

TENDER DOCUMENT

THE YAMUNA NAGAR CENTRAL CO-OPERATIVE BANK LTD.

YAMUNA NAGAR, HARYANA

E-Tender Document

For

**Work Job of Bank's Counter with Materials for the Branch of
"THE YAMUNA NAGAR CENTRAL CO-OPERATIVE BANK LTD"
Situated in Yamuna Nagar District**

Date of Downloading Tender from	01.10.2021 from 10:00 P.M To 25.10.2021 upto 5:00 P.M.
Last Date for online submission of Tender	Upto 05:00 P.M. on 25.10.2021
Submission of online Payment (Tender document fee+E-Service Fee	25.10.2021 upto 05:00 P.M
Date & Time of opening Technical Bid	26-10-2021 at 12:00 Noon
Date & Time of Opening Financial Bid	26-10-2021 at 03:00 P.M.
Venue of Opening of Bid	Phase-II, Sarojini Colony, Bye - Pass Road, Yamuna Nagar- 135001-Haryana

E-mail: ccb_ynr@yahoo.com

Website: www.coopbankyamunanagar.in

Short Term Notice Inviting E-Tender

E-Tender Notice

The Yamuna Nagar Central Co-operative Bank Ltd. invites online e-tendering under two bids system i.e. technical and financial. Tender for job works of bank counter with materials at our branch I.T.I and Head Office Branch Yamuna Nagar as per drawing specification in e-tender. Only those Bidders / Manufacturer / Suppliers allow for bid having office in Yamuna Nagar District. Bank reserves the right to accept or reject any application without assigning any reason(s).

*Hard copies of Technical Bids in sealed covers be also sent separately up to 25.10.2021 in the Head office of this bank situated in Phase-II, Sarojini Colony ,Bye Pass Road, Yamuna Nagar-135001 Haryana

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The Tender forms (non-transferable) containing terms & conditions and specifications description of the above mentioned items may be downloaded from Website: <https://etenders.hry.nic.in/> and www.coopbankyamunanagar.in

Technical & Financial bid will be opened at Head Office, Phase-II, Sarojini Colony, Bye Pass Road, Yamuna Nagar-135001 Haryana.. Bank reserves the right to reject any/all the tenders without assigning any reason.

GENERAL MANAGER

OTHER DETAILS:

E-Tender is invited for below mentioned work in single stage two cover system i.e. Request for Pre-Qualification/Technical Bid (online Bid under PQQ/ Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):

1. Job Description of works for Head Office Branch with materials:

Sr. No	Description of Jobs works and Goods Materials	Qty
1.	Cash Counter inside & out side with sunmica 8'x6'x7.5' materials include 18" ply base. Top Glass 8 mm thickness, Front Glass partition 12mm ,mica inside .8 or outside .8 thickness required on auto lock in drawer.	1
2.	Service Table 4'x 4½ x 2 ½ with Glass inside and outside with sunmica included mica inside .8 or outside .8 thickness required on auto lock in drawer.Front Glass in 12 mm	5
3.	Officer Table 5 ½'x 2 ½ x 2 ½ with Glass inside & outside with sunmica included mica inside .8 or outside .8 thickness required on auto lock in drawer.	1
4.	File Wardobe Size 7'x 2 ½ x 1 ½ inside & outside with sunmica included mica inside .8 or outside .8 thickness required on autolock.	4
5.	File Wardobe Size 6'x 2 ½ x 1 ½ inside & outside with sunmica included mica inside .8 or outside .8 thickness required on autolock.	1
6.	Partition Cash Counter 8'x 7'x 2 ½" inside & outside with sunmica inside .8 or outside .8 thick ness with Door Size 6 ½' x 2 ½" with glass & 18 mm ply base with lock.	1
7.	Partition Cash Counter 6'x 7'x 2 ½" inside & outside with sunmica inside .8 or outside .8 thick ness with 18 mm ply base.	1
8.	Cash counter ceiling with Aluminium Jali 8'x6'	1
9.	Office table door two side laminate size 2.25'x 2 ½ x 1 ½	1
10	Corner Table 2 ½ x 2 ½ x 2 ½	1
	Total	17
	Materials Details: 5 mm back lite sheet Virgo or GL 6 MM Ply Virgo or GL 18 MM Ply Virgo or GL .8 MM Mica out side Virgo or GL .8 MM inside mica Virgo or GL Plane Glass Top & Partition 12 MM, 8 MM thickness Saintgobain or ModiGuard Auto lock drawer ABKO or LINK, HARISON Adhesive PDILITE or JIVANJOR	

