

	<p>बैंक ऑफ महाराष्ट्र Bank of Maharashtra One Family One Bank</p>	
<p>JAIPUR ZONE, JAIPUR Zonal Office - Bank of Maharashtra, 6th Floor, Fortune Heights, Ahinsa circle, Subhash Marg, C - Scheme, Jaipur-302001 (Raj.) Phone- 0141 – 2379903 / 2379905, Fax – 2379907, e-mail - sec_jai@mahabank.co.in</p>		

Request for Proposal (RFP)

For

Empanelment of Agencies for Supply and Installation of Security Equipments

**i.e. CCTV, Fire Alarm, Burglar Alarm, Auto Dialer,
Cash Bag with Alarm System, Fire Extinguishers, UV Machines,
Bio-Metric Access Control System etc.**

Request for Proposal (RFP)

Empanelment of Agencies for Supply and Installation of Security Equipments

Bank of Maharashtra, **Zonal Office, Jaipur** invites **sealed offers** from agencies dealing in supply and installation of security equipments (CCTV, Fire Alarm, Burglar Alarm, Auto Dialer, Cash Bag with Alarm System, Fire Extinguishers, UV Machines, Bio- Metric Access Control System etc.) having their own Offices in Jaipur, and providing services to other Nationalized / PSU - Banks / organizations in Rajasthan.

Empanelment of vendors will be for a period of 3 years with a provision of renewal every year based on performance and discipline and it will be the sole discretion of the bank to renew the contract.

RFP Forms can be downloaded from bank's website. Non-refundable fees of Rs.1000/- by way of Demand Draft / Pay Order favoring Bank of Maharashtra, payable at Jaipur to be submitted along with the RFP Offer.

Last date for submission of RFP : 27/01/2017 time 05.00 p.m.

Offers from firms not having their own offices in Jaipur will not be considered. All conditions and parameters will be evaluated with reference to the firms submitting the tenders. The Bank reserves the right to reject any / all applications without assigning any reason whatsoever and also to confirm authenticity of the facts submitted by the bidders.

SCOPE OF THE WORK

1. Supply and Installation of all or some of the above mentioned equipments at different branches in Rajasthan under Zonal Office, Jaipur.
2. Maintaining the installed products/equipments and providing 'After Sale Services' during the warranty period.
3. Maintaining the products/ Equipments after warranty period by way of AMC.

1. TERMS & CONDITIONS

- 1.1 Supply and installation to be completed in branches within 10 days after receiving work order.
- 1.2 Any delay / Variation from specified quality material will **attract penalty of 5%** of the cost of equipment. The Bank reserves the right to recover this amount by any mode, which includes adjusting from any payment to be made by the Bank.

2. ELIGIBILITY CRITERIA FOR EMPANELMENT

- 2.1 Minimum 3 years of experience in commissioning of above mentioned equipments at nationalised banks/Govt. sectors by agencies having authorized dealership / OEM of above mentioned equipments. More weightage be given to agencies having maximum Nationalised Banks. The agency should enclose manufacturer's authorization letter/ dealership certificate from the OEM's. More weightage will be given to OEM's as compared to authorised agencies.
- 2.2 Minimum turnover Rs. 30,00,000/- (Thirty Lakhs) per year in last 03 years (audited balance sheet to be submitted along with tender).

- 2.3 Minimum Bank Guarantee of 1% of contract value / AMC and 10% (performance guarantee) of AMC value up to Rs. One Lakh and additional 5% for every subsequent AMC slab of Two Lakhs.
- 2.4 Proof of Registration with Sales Tax, Service Tax, ESI, EPF.
- 2.5 Vendors registered with SSI and having ISO 9001 may be given preference.
- 2.6 Availability of after sales service network to cover entire Rajasthan.
- 2.7 Availability of sound technical support staff for attending the branch complaints within 48 hours.
- 2.8 In case the agency is having authorised dealership, kindly submit the proof of same.
- 2.9 Running successful contract of AMC at minimum two Nationalised Banks / Govt. Sector is minimum criteria.
- 2.10 The technician of the agency should have police verification and clearance certificate.
- 2.11 Agency should not have been blacklisted by any PSU Bank/ Govt. organizations.
- 2.12 Agency should have satisfactorily completed works, as stated below during last three years:
- (i) Three similar works each costing not less than 10 Lakhs.
 - (ii) Two similar works costing not less than 15 Lakhs.
 - (iii) One similar work costing not less than 20 Lakhs.
- 2.13 The installation of Systems and AMC will be audited by third party technical consultant and in case the parameters as specified are not followed strictly, the amount paid by the bank towards installation of system in question plus Rs. 25,000/- as penalty will be reimbursed from the vendor followed by black listing of concerned agency. In such case, the expenses incurred by the vendor will be borne by the vendor itself.
- 2.14 Agency to submit the Profile as per **Annexure –II**.

