



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

Tender Notice. No. BGVB/HO/P&D/894/2024-25

Date: 16.04.2024

**NOTICE INVITING QUOTATION FOR CIVIL, FURNITURE & FIXTURE, ELECTRICAL WORK  
AT BGVB, PMO (2<sup>ND</sup> Floor)**

Sealed quotations are invited by the General Manager (P&D), Bangiya Gramin Vikash Bank, Head Office for supply & installation work at BGVB, PMO Premises at 190, Ultadanga Main Road, Kolkata- 700067. Contractors may apply in prescribed quotation forms available with the General Manager, P&D Department, Bangiya Gramin Vikash Bank, Head Office, 3<sup>rd</sup> 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 Civil, Furniture & Fixture, Electrical Work at BGVB, PMO (2<sup>nd</sup> Floor)**" addressed to the General Manager, P&D Department, Bangiya Gramin Vikash Bank, Head Office, 3<sup>rd</sup> Floor, BMC House, NH-34, Chuanpur, PO- Chaltia, Berhampur, Dist- Murshidabad, West Bengal 742101 **so as to reach him not later than 5 p.m. May 7, 2024. Quotation received after 5:00 P.M. on May 7, 2024 will not be accepted.** Quotations will be opened on the next working day, May 9, 2024 at 11:00 A.M. in the Conference Room, Bangiya Gramin Vikash Bank, Head Office, 2<sup>nd</sup> 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, 3<sup>rd</sup> Floor, BMC House, NH-34, Chuanpur, PO- Chaltia, Berhampur, Dist- Murshidabad, West Bengal 742101 Contact no: **73270 79850**.

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

General Manager  
Bangiya Gramin Vikash Bank  
Head Office



Date : 16.04.2024  
Place : Berhampore

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

**QUOTATION FOR CIVIL, FURNITURE & FIXTURE, ELECTRICAL WORK AT BGVB, PMO (2<sup>ND</sup>  
FLOOR)**

**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 (Except 2023-24)

Financial Years	Turnover (Rs. In Lakh)	Income Tax paid (Rs. In Lakh)*
2023-24 (Unaudited)		
2022-23		
2021-22		
2020-21		

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

14. Bankers Details:

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

15. Details of Earnest Money deposited:

Amount	DD / Banker's Cheque	Drawn on	Date

16. Rates quoted for proposed work as per specification below:

Sl. No.	Particulars	Amount
1	Total Project Cost for PMO- 2 <sup>nd</sup> Floor	
2	Tax / GST @	
3	Grand Total	
4	Total Amount in Words	

**\*Note: Detailed Item Wise Quotation to be furnished as per Annexure-II**

17. 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.



18.The bidder should have never been blacklisted by any Govt./PSB/PSU: Yes / No  
(Undertaking in this respect to be submitted)

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.

<b>Signature</b>	
<b>(Authorised Person with Seal)</b>	
<b>Name</b>	
<b>Address</b>	
<b>Date</b>	
<b>Place</b>	

**Undertaking by Bidder**  
**(To be submitted on Concern's Letter head)**

To:  
General Manager (P&D)  
Bangiya Gramin Vikash Bank  
Head Office-Chuanpur, NH-34, Berhampur  
P.O- Berhampur, Dist – Murshidabad West Bengal, Pin-742101

Dear Sir/ Madam,

**Sub: Quotation for proposed Civil, Furniture & Fixture, Electrical Work at BGVB, PMO.**

1. Having reviewed and fully understood all information provided in the Tender Document dated [insert] (“**Tender**”) issued by the Bank, [Bidder] is hereby submitting the Bid. As required we are enclosing the following:-

- a. Bid as per the Tender.
- b. Other details and supporting documents (as applicable) in response to the requirements outlined in the Tender.

2. Our Bid is unconditional, valid and open for acceptance by Bank.

3. We undertake that we shall make available to the Bank, any additional information/ clarification it may find necessary or require to supplement or authenticate the Bid.