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<p>Drawer channel Hattick All fitting hinges & handle SS Note: All Alimirah, Office Table, Partition & Wardrobe Mica Pasting and cup door and drawers PVC tape binding.</p>	
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2. Job Description of works for I.T.I Branch with materials:

Sr. No	Description of Jobs works and Goods Materials	Qty
1.	Cash Counter inside & out side with sunmica 8'x7'x7.5' materials include 18" ply base. Top Glass 8 mm thickness, Front Glass partition 12mm ,mica inside .8 or outside .8 thickness required on auto lock in drawer.	1
2.	Service Table 4'x 4½ x 2 ½ with Glass inside and outside with sunmica included mica inside .8 or outside .8 thickness required on auto lock in drawer.Front Glass in 12 mm	5
3.	Officer Table 5 ½'x 2 ½ x 2 ½ with Glass inside & outside with sunmica included mica inside .8 or outside .8 thickness required on auto lock in drawer.	1
4.	File Wardobe Size 7'x 2 ½ x 1 ½ inside & outside with sunmica included mica inside .8 or outside .8 thickness required on autolock.	4
5.	Partition Cash Counter 8'x 7'x 2 ½" inside & outside with sunmica inside .8 or outside .8 thick ness with Door Size 6 ½' x 2 ½" with glass & 18 mm ply base with lock.	1
6.	Partition Cash Counter 8'x 7'x 2 ½" inside & outside with sunmica inside .8 or outside .8 thick ness without Door Size 6 ½' x 2 ½" with glass & 18 mm ply base with lock.	1
7.	Partition Cash Counter 7'x 7'x 2 ½" inside & outside with sunmica inside .8 or outside .8 thick ness with 18 mm ply base.	1
8.	Cash counter ceiling with Aluminium Jali 8'x7'	1
09.	Office table door two side laminate size 2.25'x 2 ½ x 1 ½	1
10	Corner Table 2 ½ x 2 ½ x 2 ½	1
11	Strong Room Door 7 ½' x 3.25 with Chokath with Lock	1
12	B.M. Cabin partition 9'x 4 ½' x 2 ½" both side laminate with glass	2
	Total	20
	Materials Details:	

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<p>5 mm back lite sheet Virgo or GL 6 MM Ply Virgo or GL 18 MM Ply Virgo or GL .8 MM Mica out side Virgo or GL .8 MM inside mica Virgo or GL Plane Glass Top & Partition 12 MM, 8 MM thickness Saintgobain or ModiGuard Auto lock drawer ABKO or LINK, HARISON Adhesive PDILITE or JIVANJOR Drawer channel Hattick All fiiting hinges & handle SS Note: All Alimirah,Office Table, Partition & Wardrobe Mica Pasting and cup door and drawers PVC tape binding.</p>	
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Sr.No	Name of Job Works with Goods & Materials	EMD to be deposited	Tender Estimated Value without GST	Tender Document Fee and E-Services Fees deposited upto 04.08.2021	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submission
1	For I.T.I & Head Office Branch in Yamuna Nagar District	NIL	650000/- (Rs. Six Lakh Fifty Thousand Only)	Rs.500 + Rs.1000 = Rs.1500/- (Rs. One Thousand and Five Hundred Only)	01.10.2021 At 10.00 A.M	25.10.2021 At 05.00 P.M

Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

1. The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards or Internet Banking Accounts .Please refer to "Online Payment Guideline" available at the Single e-Procurement portal of GOH (Govt. of Haryana) and also mentioned under the Tender Document.
2. **SUBMISSION OF TENDER:-**Tenderer shall submit their offer in electronic format on the above mentioned website on or before the scheduled date and time as mentioned above. No offer in physical form will be accepted and any such offer, if received by The Yamuna Nagar Central Co-operative Bank Ltd; Yamuna Nagar will be out rightly rejected.
3. No definite volume of work to be performed during the currency of the contract can be guaranteed by The Yamuna Nagar Central Co-operative Bank Ltd; Yamuna Nagar No claim shall lie against Bank on this account.
4. The Yamuna Nagar Central Co-operative Bank Ltd; Yamuna Nagar reserves the right to accept / reject any/all the tenders without assigning any reason; the decision of the Bank shall be final and binding on tenderer.
5. NIT is the part of Tender Document and therefore bidders are requested to read the complete tender document and complete all the conditions mentioned therein. Bidders are requested to go through the tender document carefully before submitting the online bid.
6. If the day fixed for opening of tender is subsequently declared a holiday, the tenders will be opened on the next working day following the Holiday but there will be no change in the time for opening indicated above.

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7. Intending bidders will be mandatory required to online sign-up (create user account) on the website : <https://etenders.hry.nic.in/> to be eligible to participate in the e-Tender. The tenderer shall deposit a sum of Rs. NIL as Earnest money and the receipt so obtained may be submitted along with the Technical Bid.
8. The interested bidders shall have to pay mandatory e-Service fee (under document fee – Non refundable) of Rs.1500/- (Rupee One Thousand Five Hundred Only) online by using the service of secure electronic payments gateway is an online interface between bidders and online payment authorization networks.

The Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards or Internet Banking.

The interested bidders must remit the funds at least T+1 working day (Transaction + One working Day) in advance before the expiry date & time of the respective events. And make payment via RTGS/NEFT to the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://etenders.hry.nic.in/>

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The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

Key Dates

Sr. No.	Details	Bidder's Stage	Start date and time	Expiry date and time
1.	Release of Tender	-	01-10-2021 (10:00 A.M.)	25.10.2021 (upto 05:00 P.M.)
2.	-	Downloading of Tender Document/Online Bid Preparation/Submission	01-10-2021 (10:00 A.M.)	25.10.2021 (upto 05:00 P.M.)
3.	Opening of Technical Bid Envelope	-	26-10-2021 (12:00 Noon)	---
4.	Opening Financial Bid		26-10-2021 (at 03:00 P.M)	

Important Note:

- 1) The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant / bidder failed to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application/bid status will be considered as 'Applications / bids not submitted'.
- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
- 4) In the first instance, the online payment details of tender document fee + e-Service and EMD & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present. The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above.

The bids shall be submitted online in two separate envelopes:

Envelope 1: Technical Bid

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

Envelope 2: Commercial Bid

The bidders shall quote the prices in price bid format under Commercial Bid.

GENERAL MANAGER

The Yamuna Nagar Central Cooperative Bank Ltd; Yamuna Nagar

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1. INTRODUCTION

The Yamuna Nagar Central Cooperative Bank Ltd Yamuna Nagar having its registered Head Office, Phase –II. , Sarojini Colony , Bye Pass Road, Yamuna Nagar was established in 01.10.1993. The area of operations of this Bank is whole district of Yamuna Nagar. The bank is governed by its members (Board of Directors) through the Bye-Laws according to the Haryana cooperative societies Act, 1984 and the Haryana cooperative societies Rules 1989 and as per Banking Regulation Act,1949, as applicable on Cooperative Banks. It has its independent Board of Directors.