3. BID SYSTEM

The agency is required to submit Technical Specifications in the form of Techno-commercial Offer in sealed envelope duly super scribed "**Techno-commercial Offer for Security Equipment**" and should be submitted latest by 05.00 p.m. **on 27/01/2017**. The offer should be dropped in the **Tender Box** kept at the **Security department, Zonal Office - Jaipur** at the above mentioned address. No financial details to be submitted with the Tender. **Financial details will be called for separately from technically qualified vendors.**

4. EARNEST MONEY DEPOSIT

The technically qualified firms will be required to submit Earnest Money Deposit (at the time of submission of Financial Bids) of Rs.50,000/- (Rupees Fifty Thousand only), in the form of a demand draft/pay order issued by a scheduled commercial bank favoring Bank of Maharashtra, payable at Jaipur. This amount will be forfeited if, having been selected by the Bank for the job, the Offerer refuses to accept / fails to carry out his obligations mentioned therein. It will be refunded after 6 months of successful completion of given work. Bank Guarantee in lieu of Earnest Money Deposit

will not be accepted. No interest will be payable on the Earnest Money Deposit. The Earnest Money Deposit will be refunded to the unsuccessful Offerers.

5. TECHNO-COMMERCIAL OFFER (TO)

The Techno-commercial Offer (TO) should be complete in all respects and contain all information asked for in this document. **It should not contain any price information.** (If price information is given in TCO, it will be rejected)

The Techno-commercial Offer should comprise of the following:

- 5.1 Covering letter on the prescribed format (**Annexure-I**).
- 5.2 Pay Order for Rs.1000, i.e., Cost of RFP Forms.
- 5.3 Company profile as per **Annexure II**.
- 5.4 Documentation (Product Brochures, leaflets, manuals etc., if any) /soft copy.
- 5.5 Details of reference sites as per **Annexure-III**.
- 5.6 The Bank will shortlist suppliers for empanelment, who satisfy commercial and other requirements laid down in the document. Empanelled suppliers will be notified by e-mail/post.

6. NO ERASURES OR ALTERATIONS - Techno-commercial details must be completely filled up. Corrections or alterations, if any should be authenticated.

7. EVALUATION PROCESS

Offers (Tenders) will be evaluated in the following stages:

- 7.1 Stage I** - Incomplete Offers, i.e., offers not accompanied by the mandatory documents as mentioned above and / or cost of RFP Forms shall be rejected.
- 7.2 Stage II** - Offers will be evaluated against the stipulated minimum eligibility criteria based purely on valid proof documents submitted by the vendors (**Annexure-IV**). Offers not complying with the eligibility criteria will be rejected.
- 7.3 Stage III** - Short-listing of supplier(s) based on satisfactory feedback from reference sites.

8. NO COMMITMENT TO ACCEPT ANY TENDER

The Bank shall be under no obligation to accept the offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reason whatsoever.

9. CLARIFICATIONS

For any clarifications, contact our Office on the below mentioned address or telephone.

**Senior Manager – Security,
Bank of Maharashtra, Zonal Office – Jaipur,
6th Floor, Fortune Heights, Ahinsa Circle, Subhash Marg,
C-Scheme, Jaipur – 302001
Tel No.0141-2379903, 2379905**

(Letter to the Bank on the Company's letterhead)

To
Assistant General Manager
Bank of Maharashtra - Zonal Office,
6th Floor, Fortune Heights,
Ahinsa Circle, Subhash Marg,
C-Scheme, Jaipur – 302001

Dear Sir,

Sub: **RFP For Empanelment for supply & Installation of Security Equipments.**

With reference to your tender notice published in News papers on_____and the RFP posted on your website with effect from _____, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for above mentioned Services as detailed in your above referred RFP.

We confirm that we have not been disqualified by any PSUs.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP.

We hereby confirm that we have read the terms and conditions and specifications given at the **Annexure-V** of the RFP and agree to them fully.

We understand that the Bank is not bound to accept the offer either in part or in full and that the Bank has the right to reject the offer in full or in part without assigning any reason whatsoever.

We enclose herewith a Non-refundable Demand Draft/Pay Order **for Rs.1,000/- (Rupees One Thousand only)** favoring Bank of Maharashtra and payable at Jaipur, towards Tender Fees, details of the same are as under:

1. Demand Draft/Pay Order No. :
2. Date of Demand Draft/Pay Order:
3. Name of Issuing Bank & Branch:

Yours faithfully,

Authorized Signatories
(Name & Designation, seal of the firm)

PROFILE OF THE AGENCY

1. Name of the Organization and Address:
2. Year of Establishment (Submit proof):
3. Status of the firm (Submit proof):
(Whether Pvt. Ltd. company / Public Ltd. company/ Partnership Firm)
4. Name of the Chairman/Managing Director/CEO/Country Head (as the case may be):
5. Whether OEM or Authorised Dealer (Submit Proof).
6. a) Name and address of Bankers (Submit proof) :
 - i)
 - ii)b) Turnover of the Company/Firm in 2013-14, 2014-15 and 2015-16:
(Please attach a copy of audited Balance Sheet and Profit & Loss Account for the Years 2013-14, 2014-15 and 2015-16 as proof documents)

