya Gramin Vikash Bank”, payable at Berhampur which to be retained by the Bank for one year/agreement end date whichever is later**. Earnest Money Deposited by the Successful bidder will be converted to Security Deposit and residual amount (if any) has to be deposited by the selected vendor. EMD of unsuccessful bidder will be refunded within 30 days after the bid opening day without any interest thereof.
12. 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.
13. The Quotation form must be filled in and all entries must be made by hand and written with ball pen.

14. All erasures and alterations made while filling the tender must be attested with initials of the tenderer. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender invalid.
15. **Should have registered offices/branches in West Bengal.**
16. **The Tenderer must have experience of minimum 05 years in PSU/ Central Govt/State Govt/Quasi Govt/Nationalized Bank/Regional Rural Banks.** Please enclose the photocopy of order received during 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22.
17. **All the pages of the tender documents should be signed by the tenderer.**
18. All tenders/bids shall be the property of Bangiya Gramin Vikash Bank, and contractors will lay no claim whatsoever on the same.
19. 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.
20. Bank reserves right to accept / reject any or all of the offers either in whole or in part without assigning any reason whatsoever and does not bind himself to accept the lowest tender. Bank also reserves the rights to split the order amongst two or more auditor/firm if required, to ensure timely supply/servicing and to avoid dependence on only one auditor/firm. Bank reserve the right to negotiate with the lowest or any other tender/s.
21. On receipt of intimation from the Bank of the acceptance of his Quotation, the successful Bidder shall sign an agreement/contract within 15 days from the receipt of intimation of acceptance regarding acceptance of his tender. 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/firm so bidding, whether such formal agreement is subsequently executed or not.
22. In case L1 backs out, Bank reserves the right to entrust to L2, and similarly L3/L4. In that case, EMD of the concerned bidder will be forfeited.
23. The agreement/empanelment shall be valid for 12 months which can be extended by the Bank at its option with the same rate, for further period of two years in two stages of one year each at a time subject to satisfactory performance. However Bank reserves its right to early termination of empanelment of all the applications/any without assigning any reasons whatsoever.
24. The Contract may be renewed further for not more than a year at a time with mutual consent of both parties under same terms & conditions and a maximum of 5% (of rate established in tender) increase in rates per year on expiry of 3 years.
25. 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 branches/offices. Different rates for different location/category 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 branch/office.
26. The successful Bidder as concluded by BGVB shall sign a Service Level Agreement (SLA) according to the scope of work/methodology/specification/terms& conditions mentioned in the tender document. BGVB may, at its sole discretion, incorporate any portion of any successful Response of a successful Bidder in to the final SLA agreement.
27. The rate will be applicable till the end of validity period of 3 years from the date of agreement. In no case the additional rate will be entertained and non-compliance of the same may attract penalty.
28. All the intended bidders must submit **Integrity Pact as per Annexure-V.**
29. The proposal may be submitted along with the covering letter about the proposal, accompanied by the information/documents indicated in the Annexures and the declaration signed by the authorized signatory with Seal of the Company. All pages of the proposal/bid document along with Annexures are required to be signed.
30. Any claim, dispute or difference arising out of or in connection with this agreement and which cannot be settled by mutual consultations, shall be referred to sole Arbitration or an Arbitrator to be appointed by Bank. The award of the Arbitrator shall be final and binding between the parties as per the terms and conditions of the Agreement to be executed on award of contract. The Arbitrator proceeding shall be governed by the Arbitration and Conciliation Act 1996 and shall be conducted in Kolkata. The agreement is subject to the jurisdiction of the courts at Kolkata.
31. Bank reserves all the rights to reject one or all Tenders without assigning any reason.

32. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period and in such case the amount of earnest money/security deposit will be forfeited.
33. The bidder shall ensure compliance of all statutory laws & bye laws of the central Govt/ state Govt/Municipal authorities related to the employment of their staff and all obligations under Minimum Wage Act, Workman Compensation Act, Provident Fund & Miscellaneous Provision Act, Bonus Act, Contract Labour Act 1970 & other legislative enactment applicable etc. Bank will not be responsible for such purposes in anyway.
34. Bank is not responsible for accidental injury of any of the operating personnel involving in the audit procedure. Personnel should be well trained and should have adequate knowledge in electrical safety aspects and handling of electrical equipment. The equipment supplied to personnel should meet the related IS Standards/International standards as per the prevailing Rules of Central/State Govt.
35. Any damage to the Bank's property, equipment under testing and measurement during the electrical fire safety audit will be charged to the service provider.
36. At any time prior to the deadline for submission of Tender, the Bank may for any reason, modify the Tender notice. As such bidders are requested to see Bank's web site (<https://bgvb.in>) once again before the last date of submission of bid to ensure that they have not missed any corrigendum uploaded against the said Tender notice. The responsibility of downloading the related corrigendum, if any, will be of the bidder only. No separate intimation in respect of corrigendum to this Tender Notice (if any) will be sent to the intended bidders(s) who have downloaded the documents from the website. In case any bidder has already submitted proposal before issue of corrigendum, the bidder may submit additional documents/information pertaining to that corrigendum, but only before the last date of submission of bid.
37. The tenderer should have never been blacklisted by any PSU/ Central Govt/State Govt/Quasi Govt/Nationalized Bank/Regional Rural Banks and undertaking in this respect to be submitted.
38. The Bank may carryout physical inspection of works mentioned by the applicants in their application forms in addition to calling for confidential reports from the respective employer / departments to ascertain their capability and quality of works. The applicant shall agree and authorize the Bank to obtain the confidential report from the clients of the applicant to obtain credit opinion from the Bankers and to verify the work executed by them.
39. 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.
40. In case of any unexpected interruption due to events beyond control of the procurement committee, the process will be continued on the subsequent working day at the scheduled time.

I / we hereby declare that I / we have read and understood the scope of work, methodology, general instructions for bidder along with other terms & conditions of the tender document and also the contents of the standard agreement and accept the same.

Signature	
(Authorised Person with Seal)	
Name	
Address	
Date	
Place	

ANNEXURE – II

PROFORMA FOR ELECTRICAL AUDIT

Name of the Branch / Office:

Address:

Contact Person:

Mobile No:

A. Electrical Load Analysis:

1. Total Sanctioned Load in KW:
2. Total Connected Load in KW (To be calculated floor wise as per Annexure-III):
3. Whether Sanctioned Load is less than the connected load:
4. Has branch/office applied for additional load? :
5. Has branch/office paid any penalties for excessive load? :
6. Electrical Load Utilizations :(Separate for each electrical meter)
7. Electrical Load on UPS (separate for each UPS):
8. Incoming Main (Separate for each electrical meter)
9. Installed Generator Capacity (KW):
10. Percentage of Generator Load of Total connected load:

B. Floor-Wise Panel measurements:

(To be reported floor wise as per Annexure-IV)

C. Electrical Distribution System:

1. Whether Balanced Distribution of load is done and is satisfactory (Yes/ No):
(Mention the phase wise distribution of load)
2. Whether mains cut off/isolator switch for the whole premises works properly (Yes/ No):
3. Condition of Electrical/ UPS/ DG Set Rooms/ nearby places:
 - 3.1 Whether insulated rubber mat placed in front of Electrical Panels (Yes/ No):
 - 3.2 Whether any seepage/drainage issues inside the Electrical Room (Yes/ No):
 - 3.3 Whether the electrical room is being used to store flammable items (paper, fuel etc) (Yes/ No):
 - 3.4 Whether mains cut off switch/isolator is accessible in case of an emergency (Yes/ No):

4. Whether systems running on 24x7 basis (UPS, Fire Alarm System, Emergency Lighting etc.) powered through an independent circuit (Yes/ No):
5. Condition of Electrical Wiring:
- 5.1 Type/Quality of wiring used;
(Whether FRLS wires and XLPE cables used):
- 5.2 Whether cable termination done properly using glands and thimbles (Yes/No):
- 5.3 Whether wiring is done in metal conduits or PVC conduits:
- 5.4 Whether loose wiring concealed under carpets/ floor coverings (Yes/No):
- 5.5 Whether Power factor is maintained appropriately:
6. Electrical wiring layout (provide floor wise layout drawings):
7. Electrical Panel/ Distribution Board details (to be provided in tabular form for all Electrical Panel/ Distribution board specifying incoming/ outgoing, Isolators/ Cut-off switches, Change Over switches, MCBs, MCCBs, RCCBs/ ELCBs, RCBOs, Fuses etc.) along with single line diagrams.
8. Whether Electrical Equipment are BIS marked (Yes/No):
(If no, provide details of discrepancies as observed)
9. Whether MCBs and ELCB are of required ratings (Yes/No):
(If no, provide details of discrepancies as observed)
10. Whether rating of fuses/ Junction Box are correct (Yes/No):
(If no, provide details of discrepancies as observed)
11. Whether body earthing is provided properly to equipment (Yes/No):
(If no, provide details of discrepancies as observed)
12. Whether separate earth pit is provided for neutral earthing wherever required (Yes/No):
13. No. of Earth Pits available:
14. Whether Earth pits maintained properly:
15. Voltage Between Neutral to Earth (provide pit wise details):
(Should be less than 02 volt. If no, provide details of discrepancies as observed)
16. If connection is available on HT then
- 16.1. Condition of transformer & HT panel:
- 16.2. Last maintenance done:
17. Has protection equipment (breakers, fuses, etc) been bypassed at any place:
(If yes, provide details of discrepancies as observed)
18. Whether proper ventilation is provided at Electrical/ UPS/ DG Rooms:

19. UPS Power supply system followed as per current rules & regulations:

20. Whether Preventive maintenance of electrical equipments has been carried out as per schedule recommended.

21. Whether stationary/ records/ old obsolete items are kept inside electrical/ UPS/ DG Rooms/ nearby places:

22. Any other information:

Bank Official's Signature with Seal

Signature of Electrical Auditor with Seal

ANNEXURE – III
DETAILS OF ELECTRICALS EQUIPMENTS INSTALLED

FLOOR:					
Sl. No.	Equipment Installed	Wattage	Numbers Installed	Total Wattage	Remarks
1	Incandescent Lamps				
i					
ii					
2	Tube Light Fixtures				
i					
ii					
iii					
3	T5 Fixtures				
4	T8 Fixtures				
5	Down Lighters				
i					
ii					
6	LED Fixture				
i					
ii					
iii					
iv					
v					
7	Ceiling Fans				
i					
ii					
8	Pedestal Fans				
9	Wall Fans				
10	Exhaust Fans				
i					
ii					
11	Computers				
i					
ii					
iii					
iv					
v					
vi					
12	Printers				
i					
ii					
iii					
iv					
13	Scanners				
i					
ii					
iii					

Sl. No.	Equipment Installed	Wattage	Numbers Installed	Total Wattage	Remarks
14	UPS				
i					
ii					
iii					
15	Voltage Stabilizer				
16	Photocopy Machine				
17	Water Purifier				
18	Air Conditioner				
i					
ii					
iii					
iv					
19	Elevator				
20	Networking Equipment				
i					
ii					
iii					
iv					
21	Note Counting Machine				
i					
ii					
22	Gold Weighing Machine				
23	CCTV				
24	UV Lamp				
25	Misc. Equipment (Specify)				
i					
ii					
iii					
iv					
v					
vi					
vii					
viii					

Signature of Electrical Auditor with Seal

ANNEXURE-IV

ELECTRICAL LOAD PARAMETERS

Sl. No.	Description	Voltage			Current			Power	Power Factor	Remarks
		R	Y	B	R	Y	B			
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Signature of Electrical Auditor with Seal

ANNEXURE-V

INTEGRITY PACT

Bangiya Gramin Vikash Bank, constituted under the Regional Rural Banks Act, 1976 and having its Head Office at Berhampore, Murshidabad, PIN – 742101, West Bengal hereinafter referred to as “The Buyer”, which expression shall mean and include unless the context otherwise requires, its successors in office and assigns of the First Part.

And

M/s. _____ having its registered office at _____ hereinafter referred to as “The Bidder/Contractor/Seller”, which expression shall mean and include unless the context otherwise requires, successors and permitted assigns of the Second part.

Preamble:

Whereas the buyer intends to procure (Name of the Stores/Equipment / item / Services), under laid down organizational procedures and the BIDDER/Seller is desirous of offering / has offered the stores/Equipment / item / Services and

WHEREAS the BIDDER is a private company /public company / Government undertaking / partnership / LLP / registered export agency and is the original manufacturer / Integrator / authorized / Government sponsored export entity of the stores / equipment / item or Service Provider in respect of services constituted in accordance with the relevant law in the matter and the buyer is a Regional Rural Bank and a Government Undertaking as such.

WHEREAS the BUYER has floated a tender (Tender No.:) hereinafter referred to as “Tender / RFP/RFQ” and intends to award, under laid down organizational procedures, contract/s purchase order / work order for (name of contract/order) or items covered under the tender hereinafter referred to as the “Contract”.

AND WHEREAS the BUYER values full compliance with all relevant laws of the land, rules, bye-laws, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Pact or “Pact”, the terms and conditions of which shall also be read as Integral part and parcel of the Tender documents and Contract between the parties.

NOW, THEREFORE in, consideration of mutual covenants contained in this Pact, to avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings, the parties hereby agree as follows and this Pact witnessed as under:

The contract is to be entered into with a view to:-

Enabling the BUYER to procure the desired said stores/ equipment/ item/ Services at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement and

Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other

corrupt practices and the BUYER will commit to prevent corruption, in any and all forms, by its officials by following transparent procedures.

In order to achieve these goals, the Buyer will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

The parties hereby agree hereto to enter into this Integrity Pact and agree as follows:

Section 1- Commitments of the Buyer

(1) The Buyer commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

a. No employee of the Buyer, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

b. The Buyer will, during the tender process treat all Bidder(s) with equity and reason. The Buyer will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

c. The Buyer will exclude from the process all known prejudiced person.