4. We hereby agree, undertake and declare as under:-

a. We have examined the Tender document and have no reservations with respect to the same.

b. Our Bid is, in all respects, compliant with the requirements of the Tender. Without prejudice to the foregoing, notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Bid, we hereby represent and confirm that our Bid is unconditional and is without any deviations, conditions or any assumptions in all respects.

c. Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Bid, we hereby agree and undertake to keep this Bid valid and open for acceptance without unilaterally varying or amending its terms for the period, including any extended period, as specified in accordance with the Tender.

d. We declare that in the event that the Bank discovers anything contrary to our above declarations, it is empowered to forthwith disqualify us and our Bid.

e. We undertake that in case due to any change in facts or circumstances or applicable law during the Bidding process, we are disqualified in terms of the Tender, we shall intimate the Bank of the same immediately.

f. We further declare that we have not been declared ineligible for corrupt or fraudulent practices in any bid process and have not been blacklisted by any Nationalized Bank/ Bank/ Finance Company or Regulatory Authority anytime in the past relating to supply of Note Counting Machines.

g. We confirm that the Bank and its authorized representatives are hereby authorized to conduct any inquiry or investigation to verify the veracity of the statements, documents, and information submitted in connection with this Bid and to seek clarifications from our employees and clients regarding any financial and technical aspects.

h. This letter will also serve as authorization to any individual or authorized representative of any entity referred to in the supporting information, to provide such information deemed necessary and requested by BGVB to verify statements and information provided in this Bid, or with regard to our resources, experience, and competence.

i. We hereby irrevocably waive any right which we may have at any stage at Court of law or howsoever otherwise arising to challenge or question any decision taken by the Bank in connection with the selection of the Bidder, or in connection with the Bidding process itself, in respect of the above mentioned Proposed Corporate Agency Tie-up and the terms and implementation thereof.

j. We hereby undertake that the new equipments to be delivered to the Bank will be brand new including all peripherals and components and that the equipment and its parts are licensed and legally obtained.

k. We hereby undertake to provide Security Deposit equivalent to 10% of the value of the Invoice amount (Excluding GST) with a validity period of one year.

5. We understand that:-

a. All information submitted under this Bid shall remain binding upon us.

b. The Bank may in their absolute discretion reject or accept any Bid.

c. We acknowledge the Right of the Bank to reject our Bid without assigning any reason for the Proposed Tie-up and also to reject all Bids (Proposals). We hereby waive our right to Challenge the same on any account whatsoever.

d. Bank is not bound to accept any Bid that it may receive pursuant to the Tender.

6. We acknowledge that the Bank will be relying on the information provided in the Bid and the Documents accompanying such Bid for selection of the Bidders and we declare that all statements made by us and all the information pursuant to this letter are complete, true and accurate to the best of our knowledge and belief.

7. We hereby unconditionally undertake and commit to comply with the timelines as specified in terms of the Tender or as extended by the Bank from time to time at its sole discretion.

8. This Bid shall be governed by and construed in all respects according to the laws of India. Courts in Kolkata, India, shall have exclusive jurisdiction in relation to any dispute arising from the Tender, this Bid and the Bid process.

9. All the terms used herein but not defined, shall have the meaning as ascribed thereto under the Tender.

10. We enclose Demand Draft/Pay Order for Rs. ----- favouring Bangiya Gramin Vikash Bank and payable at Berhampore, Murshidabad, W.B, towards Earnest Money Deposit, details of the same mentioned as under:

- Demand Draft / Pay Order No:
- Date of Demand Draft / Pay Order:
- Name of Issuing Bank:

Name of the Bidder

**Signature of the Authorized Person**

**Name of the Authorized Person**

## General Instructions to bidders and Special Conditions

1. Quotation in prescribed form shall be submitted in sealed envelope superscripting "**Quotation for Civil, Furniture & Fixture, Electrical Work at BGVB, PMO**" 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 May 7, 2024. 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, 3<sup>rd</sup> 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 agency/intended bidder may visit/examine the site/unit as per given time schedule or prior appointment.
6. 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;
  - The Earnest Money Deposit of Rs.20,000/- (Rs. Twenty thousand only) only by way of Demand Draft or Banker's Cheque favouring Bangiya Gramin Vikash Bank, Head Office payable at Berhampur. EMD paid through any other means or instruments shall not be accepted. All bids/Quotation without EMD would be considered as unresponsive and rejected.
  - 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. The rate quoted shall be **exclusive and net** of all taxes imposed by Central/State Government/ Local Bodies.
7. Quotations will be opened on the next working day, May 9, 2024 at 1100 hours IST in the Conference Room, Bangiya Gramin Vikash Bank, Head Office, 2<sup>nd</sup> 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.
8. 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.
9. 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.
10. Time for completion of job: 45 days from the date of acceptance of offer.
11. The Tenderer/Bidder will not sublet the work (if awarded to his/their Bidder) and if it does so; the penalty shall be payable by his/their Bidder as may be decided by the Bank.

12. Quotations will be evaluated on the basis of lowest quoted rate (L-1).

13. 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.

<b>Signature</b>	
<b>(Authorised Person with Seal)</b>	
<b>Name</b>	
<b>Address</b>	
<b>Date</b>	
<b>Place</b>	



## GENERAL TERMS & CONDITIONS FOR THE CONTRACT

1. The bidders may visit/examine the site and its surrounding from 20-04-2024 to 30-04-2024 on any working day between 11:00 AM to 03:00 PM by prior appointment with the concerned officials to assess the accessibility and assess the scope of works before submitting their offer. No claims later on in regard to the site and its surrounding or any matter relating thereto shall be entertained. The bidders shall arrange & maintain at his (their) own cost all materials, Tools & Plants, security (for their men/materials), storage for material and facilities to the workmen for executing the work.
2. 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 Berhampore, along with the tender, failing which the bid will summarily be rejected. No Cheque / Cash shall be accepted as EMD.
3. The rates mentioned in the financial bid shall be inclusive of all Duties, Octroi, Packing, Forwarding, Cartage, Insurance, Loading-unloading, road permit/state entry permit and Delivery, Installation, Testing, Commissioning, etc at site including temporary constructional Storage, Risks, Overhead Charges, General Liabilities/ Obligations etc and any other taxes as applicable but excluding Taxes / GST. Any variation in the above said rate (except taxes / GST) till the completion of the work will also be in the bidders account.
4. Tender documents shall be available on Bank's website only.
5. Duly sealed tenders shall be dropped in the tender box/to be submitted at P&D Department, Bangiya Gramin Vikash Bank, Head Office, 3<sup>rd</sup> Floor, BMC House, NH-34, Chuanpur, PO- Chaltia, Berhampur, Dist- Murshidabad, West Bengal 742101. Tender MUST be duly signed and stamped on each page as a token of acceptance of all terms and conditions /clauses of the tender enquiry.
6. Sealed tenders should be addressed to General Manager, P&D Department, Bangiya Gramin Vikash Bank, Head Office, 3<sup>rd</sup> Floor, BMC House, NH-34, Chuanpur, PO- Chaltia, Berhampur, Dist- Murshidabad, West Bengal 742101 and super scribed as "**Quotation for Civil, Furniture & Fixture, Electrical Work at BGVV, PMO (2<sup>nd</sup> Floor)**" and sent as to reach this office not later than 5.00 PM on 07.05.2024.
7. The selected vendor/contractor shall place a security deposit in the tune of 5% of the quoted amount (Excluding GST) in the form of Fixed Deposit with the Bank which to be retained by the Bank for one year. Earnest Money Deposited by the successful bidder shall be released in that case.
8. Tenders not accompanied with EMD and supporting documents shall be rejected and considered invalid. The earnest money shall be refunded to the tenderer within 30 days from the date of opening of tender, if the tender is not accepted but without any interest.
9. The conditional tender shall not be considered under any circumstances and shall be rejected without any notice.
10. No tender will be received after 5.00 PM on 07.05.2024.
11. All tenders/bids shall be the property of Bangiya Gramin Vikash Bank, and contractors will lay no claim whatsoever on the same.
12. Tender will be opened on May 9, 2024 at 11:00 A.M. in the Conference Room, Bangiya Gramin Vikash Bank, Head Office, 2<sup>nd</sup> Floor, BMC House, NH-34, Chuanpur, PO- Chaltia, Berhampur, Dist- Murshidabad, West Bengal 742101. Interested bidders may attend tender opening process, Separate communication will not be given from our side. The rates tendered by the contractors shall be valid for 90 days from the date of opening.
13. Bank reserves the right to reject any or all the tenders in full or in part without assigning any reasons whatsoever, and the decision of the Bank in this regard will be binding on all the bidders. Bidders not complying with any of the provisions stated in this tender document are liable to be rejected. Bank reserves the right to accept or reject any tender without assigning any reason and does not bind himself to accept the lowest tender.
14. Bangiya Gramin Vikash Bank, does not bind himself to accept the lowest or any tender and reserves the right to accept or reject any or all the tenders whether in whole or in part without assigning any reason for doing so. The owner reserves his rights to negotiate with the lowest or any other tender/s.
15. Each of the tender documents is required to be signed by the person or persons submitting the tender in token of his/ their having acquired himself/ themselves with the general conditions, articles of agreement, mode of measurements, schedule of probable quantities, site conditions and the time schedule etc. as laid down. Any tender with any of the documents not signed will be liable to be rejected.