Important Information

1.	Tender Inviting Authority Designation and Address	General Manager The Yamuna Nagar Central Co-operative Bank Ltd; Yamuna Nagar. Phase-II,Sarojini Colony , Bye-Pass Road, Yamuna Nagar, Haryana.
2.	a) Name of the Work	Job works of bank counter with materials at our branches I.T.I, and Head Office Branch situated in Yamuna Nagar District
	b) Tender reference	E-tendering regarding job works of bank counter with materials at our branch I.T.I and Head Office branch in Yamuna Nagar
	c)Place of Execution	Head office of The Yamuna Nagar Central Co-operative Bank Ltd; Yamuna Nagar .
3.	a) Tender document availability	Tender document is available at https://etenders.hry.nic.in/ www.coopbankyamunanagar.in
	b) Processing fee for tender.	The payment of Tender Document Fee INR 500/-(Rs. Five Hundred Only)(Non-refundable) and eService Fee Rs. 1000/- (Rupees one thousand only) (Non-refundable) can be made by eligible bidders/ contractors online directly through debit cards or Internet Banking Accounts.
5.	Email address for communication for any queries / clarification	ccb_ynr@yahoo.com
6.	Earnest Money Deposit(EMD)	NIL

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7.	Last date and time for submission of e-Tender.	25.10.2021 at 05:00 P.M.
9.	Last date and time for submission of eTender+E-Service Fee	25.10.2021 upto 05:00 P.M.
10.	Date and Time of Opening of Technical Bids.	26-10-2021 at 12: 00 Noon
12.	Date and Time of Opening of Commercial/ Financial Bids.	26-10-2021 at 03:00 P.M.
<p>i. Eligibility Criteria: Please refer to further of the Tender Document. Two Bid System i.e. Stage-1 Technical Bid; Stage-2 Financial Bid. Bids are to be submitted in electronically on https://etenders.hry.nic.in/</p> <p>ii. . However, a hard copy of technical bid should also be submitted to The Yamuna Nagar Central Co-operative Bank Ltd; Yamuna Nagar after successful submission of e-bid.</p> <p>iii. Tenders received after due date and time will be summarily rejected.</p> <p>iv. Any Bid not conforming to the format will be summarily rejected.</p>		

Annexure 1

SERVICE AGREEMENT

This agreement of **Job Works of Bank's Counter with Goods** made on between M/shaving its office at through its Director /Proprietor..... (Who is authorized to sign the agreement) herein after called 1st party i.e. company and The Yamuna Nagar Central co-op Bank Ltd., Yamuna Nagar through its General Manager authorized representative herein after called the 2nd party.

The Yamuna Nagar Central co-op Bank Ltd., Yamuna Nagar, acting through the General Manager, herein after referred to as the other part whereas the said contractor has agreed with the Bank, for supply of required items in conformity with the requirements & specifications.

Now this indenture witness that in consideration of the promise, it is mutually agreed and declared between parties hereto as follows:-

1. Both the parties are competent to sign this agreement.
2. The supplier agrees to undertake to supply the Job Works items as referred in Tender No. **e-Tender/for job works of Bank's Counter** as per the requirement. This is in respect to their bid letter no. dated_____ at the rates quoted by contractor. The prices are inclusive of all the levies taxes like excise duty freight and Labour etc., but exclusive of GST.
3. The supply of the Goods which are not in conformity with the requirements are liable to be rejected.
4. In consideration of the payments to be made to the supplier as hereinafter provided the supplier shall upon and subject to the said conditions execute the works as mentioned in "Description of Items list" and according to the conditions described in the said tender specifications and the said price schedule of quantities with due care and attention.
5. Payment would be made after each successful execution of order.
6. Notwithstanding what are stated in the tender specifications and conditions hereinabove stated, the Bank reserves to itself the right to place the order for quantity of material to be supplied, of adding to or omitting any quantity of materials and variations shall be carried out without prejudice to this contract.
7. If any loss is caused to the Bank by negligence on the part of the supplier, then the loss would be indemnified by the supplier.

