

TENDER DOCUMENT

THE SONEPAT CENTRAL CO-OPERATIVE BANK LTD.

SONEPAT, HARYANA

**E-Tender Document**

**For**

**Purchase of Godrej Class 'AA' Defender Plus Safe 61AA" (BIS Labelled)**

**To**

**"THE SONEPAT CENTRAL CO-OPERATIVE BANK LTD"**

**Situated in SONEPAT District**

<b>Date of Downloading Tender from</b>	<b>02.02.2024 from 10:00 A.M To 12.02.2024 upto 17:00 P.M.</b>
<b>Last Date for online submission of Tender</b>	<b>Upto 17:00 P.M. on 12.02.2024</b>
<b>Submission of online Payment (EMD and Tender document fee+E-Service Fee</b>	<b>12.02.2024 upto 17:00 P.M</b>
<b>Date &amp; Time of opening Technical Bid</b>	<b>13.02.2024 at 11:30 A.M.</b>
<b>Date &amp; Time of Opening Financial Bid</b>	<b>13.02.2024 at 12:30 P.M.</b>
<b>Venue of Opening of Bid</b>	<b>Mission Road, Near Jain Mandir, Sonapat. Haryana - 131001</b>

**E-mail: [coopbank\\_spt@yahoo.co.in](mailto:coopbank_spt@yahoo.co.in)**

**Website: [www.cbsonepat.org.in](http://www.cbsonepat.org.in)**

**Short Term Notice Inviting E-Tender**

**E-Tender Notice**

The SONEPAT Central Co-operative Bank Ltd. invites online e-tendering under two bids system i.e. technical and financial. Tender for **One Godrej Class 'AA' Defender Plus Safe 61AA" (BIS Labelled)** Godrej Authorized Dealer/ Manufacturer / Supplier of Haryana State with Authorization letter from the Godrej for the financial year 2023-24 are valid only for the item. Bank reserves the right to accept or reject any application without assigning any reason(s).

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\*Hard copies of Technical Bids in sealed covers be also sent separately up to 12.02.2024 in the Head office of this bank situated in Mission / Tika Ram Road, Near Jain Mandir, Sonapat. Haryana - 131001

The Tender forms (non-transferable) containing terms & conditions and specifications description of the above mentioned items may be downloaded from Website: **<https://etender.hry.nic.in>** and **[www.cbsonepat.org.in](http://www.cbsonepat.org.in)**

Technical & Financial bid will be opened at Head Office, Mission / Tika Ram Road, Near Jain Mandir, Sonapat. Haryana - 131001 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):

Sr.No	Name of Items	EMD to be deposited up to 12.02.2024	Tender Estimated Value	Tender Document Fee and E-Services Fees deposited upto 12.02.2024	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submission
1.	<b>Supply of Godrej Items 1 – (Godrej Class 'AA' Defender Plus Safe 61AA" (BIS Labelled)</b>	Rs.30,000/-  (Rs. Thirty Thousand Only)	Rs.1600000  (Rs. Thirteen Lakh Only)  Approx.	Rs.1000 + Rs.3000  = Rs.4000/-  (Rs. Four Thousand Only)	02.02.2024  At 10.00 A.M	12.02.2024  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 and the payment for EMD can be made online directly through RTGS/NEFT or OTC 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 SONEPAT Central Co-operative Bank Ltd; SONEPAT 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 SONEPAT Central Co-operative Bank Ltd; SONEPAT No claim shall lie against Bank on this account.
4. The SONEPAT Central Co-operative Bank Ltd; SONEPAT 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.

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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.
7. Intending bidders will be mandatory required to online sign-up (create user account) on the website <https://etender.hry.nic.in> to be eligible to participate in the e-Tender. The tenderer shall deposit a sum of Rs. 30,000/- (Rupees Thirty thousand only) as Earnest money and the receipt so obtained may be submitted alongwith the Technical Bid. The EMD of the successful bidder would be converted into Security Deposit and shall not carry any interest and be refunded after successful completion of tender period. The intended bidder who fails to pay EMD fee under the stipulated time frame shall not be allowed to submit its bids for the respective event / Tenders.
8. The interested bidders shall have to pay mandatory e-Service fee (under document fee – Non refundable) of Rs. 4000/- (Rupee One Thousand 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://etender.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	-	02.02.2024 (10:00A.M.)	12.02.2024 (upto 05:00 P.M.)
2.	-	Downloading of Tender Document/Online Bid Preparation/Submission	02.02.2024 (10:00 A.M.)	12.02.2024 (upto 05:00 P.M.)
3.	Opening of Technical Bid Envelope	-	13.02.2024 (11:30 A.M)	---
4.	Opening Financial Bid		13.02.2024 (at 12:30 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 SONEPAT Central Cooperative Bank Ltd; SONEPAT**

