



REGIONAL OFFICE : GUWAHATI

Invitation for Tender / Bids (Electrical Audit) — Terms & conditions

1. Central bank Of India, Regional Office, Guwahati invites sealed tenders / Bids from eligible Electrical Consultant / firms for Electrical Audit of Branches & Offices as per Annexure – 1 under RO Guwahati.
2. Interested eligible Bidders may submit their response to this tender document at our office located at Sr. Regional Manager, Central Bank of India, Regional Office Guwahati, 2nd Floor, Central Bank building, Shaktigarh Path, Bhangagarh, Guwahati- 781005, Assam before last date for submission of tender documents as mentioned in this tender document.
3. The response to the Tender document is to be submitted in two-bid system, separately in two sealed covers as per the formats given in this tender document super scribing — “Technical / Commercial Bid for the Electrical Audit :
 - a) Technical bid
 - b) Commercial bid.
4. Central Bank of India reserves the right to accept or reject in part or full any or all the offers without assigning any reasons there for at any stage of tender.
5. Date of opening of Commercial bids shall be intimated to technically qualified bidders.
6. The bids submitted late on account of any reasons, whatsoever, will NOT be entertained.
7. Tender document is non-transferable and the selected final bidder shall be executing the work order through their authorized employees only and cannot be given as sub-contract.
8. Rates should be quoted both in words and numbers in the financial bids. No alterations in these figures / words are expected. In case of any alterations / strike off, the amount mentioned in the words shall prevail. All the corrections are to be initialed by authorized signatory of the firm.
9. All the supporting documents submitted along with the tender document are to be signed by the authorized signatory.
10. Bank may negotiate with the L-1 price bidder for further reduction of rate quoted by bidder.
11. Any additions or a deletion in the list of branches is as per the discretion of the Bank.
12. In case of any ambiguity or doubt as to meaning of any of the tender clauses / conditions or, if any further information is required, the matter should immediately be referred to Sr. Regional Manager, Central Bank of India, Regional Office Guwahati, 2nd Floor, Central Bank building, Shaktigarh Path, Bhangagarh, Guwahati- 781005, Assam
13. EMD An amount of Rs.1500.00 shall be deposited in the form of Demand Draft issued in the name of “Central Bank of India, Regional Office Guwahati”, payable at Guwahati, not issued before the date of publication of this tender document. This Demand Draft is to be enclosed along with Technical Bid only. Failure to submit the EMD by the bidder shall make the document offered by Bidder as Invalid. The EMD shall be refundable to the bidder’s post placement of work order with L-1 bidder. The EMD of the L-1 bidder shall be returned only after satisfactory completion of work as per the terms of the tender document.

14. It is the responsibility of the bidder to ensure that their firm participating in the bidding process meets all the eligibility criteria stipulated by the Bank and necessary documents are enclosed wherever required. During the course of evaluation of bids, if Bank requires any documentary evidence required for evaluation, the same shall be intimated and bidder is expected to submit within reasonable time period. In case the documentary evidence could not be submitted within stipulated time period, Bank may discard the proposal submitted by the Bidder. All participating Bidders are requested to check the documents wherever required and be included in the technical bid at the initial stage itself.

15. Eligibility criteria of the bidder:

a) The bidder / consultant / firm / company have to fulfill the following criteria:

a) Preferably Proper infrastructure/ office in Guwahati City or at any other location within 100 kilometer from Guwahati

b) The bidder should be a 'A' class contractor and have 5 years experience in execution of similar works to be (supporting documents annexed in technical bid).

c) The bidder should be an income tax assessee and should have filed income tax return for the last 3 years (Supporting documents to be annexed in technical bid)

d) The bidder should be profit making in the last 3 years.

e) Average financial turnover for the last 3 financial years should be minimum Rs.10 lakh per year.

f) Bidders are required to submit their full bio-data giving details in the enclosed preforma about their organization, experience, technical personnel in their organization, pan card, Aadhar card, address proof, competence etc.

g) The minimum educational qualification of electrical auditor / consultant should be a diploma holder in electrical engineering (DEE) or BEE certification by Ministry of Energy and Power. Bachelor degree in electrical engineering will be considered as advantage to firm.

i) Bidder should have experience of minimum 5 years of electrical audit in Government / PSU / Nationalized Banks. Copy of work order should be attached with the tender.

j) The bidder should submit the copy of registration of the firm.

A) The bidder should have valid sale tax / TIN number / GST number whichever is applicable.