16. Payment terms as follows: - a) No advance payment will be made. b) The payment shall be made after successful completion and handing over of work in all respect.
17. Income Tax and surcharge will be deducted as per Govt. of India rules.
18. All entries in bid documents must be made by hand and in ink. The rates quoted for the items shall compulsorily be in "Figure" and Total Amount in "Figure" & "Words" in English. In the event of discrepancy between the rates quoted in figures & words, the rates quoted in words, shall be binding.
19. 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.
20. All the pages of the tender documents should be signed by the tenderer.
21. Within ten days of the receipt of intimation from the Owner of acceptance of his/ their tender, the successful tenderer shall be bound to implement the contract by signing the agreement in accordance with the draft agreement and the conditions of contract with the owner.
22. In case L1 backs out, Bank reserves the right to entrust to L2 and so on. In that case, EMD of L1/L2, etc will be forfeited.
23. The rates quoted by the contractor should include all charges for scaffolding materials labour, hire or any tools, marking out and clearing of the site as mentioned in the specifications. The rate quoted by the tenderer of probable quantities will be deemed to be for the finished work to be measured at site. The rates shall be inclusive of all octroi duty, L.B.T.; works contract tax, Provident Fund, Insurance etc. levied by any Government or any public body. The contractor shall abide by the rules of Minimum Wage Act and Child Labour Act and keep the owner indemnified regarding the same. The contractor should take necessary insurance for the work as required under the workman compensation act, labour laws etc. as prevailing.
24. The rate shall be binding to the Contractor, for all the tender items till the completion of defect liability period irrespective of variation in market rates of material and labor.
25. Bank reserves the right to terminate the contract without any reference or any notice period on account of poor workmanship, non-compliance of set norms/specifications for the works, delay in progress of work, violation of any contract provisions by the bidder, failure to start the work within 10 days from date of acceptance. The contract can also be terminated at the request of contractor within 10 days from the date of issue of LOI order. In such cases the bidder is liable to pay Liquidated damages @ 5% of tendered value besides forfeiting security deposit/EMD.
26. Bank shall be fully empowered to expel any of the bidder's staff in case of any indiscipline/ misconduct/violence.
27. 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.
28. The calculations made by the tenderer should be based upon probable quantities of the several items of work, which are furnished for the tenderers' convenience. It must be clearly understood that the contract is not a lump-sum contract that neither the probable quantities nor value of the individual and the aggregate value of the entire tender will form a part of the contract and that Bank doesn't in any way assure/guarantee the tenderer that the said probable quantities are correct or that the work would correspond thereto.
29. In case the successful bidder reviles from the offer within the validity of tender, the earnest money will be forfeited. Similarly, if successful contractor fails to commence the work within 10 day from the date of issue of award letter, the amount of earnest money will also be forfeited besides blacklisting the firm.
30. The various materials stored on site shall be protected from the fire, floods or rains etc. and the contractor shall be responsible for any damage caused to the owner for the same.
31. The tender submitted on behalf of a firm shall be signed by all the partners/ directors of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the owner may reject the tender.
32. The owner reserves the right to omit any item or items or part thereof for which contractor shall not claim any compensation whatsoever.
33. The rates quoted in the tenderer shall include all charges of scaffolding, lift, any tools and plants, railway, freight, labor conditions and any other charges or expenditure for carrying out the work.
34. The bidder shall depute their own security staff for watch and ward of their materials supplied/ installed at site till the final handing over of the complete work and temporary lockable shed/Almirah etc. shall be