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8. The said conditions shall be read and be treated as forming part of this agreement and the parties hereto will respectively be bound hereby and to abide by and submit themselves to the conditions and stipulations and perform the same on their parts to be respectively observed and preferred.
9. That the above terms and conditions can be amended / modified with the consent of both parties at any time.
10. That if terms and conditions mentioned above are breached by any of the party the agreement shall stand cancelled and the loss will be borne by the party who breaches the contract.
11. Any dispute arising under this agreement shall be referred to a sole arbitrator appointed as per the provisions of Arbitration and Conciliation Act, 1996 with consent of the Bank and the supplier. The award of the arbitration shall be final and binding on both parties.
12. All disputes shall be settled within District Yamuna Nagar jurisdiction.

(Signature of the authorized person of the bidders)

.....

(Name and address of the bidders)

.....

(Seal of the bidders)

(First Party)

General Manager

The Yamuna Nagar Central Co-Operative Bank Ltd.

(Second Party)

Annexure 2

Technical Bid

(BIDDERS PROFILE FOR PROVIDING JOB WORKS OF BANKS COUNTER WITH GOOD)

Sr.No.	BIDDER INFORMATION	DETAILS
1	Name of the Organization/PSA & Year of Establishment	
2	Address, Contact Number of Head office	
3	Email	
4	Status of Firm (whether Pvt. Ltd. Company/Public Ltd Company/Partnership /Individual firm(Attach Proof)	
5	Name of Directors/Partners/Propertier	
6	<i>Details of cost of Tender document</i>	
7	Whether assesses of Income Tax. Mention PAN Number.	
8	<i>GST Registration(Attach Proof)</i>	
9	<i>Similar Work Experience (Provide copy of work order of any Govt./Co-operative department)</i>	

Note: Visible Photocopies of all necessary documents duly self attested must be attached for verification of the information provided.

(Signature of the bidder)

Name and Address (with seal)

Annexure 3**Financial Bid**

It is mandatory for the bidders to quote rates for each items for the unit indicated in the below list. No item needs to be kept blank. The rates include all applicable taxes (but exclusive of GST), insurance, transportation & labour etc.

Estimated quantity of items required mentioned in the **Description of Items List** however it should be clearly noted that Bank shall place the order as per the requirements of the Bank.

1. Job Description of works for Head Office Branch with materials:

Sr. No	Description of Jobs works and Goods Materials	Qty	Estimate Amount With GST
1.	Cash Counter inside & out side with sunmica 8'x6'x7.5' materials include 18" ply base. Top Glass 8 mm thickness, Front Glass partition 12mm ,mica inside .8 or outside .8 thickness required on auto lock in drawer.	1	
2.	Service Table 4'x 4½ x 2 ½ with Glass inside and outside with sunmica included mica inside .8 or outside .8 thickness required on auto lock in drawer.Front Glass in 12 mm	5	
3.	Officer Table 5 ½'x 2 ½ x 2 ½ with Glass inside & outside with sunmica included mica inside .8 or outside .8 thickness required on auto lock in drawer.	1	
4.	File Wardobe Size 7'x 2 ½ x 1 ½ inside & outside with sunmica included mica inside .8 or outside .8 thickness required on autolock.	4	
5.	File Wardobe Size 6'x 2 ½ x 1 ½ inside & outside with sunmica included mica inside .8 or outside .8 thickness required on autolock.	1	
6.	Partition Cash Counter 8'x 7'x 2 ½" inside & outside with sunmica inside .8 or outside .8 thick ness with Door Size 6 ½' x 2 ½" with glass & 18 mm ply base with lock.	1	
7.	Partition Cash Counter 6'x 7'x 2 ½" inside & outside with sunmica inside .8 or outside .8 thick ness with 18 mm ply base.	1	
8.	Cash counter ceiling with Aluminium Jali 8'x6'	1	
9.	Office table door two side laminate size 2.25'x 2 ½ x 1 ½	1	
10	Corner Table 2 ½ x 2 ½ x 2 ½	1	
	Total	17	
	Materials Details: 5 mm back lite sheet Virgo or GL 6 MM Ply Virgo or GL		