B) The details of employees deputed to Branches should carry ID proof at all times along with copy of the work order

k) Preference will be given to the vendors whose office with full infrastructure is available at Guwahati/North East

19. All relevant precautions are to be taken by the bidder / electrical auditor while executing the audit work at all locations. The bidder shall be responsible for all injuries to the work or workmen, to persons, animals or things and for all damages to the structural and /or decorative part of property which may arise from the operations or negligence of himself / their employees.

Annexure — Compliance of terms and conditions -in Technical Bid

I / we have read and understood the instructions and the terms and conditions contained in the tender Document.

I do hereby declare that the information furnished in the response to tender document and other supplementary sheets is correct to the best of my / our knowledge and belief.

In case of selection of my / our bid for Electrical Audit work, we shall be carrying out the electrical audit work in accordance with the terms and conditions there of.

Signature of Authorized Signatory:

Name of Authorized Signatory:

Designation :

Address of firm:

Place:

Date:

TECHNICAL BID

Basic Information about the Firm / Organization:

S1 No	Details	विवरण Details	दस्तावेज संलग्न? Documents Enclosed?
1.	Name of the firm / Company Along with Address		
2.	Contact Details 1. Name of person 2. Mobile no : 3. Email Id : 4. ID & Address details : 5. GST no. (if any)		
	Date and year of establishment (Enclose relevant documents)		
4	Type of organization (Sole proprietor /partnership / private ltd/ co-operative body etc)		
5.	Details of registration (Documentary evidence to be enclosed)		
6.			
	Details of electrical audit work order's executed with Govt / PSU / Nationalized Banks etc. (Documentary evidence to be enclosed)		
7.	Financial Details of the firm (enclose documentary evidence)		
8.	No. of years of experience in electrical audit works (Certificate to be enclosed)		
9.	Income tax returns & balance sheet of the last 3 years (documentary evidence to be enclosed)		

10.	Name of electrical auditors / engineer / inspector (full details along with qualifications) (enclose documents)		
11.	Whether electrical auditor / engineer / inspector is having valid BEE certification (enclose certificate)		
12.	Income tax PAN number		
13.	GST number (if any)		
14.	Whether any of the engineer /electrical auditor Is having EA Registration from Bureau of Energy Efficiency? If yes, enclose documentary evidence		

(Signature of Bidder with Seal of Firm)

Date :

Place :

Annexure -Commercial Bid/Financial Bid

To
Sr. Regional Manager,
Central Bank of India, Regional Office, Guwahati
Shaktigarh Path, Near Senco Jewellers
Bhangagarh, Guwahati – 781005
Assam

Reg: Commercial Bid for Electrical Audit

With reference to tender document for electrical audit for various branches / offices and ATMs located as per Annexure – 1 , we are pleased to offer our best quote for carrying out the work as mentioned in scope of work.

We confirm that the electrical audit reports shall be submitted to concerned branches / Office in prescribed formats as per the scope of work.

Sl.No.	Description of work	Rate (Rs.)	GST & other applicable taxes	Total amount (Rs.)
1	Electrical Audit of Branches/ Offices as per Annx – 1 and as per the details mentioned in the tender notification. The rate shall include labour cost, travelling. equipment handling etc.			
TOTAL: Rupees -----				
-----Only				

We understand that in case of difference of amount mentioned in words and numbers, the value mentioned in words shall prevail to decide on the L- 1 Bidder.

All terms and conditions mentioned in the tender document are acceptable to us and shall be binding on us.

(Signature of Bidder with Seal of Firm)

Date :

Place :

Bidders are requested to check the enclosures mentioned below. The list is only indicative and not exhaustive.

Details of Firm:

1. Contact details
2. Checking for experience details as per requirements mentioned in Tender document
3. Income Tax Assessment returns for last 3 years
4. Balance Sheet statement
5. Details of PAN card , GST provided
6. Tender Fee of rs 1500.00 in form of DD to be enclosed in Technical Bid
7. Commercial Bid in prescribed format without any alterations / corrections
8. Compliance letter to Bank on tender document on Company's letter head
9. Copies of Previous work orders executed by the bidder
10. Two separate sealed envelopes – Technical Bid & Commercial Bid prepared
11. Supporting documents, certification of employees , firm etc are enclosed
12. Financial turnover of the bidder is exceeding Rs 10 lakh for last 3 years and is profit making
13. Other relevant documents.