(2) If the Buyer obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Buyer will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2- Commitments of the Bidder(s) / Contractor(s)

(1) The Bidder(s)/Contractor(s) commit themselves to take all measures necessary to prevent corruption during any stage of bid process/contract. The Bidder(s)/Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution.

a. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer promise or give to any of the Buyer's employees involved in the tender process or the execution of the contract or to any third person any material or the other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

c. The Bidder(s)/ Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Buyer as part of the business relationship, regarding plans., technical proposal and business details, including information contained or transmitted electronically.

d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any, similarly the Bidder(s)/Contractor(s) of Indian Nationality shall furnish the name and address of the foreign Buyers, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Contractor(s).

Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only.

e. The Bidder(s)/Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

f. Bidder(s)/Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

(2). The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3-Disqualification from tender process and exclusion from future contracts.

If the Bidder(s)/Contractor(s) before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Buyer is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per the existing provisions of GFR, 2017, PC Act, 1988 and other Financial Rules/Guidelines etc.

Section 4- Compensation for Damages

(1). If the Buyer has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Buyer is entitled to demand and recover the damages equivalent to earnest Money Deposit/Bid Security.

(2). If the Buyer has terminated the contract according to Section 3, or the Buyer is entitled to terminate the contract according to Section 3, the Buyer shall be entitled to demand and recover from the Contractor liquidated damages of the contract value or the amount equivalent to Performance Bank Guarantee.

Section 5- Previous transgression

(1) The Bidder declares that no previous transgression occurred in the last three years immediate before signing of this integrity pact with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprises or central/state government department in India that could justify his exclusion from the tender process.

(2). If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealing".

Section 6- Equal treatment of all Bidders/Contractors/Subcontractors

(1) In case of sub-contracting, the Buyer contractor shall take the responsibility of the adoption of IP by the sub-contractor. It is to be ensured that all sub-contractors also sign the IP.

(2) The Buyer will enter into agreements with identical conditions as this one with all Bidders and Contractors.

(3) The Buyer will disqualify from the tender process all the Bidders who do not sign this Pact or violate its provisions.

Section 7- Criminal charges against violating Bidder(s)/ Contractor(s)/ Subcontractor(s)

If the Buyer obtains knowledge of conduct of a Bidder, Contractor or Sub contractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Buyer has substantive suspicion in this regard, the Buyer will inform the same to the Chief Vigilance Officer.

Section 8- Independent External Monitor

(1) The Buyer appoints competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under the agreement.

(2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would be provided access to all documents/records pertaining to the contract for which a complaint or issue is raised before them, as and when warranted. However, the documents/ records/ information having National Security implications and those documents which have been classified as Secret/Top Secret are not to be disclosed. It will be obligatory for him/her to treat the information and documents of the Bidders/Contractors as confidential. He/she reports to the Chairman, Bangiya Gramin Vikash Bank.

(3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all project documentation of the Buyer including that provided by the Bidder(s)/ Contractor(s). The Bidder(s)/Contractor(s) will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractor.

(4) The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s)/Subcontractor(s) with confidentiality. The Monitor has also signed declarations on "Non-Disclosure of Confidential Information" and of "Absence of Conflict of Interest". In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, Bangiya Gramin Vikash Bank and recues himself/herself from that case.

(5) The Buyer will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Buyer and Contractor. The parties offer to the Monitor the option to participate in such meetings.

(6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Buyer and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

(7) The Monitor will submit a written report to the Chairman, Bangiya Gramin Vikash Bank within 8 to 10 weeks from the date of reference or intimation to him by the Buyer and, should the occasion arise, submit proposals for correcting problematic situations.

(8) If the Monitor has reported to the Chairman, Bangiya Gramin Vikash Bank, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

(9) The word '**Monitor**' would include both singular and plural.

Section 09- Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion future business dealings.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/ determined by Chairman, BGVB.

Section 10- Other provisions

(1) This agreement is subject to Indian Law. Place of performance and jurisdiction is The “Place of award of work”.

(2) The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of to the extant law in force relating to any civil or criminal proceedings.

(3) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

(4) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

(5) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

(6) Issues like warranty/Guarantee etc. shall be outside the purview of IEMs.

(7) In the event of any contradiction between the Integrity Pact and its Annexure, the Clause in the Integrity Pact will prevail.

The parties hereby sign this Integrity pact aton

BUYER	BIDDER
Signature (with seal)	Signature (with seal)
Name of the Officer:	Name of the Officer:
Designation:	Designation:
Bangiya Gramin Vikash Bank:	Bidder's Company Name:
Witness	Witness
1.	1.
2.	2.

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.