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	<p>18 MM Ply Virgo or GL .8 MM Mica out side Virgo or GL .8 MM inside mica Virgo or GL Plane Glass Top & Partition 12 MM, 8 MM thickness Saintgobain or ModiGuard Auto lock drawer ABKO or LINK, HARISON Adhesive PDILITE or JIVANJOR Drawer channel Hattick All fiiting hinges & handle SS Note: All Alimirah,Office Table, Partition & Wardrobe Mica Pasting and cup door and drawers PVC tape binding.</p>	
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2. Job Description of works for I.T.I Branch with materials:

Sr. No	Description of Jobs works and Goods Materials	Qty	Estimate Amount With GST
1.	Cash Counter inside & out side with sunmica 8'x7'x7.5' materials include 18" ply base. Top Glass 8 mm thickness, Front Glass partition 12mm ,mica inside .8 or outside . thickness required on auto lock in drawer.	1	
2.	Service Table 4'x 4½ x 2 ½ with Glass inside and outside with sunmica included mica inside .8 or outside .8 thickness required on auto lock in drawer.Front Glasss in 12 mm	5	
3.	Officer Table 5 ½'x 2 ½ x 2 ½ with Glass inside & outside with sunmica included mica inside .8 or outside .8 thickness required on auto lock in drawer.	1	
4.	File Wardobe Size 7'x 2 ½ x 1 ½ inside & outside with sunmica included mica inside .8 or outside .8 thickness required on autolock.	4	
5.	Partition Cash Counter 8'x 7'x 2 ½" inside & outside with sunmica inside .8 or outside .8 thick ness with Door Size 6 ½' x 2 ½" with glass & 18 mm ply base with lock.	1	
6.	Partition Cash Counter 8'x 7'x 2 ½" inside & outside with sunmica inside .8 or outside .8 thick ness without Door Size 6 ½' x 2 ½" with glass & 18 mm ply base with lock.	1	
7.	Partition Cash Counter 7'x 7'x 2 ½" inside & outside with sunmica inside .8 or outside .8 thick ness with 18 mm ply base.	1	

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8.	Cash counter ceiling with Aluminium Jali 8'x7'	1	
09.	Office table door two side laminate size 2.25'x 2 ½ x 1 ½	1	
10	Corner Table 2 ½ x 2 ½ x 2 ½	1	
11	Strong Room Door 7 ½' x 3.25 with Chokath with Lock	1	
12	B.M. Cabin partition 9'x 4 ½' x 2 ½" both side laminate with glass	2	
	Total	20	
	Materials Details: 5 mm back lite sheet Virgo or GL 6 MM Ply Virgo or GL 18 MM Ply Virgo or GL .8 MM Mica out side Virgo or GL .8 MM inside mica Virgo or GL Plane Glass Top & Partition 12 MM, 8 MM thickness Saintgobain or ModiGuard Auto lock drawer ABKO or LINK, HARISON Adhesive PDILITE or JIVANJOR Drawer channel Hattick All fiiting hinges & handle SS Note: All Alimirah,Office Table, Partition & Wardrobe Mica Pasting and cup door and drawers PVC tape binding.		

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I have gone through the quotation paper thoroughly and clearly understood the specifications, terms and conditions mentioned in the Description of Items List. My quoted price is inclusive of all taxes, expenses freight, Labour etc. but exclusive of GST.

Signature: Name of the Authorized Person

Designation:

Seal of the firm:

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