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## **1. INTRODUCTION**

The SONEPAT Central Cooperative Bank Ltd SONEPAT having its registered Head Office Mission Road, Near Jain Mandir, Sonapat. Haryana - 131001 was established in 01.04.1973. The area of operations of this Bank is whole district of SONEPAT. 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 SONEPAT Central Co-operative Bank Ltd; SONEPAT.  Mission Road, Near Jain Mandir, Sonapat. Haryana - 131001
2.	a) Name of the Work	Supply of One Godrej Item <b>Godrej Class 'AA' Defender Plus Safe 61AA" (BIS Labelled)</b> to The SONEPAT Central Co-operative Bank Ltd situated in Branch Mundlana in SONEPAT District.
	b) Tender reference	e-Tender/ <b>Godrej Items</b> <b>Godrej Class 'AA' Defender Plus Safe 61AA" (BIS Labelled)</b>
	c) Place of Execution	Head office of The SONEPAT Central Co-operative Bank Ltd; SONEPAT.
3.	a) Tender document availability	Tender document is available at <a href="https://etender.hry.nic.in">https://etender.hry.nic.in</a> . <a href="http://www.cbsonepat.org.in">www.cbsonepat.org.in</a>
	b) Processing fee for tender.	The payment of Tender Document Fee INR 3000/- (Three Thousand Rupees 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.	Pre-bid meeting	NO

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6.	Email address for communication for any queries / clarification	coopbank_spt@yahoo.co.in
7.	Earnest Money Deposit(EMD)	The Payment for EMD of Rs. 30,000 (Rs. Thirty Thousand Only) can be made online directly through RTGS/NEFT and the bidder would remit the funds at least T+1 working day (Transaction + One working day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.
8.	Last date and time for submission of e-Tender.	12.02.2024 at 05:00 P.M.
9.	Last date and time for submission of EMD + eTender+E-Service Fee	12.02.2024 upto 05:00 P.M.
10.	Date and Time of Opening of Technical Bids.	13.02.2024 at 11:30 A.M.
12.	Date and Time of Opening of Commercial/ Financial Bids.	13.02.2024 at 12:30 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 <a href="https://etender.hry.nic.in">https://etender.hry.nic.in</a>.</p> <p>ii. However, a hard copy of technical bid should also be submitted to The SONEPAT Central Co-operative Bank Ltd; SONEPAT 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 **Supply of Godrej Class 'AA' Defender Plus Safe 61AA” (BIS Labelled)** made on ..... between M/s .....having its office at ..... through its Director /Proprietor ..... (Who is authorized to sign the agreement) herein after called 1<sup>st</sup> party i.e. company and The SONEPAT Central co-op Bank Ltd., SONEPAT through its General Manager authorized representative herein after called the 2<sup>nd</sup> party.

The SONEPAT Central co-op Bank Ltd., SONEPAT, 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 **Godrej Class 'AA' Defender Plus Safe 61AA” (BIS Labelled)** as referred in Tender. 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 Godrej Items 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. The Security deposit is liable to be forfeited by the Bank without any prejudice to any other rights and remedies of the Bank in case the supplier fails to supply the item , as per the item orders and as per the terms and conditions given in tender schedule during the term of the contract including the extended period if any.

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7. 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.
8. 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.
9. 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.
10. That the above terms and conditions can be amended / modified with the consent of both parties at any time.
11. 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.
12. 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.
13. All disputes shall be settled within District SONEPAT jurisdiction.

**(Signature of the authorized person of the bidders)**

.....

**(Name and address of the bidders)**

.....