2013-14 :
2014-15 :
2015-16 :
7. Whether registered for Service Tax and Sales Tax purposes. If so, mention number and date.(Submit proof) :
8. Details and Proof of Registration of ESI & EPF.
9. Whether an assessee of Income Tax. If so, mention Permanent Account Number. Furnish copies of Income tax clearance certificate.
10. Whether registered with SSI and having ISO certification – if Yes submit proof
11. Mention the addresses, phone numbers and fax numbers of the Offices below:

Head Office address:-

Local office address:-

12. Details of successfully running contract of AMC at Nationalised Banks / Govt. Sectors (submit proof)
13. Details of satisfactorily completed works, as stated below during last three years:
 Three similar works each costing not less than 10 Lakhs.
 Two similar works costing not less than 15 Lakhs.
 One similar work costing not less than 20 Lakhs.
14. Furnish the names of renowned organizations, where you are supplying & installing such equipments (last three years):

Name of Organisation with Address & Tele Nos	Since when?	Items installed	Average annual Payment received

(Please attach copies of their orders or payment proof)
(A separate sheet may be attached if the above space is inadequate)

Sr No	Name of the Nationalised Bank & Tele Nos	Since When?	Items installed	Avg. annual payment

(Please attach copies of their orders or payment proof)
(A separate sheet may be attached if the above space is inadequate)

I / We have read the instructions appended to the Performa and I / We understand that if any false information is detected at a later date, any contract made between ourselves and Bank of Maharashtra on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.

I / We agree that the decision of Bank of Maharashtra, Zonal Office, Jaipur, in selection of agency will be final and binding to me / us.

All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.

I / We agree that I / We have no objection if enquiries are made about the work listed by me / us here in above and/or in the accompanying sheets.

I / We further certify that I / We have not been black listed from any Bank / Govt. Organisation.

Place:

Date:

SIGNATURE:

Name & Designation & seal of the Company

Reference Site Details

(1) Name of the company / PSU Bank / Govt Body	
Address of the company /PSU Bank	
Contact person	Name: Designation: Landline No.: Cell No.: E-mail id: Fax No
Details of Works Executed in last 3 years (Ref. No., date of order and quantity)	
(2) Name of the company / PSU	
Address of the company / PSU	
Name, designation of contact person with telephone No. and e-mail id	Name: Designation: Landline No.: Cell No.: E-mail id:
Details of Works Executed in last 3 years (Ref. No., date of order and quantity)	
(3) Name of the company	
Address of the company	
Name, designation of contact person with telephone No. and e-mail id	Name: Designation: Landline No.: Cell No.: E-mail id: Fax No.
Details of Works Executed in last 3 years (Ref. No., date of order and quantity)	

AUTHORISED SIGNATORY

Annexure - IV

Name of the PSA:

Technical Evaluation

Sl. No.	Information to be provided	To be filled by the Bidder	For office use	Evaluation marks	Remarks
1.	Annual Turnover (in Lakhs) during last three financial years				
2.	Services presently being provided in Number of Nationalized banks and Govt. Sectors.				Maximum 5 PSU banks will be considered (Copy of deployment order, location & address to be furnished)
3.	Services provided to PSU Banks / Govt. sectors in last 05 years				
4.	Have an office in Jaipur , with telephone & fax and manned during the office hours				
5.	Availability of Technical Team				
6.	ISO 9001 Certification of the firm(Yes/No).				
7.	OEM / Authorised dealership				
8.	Running successful AMC contracts with banks / Govt. sectors				
9.	Quantum of completed work in last three years				
	TOTAL				

DATE:

SIGNATURE:

DESIGNATION:

NAME OF THE FIRM/AGENCY WITH OFFICE STAMP

Note: Photocopies of all necessary documents (pertaining to technical evaluation/ Eligibility) duly self attested must be enclosed and flagged for verification by the bank on the information provided.

Terms and Conditions

1. Minimum 3 years of experience in commissioning of above mentioned equipments at nationalised banks/Govt. sectors by agencies having authorized dealership / OEM of above mentioned equipments. More weightage be given to agencies having maximum Nationalised Banks. The agency should enclose manufacturer's authorization letter/ dealership certificate from the OEM's. More weightage will be given to OEM's as compared to authorised agencies.
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3. Minimum Bank Guarantee of 1% of contract value / AMC and 10% (performance guarantee) of AMC value up to Rs. One Lakh and additional 5% for every subsequent AMC slab of Two Lakhs.
4. Proof of Registration with Sales Tax, Service Tax, ESI, EPF.
5. Vendors registered with SSI and having ISO 9001 may be given preference.
6. Availability of after sales service network to cover entire Rajasthan.
7. Availability of sound technical support staff for attending the branch complaints within 48 hours.
8. In case the agency is having authorised dealership, kindly submit the proof of same.
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