- arranged by bidder at his own risk and cost. No accommodation/ staff/ lockable space will be provided by Bank under any circumstances.
35. No escalation in any form either of cost/materials/labours or any taxes shall be payable by the Bank during the contract period.
  36. The bidder shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at Bank. The bank shall have no liability in this regard. The personnel employed by the bidder will not claim any right to become the employees of Bank and there will be no Employee and Employer relationship between the personnel engaged by the bidder and Bank.
  37. On completion of all work, bidder shall remove all surplus materials & leave the site in a broom clean condition, failing which the same shall be done at bidder's risk & cost. Bidder shall be responsible for disposing off the all old dismantled waste materials away from the campus. The disposal of such materials shall be done immediately after completion of work at own risk & cost.
  38. Non tendered/extra work if asked to be done by the contractor, only on written instructions/order from Bank. The time schedule will not change.
  39. Successful Bidder shall produce all the invoices for the incorporated material in the work. The final bill shall be enclosed with all the photocopies of invoices.
  40. The rates quoted by bidders should be realistic and workable for each and every items. Quoting unrealistic/unreasonable lower or higher price will be treated as non-responsive bid and will not be considered for further evaluation. The decision of Bank shall be final in this regards.
  41. 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.
  42. 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.
  43. The successful tenderer is bound to carry out entire work within the period stipulated in the appendix. The tenderer will have to pay liquidated damages for non- completion of job within stipulated period at the rate of Rs 1000/- per day after expiry of period of completion subject to maximum of 10% of the contract value.
  44. The contractor shall acquaint himself with the site conditions making his own arrangement for storing of material at site lift cartage etc.
  45. The contractor shall make adequate arrangements for watch and ward of material and shall ensure the safety, breakage and any theft of material fixed or unfixed by him or other sub-contractors.
  46. The contractor will take necessary precautions for carrying out the work avoiding any damage to structure/decorative parts of the property. The contractor will rectify any damages done at his cost.
  47. The bank may delay the progress of work without in any way vitiating the contract and grant extension of time for the commencement/completion of contract as it may think proper and sufficient in consequence of such delay and the contractor shall not make claim, compensation or damage in relation thereof.
  48. The contractor will not execute any extra item without Bank's permission in writing.
  49. The quantities mentioned in the schedule of quantities are approximate. Payment will be made on the actual work done by the contractor. However the contractor should not deviate the quantity without Bank's permission. Conditional tenders quoted by Contractor is liable to be rejected.
  50. The Bank has a right to alter the nature of work and to add or omit any items of work or to have the option of the same carried out departmentally or otherwise and such alternations or variations shall be carried out without prejudices to the contract.
  51. I/ We hereby declare that I/We have accept/read and understood the above instructions for the guidance of the tenderer.

Date:

Signature of the tenderer Place SEAL.

## Annexure-I

<b>CHECK LIST OF DOCUMENTS TO BE SUBMITTED</b>		
<b>To be attached with Tender</b>		
<b>SL NO</b>	<b>PARTICULARS</b>	<b>TICK IF ENCLOSED</b>
1	Certificate of Registration of Company / Partnership deed.	
2	Incorporation Certificate/ Partnership Deed/ Memorandum of Association/ Article of Association (Whichever is applicable)	
3	Earnest Money Deposit DD / Pay Order	
4	Shop & Establishment Certificate of Local Office	
5	Certificates of registration with Income Tax, GST, etc.	
6	Letter of Authority signed by Director(s)/Partners for authorised representative.	
7	Details & nos. of Company owned Registered Offices in W.B. with Names of employees, Address, Telephone /Mobile Nos. etc.	
8	Audited Balance Sheet & Profit & Loss A/c Statement or Income Tax Return for last three years	
9	Details of five years dealing in the services offered	
10	Self-attested copies of Work Orders/AMC/Client Certificate, relevant TDS Certificate, and satisfactory Completion Certificate with value of work from Public sector Bank /Public Sector Unit situated in W.B. state for last three years.	
11	Details of Work ON-HAND Performance Certificate, Work Order/Client Certificate, etc. from Banks	
12	Undertaking certificates on company's letter head as per annexures.	
13	Undertaking regarding blacklisting	
14	Document in support of any other information	