**(Seal of the bidders)**

**(First Party)**

**General Manager**

**The Sonapat Central Co-Operative Bank Ltd.**

**(Second Party)**

**Annexure 2**

**Self-Declaration on not being blacklisted**

**(To be submitted on letter head of the bidders along with Technical Bid)**

Date: \_\_\_\_\_  
From \_\_\_\_\_

To  
The General Manager,  
The Sonapat Central Co-op Bank Ltd.,  
Mission Road, Near Jain Mandir, Sonapat.  
Haryana - 131001

I, \_\_\_\_\_ son of Sh. \_\_\_\_\_  
resident of \_\_\_\_\_ Sole  
Proprietor/Partner/Director of M/s \_\_\_\_\_ do hereby solemnly  
affirm and declare as under:-

That we M/s \_\_\_\_\_ hereby confirm  
that we M/s \_\_\_\_\_ has not been  
blacklisted by any State Government/ Central Government/ Public Sector Undertakings during  
the last three years and further confirm that our EMD/SD/Performance bank guarantee has not  
been forfeited by any State Government / Central Government / Public Sector Undertakings  
during the last three years due to our non-performance, non-compliance with the tender  
conditions etc.

That we M/s \_\_\_\_\_ hereby declare  
that all the particulars furnished by us in this Tender are true to the best of my/our knowledge  
and I/We understand and accept that if at any stage, the information furnished is found to be  
incorrect or false, I/We am/ are liable for disqualification from this tender and also are liable  
for any penal action that may arise due to the above.

That we M/s \_\_\_\_\_ certify that  
no refurbished components are used in the manufacturing and supply of Quoted Items and its  
related accessories / tendered items.

That in case of violation of any of the conditions above, We M/s \_\_\_\_\_ understand  
that We M/s \_\_\_\_\_ are liable to be blacklisted by the Bank for a period of  
three years from participating any tender published by Haryana Government.

**DEPONENT**

**Verification:**

Verified that the contents of the above affidavit of mine are true and correct to the best of my  
knowledge and nothing has been concealed therein.

**DEPONENT**

**Annexure 3**

**Format of Net Worth and Annual Turnover**

The Net Worth of Mr./Ms./M/s..... for last Financial Year .....is Rs..... lakhs as per his/her/their books of Accounts.

(Note: Net Worth means sum total of paid up share capital plus free reserves. Further any debit balance of Profit and Loss Account and Misc. Expenses to the extent not adjusted/or written off, if any, shall be reduced from Reserves and Surpluses).

**Requirements:** The Average Annual Turnover to be provided in the following format for the last 3 Financial Years (2020-21, 2021-22 & 2022-23).

Financial Information			
Financial Year	2020 - 21	2021-22	2022-23
Annual Turnover (in INR)			
AVERAGE ANNUAL TURNOVER			
Note: Annual turnover should be certified by CA/Statutory Auditors.			

**Signature of Chartered Accountant:-**

**Name:-**

**Membership No.:-**

**Seal:-**

**Annexure 4**

**Technical Bid**

**(BIDDERS PROFILE FOR PROVIDING SUPPLY & DELIVERY OF GODREJ ITEMS)**

<b>Sr.No.</b>	<b>BIDDER INFORMATION</b>	<b>DETAILS</b>
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 firm(Attach Proof)	
5	Name of Directors/Partners	
6	<i>Details of EMD</i>	
7	<i>Details of cost of Tender document</i>	
8	Whether assessee of Income Tax. Mention PAN Number, furnish copy of income tax return for last three years.(Attach)	
9	<i>GST Registration(Attach Proof)</i>	
10	<i>Affidavit of Non-blacklisting during last three financial years (Attach Proof)</i>	
11	<i>Certificate of at least 3 years' Experience in Business.(Attach Proof)</i>	
12	<i>Audited Balance Sheet/ P&amp;L Statement for last 3 years(Attach Proof)</i>	
13	<i>Income Tax Return: Proof of payment of Income Tax for the last 3 years- Income Tax</i>	
14	<i>Similar Work Experience (Provide copy of work order of any Govt./Co-operative department)</i>	
15	<i>Annual Turnover for last three Years FY- 2020-21,2021-22,2022-23(Attach Proof)</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 5**

**Eligibility Criteria for Technical Bid**

**(Checklist to be enclosed with Technical bid)**

We M/s\_\_\_\_\_ has enclosed documentary evidence for fulfilling the Eligibility in the Technical Bid and other requirement laid in the tender document.