**NOTE:** In ABSENCE of any of the information/enclosures OR any FAKE, WRONG, FICTICIOUS, FALLACIOUS, etc. reporting, the tender is likely to be rejected.

The Vendor shall produce/provide original of any document, required by the Bank for verification.

## **Annexure-III**

### **Bangiya Gramin Vikash Bank**

### **Proforma for "Integrity Pact"**

#### **INTEGRITY PACT**

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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 at .....on .....

<b>BUYER</b>	<b>BIDDER</b>
<b>Signature (with seal)</b>	<b>Signature (with seal)</b>
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.



**ANNEXURE-II**  
**QUOTATION OF PMO- 2ND FLOOR**

Sl. No.	Item Description	Brand Name / Quality	Unit	Quantity	Rate	Amount
<b>1</b>	<b>CIVIL WORK</b>					
a	Providing and Fixing Vitrified Tiles on Floor		Sqft	100		
b	Tiles fitting at Pillar Skirting		Sqft	10		
c	Dismantling of Existing Toilet Floor		Actual			
d	Providing and Fixing Ceramic Tiles on Toilet Floor		Sqft	200		
e	Covertion of Toilet by making commode line in Gent's Toilet		Nos	1		
f	Providing and Fixing Commode with seat cover and cistern		Nos	2		
g	Providing and Fixing Angular Cock		Nos	2		
h	Providing and Fixing 2 in 1 bib cock with commode shower		Nos	2		
i	Dismantling of Existing Damaged Plaster		Actual			
j	Plastering on wall and ceiling with Cement (Ratio 1:4) and DPC Chemical		Actual			
<b>1.A.</b>	<b>SUB TOTAL OF CIVIL WORK</b>					
<b>2</b>	<b>FURNITURE</b>					
a	Changing Notice Board/Soft Board Cloth		Sqft	350		
b	Changing Laminate on Existing Table		Rft	160		
c	Providing and Fixing One Way Vision Film		Sqft	120		
d	Partition repairing and both side laminate pasting		Sqft	150		
e	Mid Back Chair (PNB Shade)		Pcs	10		
f	Chair Repair, Cloth Change, Wheel Change, Handle Change		Nos	15		
g	Repairing of Existing Conference Table with lamination change		Nos	1		
h	Conference Room New Side Table 2.5'X1'		Nos	1		
i	Providing and Fixing Wall Cabinet with Rack		Nos	1		
j	Providing and Fixing Vertical Blind		Sqft	220		
k	New Main Door (6.75'X3.75') made by wood, wp ply and glass. Complete Finishing with Polish, door closer, handle and lock system.		Sqft	26		
l	New Flush Door at Toilet (7'X2.6')		Sqft	18		
<b>2.A.</b>	<b>SUB TOTAL OF FURNITURE WORK</b>					
<b>3</b>	<b>ELECTRICAL WORK</b>					
a	Providing and Fixing 1'X1' LED Lamp with Fittings		Nos	30		
b	Providing and Fixing Wall Fan		Nos	4		
c	Providing and Fixing AC Points with Wiring		Nos	1		
d	Misc Electrical Rectification Work		Actual			
e	Misc LAN Repairing Work		Actual			
f	Removing Existing Light Fittings		Actual			
<b>3.A.</b>	<b>SUB TOTAL OF ELECTRICAL WORK</b>					
<b>4</b>	<b>TOTAL PROJECT COST (1A+2A+3A)</b>					

**Signature**

**(Authorised Person with Seal)**

<b>Date</b>	
<b>Place</b>	