S.No.	Clause	Documents required	Documents Submitted (yes/No)
1.	b) Processing fee for Tender should have been submitted.	The payment of Tender Document Fee INR 3000/-(Three Thousand Rupees 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.	
2.	Earnest Money Deposit(EMD)	The Payment for EMD of Rs. 30,000 (Thirty Thousand Rupees) can be made online directly through RTGS/NEFT and the bidder would remit the funds at least T+1 working day (Transaction + One working day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.	
3.	The Bidder should be a private/ public limited Company registered in India under the Indian Companies Act, 1956/ Partnership firm/sole proprietorship firm/Co-operative society existing for the past 3 years.	The bidder shall provide the Certificate of Incorporation for Registered Companies, Partnership Deed for Partnership Firms/VAT or GST Registration Certificate for Sole Proprietorship Firms.	
4.	The minimum cumulative Turn-over of the bidding company during last three audited financial years should be minimum Rs.75.00 Lakh (FY2020-21, FY2021-22 &	Audited Balance sheet of the Bidder for each of the last 3 financial years.	

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	FY2022-23)		
5.	The Bidder should have positive net worth (measured as paid-up capital plus free reserves) and should be profit making company for at least two years out of the last three audited financial years(FY2020-21, FY2021-22 & FY2022-23)	Audited Balance sheet and Profit & Loss account statement of the Bidder for each of the last 3 audited financial years.	
6.	Bidder should be in the business of supply and delivery of Godrej Items for a minimum period of 03 (Three) year in India as on date of submission of the proposal.	Copy of Purchase Order issued/Agreement in the name of bidder.	
7.	Should not have been black listed by any central/State Government Department/ Organization for breach of any applicable law or violation of regulatory prescriptions or breach of agreement as on date of submission of Bid.	An affidavit as per the <b>Annexure-2</b> to be submitted by bidder.	
8.	The Bidder must have Satisfactorily completed at least three orders for supply and delivery of Items in any Government Department/PSUs/Nationalised Banks/Private Bank/Cooperative Banks of value not less than Rs. 5.00 Lakh as on date of submission of financial offer during last 3 years.	Copy of the contract order/a certified letter from the concerned client confirming the date of engagement and successful completion of order.	
9.	The Bidder should have valid Trading License issued by Municipal/ Local District Council Authorities, all necessary permissions, consents, NOCs, approvals as	Copy of valid Trading License.  Copies of GST/Service Tax Certificate & PAN No.	

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	required under law for carrying out its business. The Bidder should have currently valid GST/Service Tax Registration Certificate and PAN No.		
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**Any Bid failing to meet the above stated Qualification criteria shall be summarily rejected and will not be considered for Financial Evaluation**

Yours faithfully,

Authorized Signatory (ies)[In full and initials]: \_\_\_\_\_

Name and Title of Signatory (ies): \_\_\_\_\_

Name of Bidding Company/Firm: \_\_\_\_\_

Address: \_\_\_\_\_ *(Affix the Official Seal of the Bidding Company)*



**Annexure 6**

**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.

**Description of Items List:-**

Sr.No.	Name of Items	Quantity Required		Rate (in Rs)		
				Per Unit	GST	Gross Amount
1.	Godrej Class 'AA' Defender Plus Safe 61AA" (BIS Labelled)	1				

**In words :( Rupees ..... only)**

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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**Annexure - 7**

**Manufacturer's Authorization Form**

No. \_\_\_\_\_.

Dated. \_\_\_\_\_

To

The General Manager,  
The Sonapat Central Co-operative Bank,  
Sonapat, Haryana

Dear Sir,

Tender Reference No. \_\_\_\_\_

We \_\_\_\_\_ who are established and reputed

Manufacturers of

\_\_\_\_\_ Having factories at \_\_\_\_\_ and \_\_\_\_\_

do here by authorize M/s

\_\_\_\_\_ (Name and address of the Agent/Dealer) to  
offer their quotation, negotiate and conclude the contract with you against the above Tender  
reference.

We hereby extend our full guarantee and warranty as per terms and conditions of the tender and the  
contract for the equipment and services offered against said tender offer by the above firm and will  
extend technical support.

Yours faithfully,

For

Godrej and Boyce Manufacturing Company Limited

Regional Manager