

BANK OF MAHARASHTRA - PUNE



TENDER DOCUMENT
FOR

PURCHASE OF


AROUND 1520 silver salver of 125 gms each

REQUIREMENT AT

**BANK OF MAHARASHTRA
1501 "LOKMANGAL", SHIVAJINAGAR
HRM DEPARTMENT
HEAD OFFICE, PUNE 411005
MAHARASHTRA , INDIA**

Cost of Tender Document Rs 5,000/- (Non refundable)

Earnest Money Deposit Rs 1,14,000/-

| | | |
|---|---|--|
| बैंक ऑफ महाराष्ट्र प्रधान कार्यालय लोकमंगल, 1501, शिवाजी नगर,पुणे-5 |  | BANK OF MAHARASHTRA <u>Head Office</u> LOKMANGAL,1501.SHIVAJINAGAR,PUNE-5 |
| निगमित सेवाएं विभाग | HUMAN RESOURCES MANAGEMENT | |
| टेलीफोन/TELE : 020-25614270-74 फेक्स/ FAX : (020)25512351 ई-मेल /e-mail: bomcoper@mahabank.co.in | | |

Request for Proposal (RFP)
for

SILVER SALVERS

Bank of Maharashtra
HRM DEPARTMENT
1501,Lokmangal, Shivajinagar,
Pune-411005 (Maharashtra) India
Ph- 020-25614221, 25614272
agmhrm@mahabank.co.in

RFP for Procurement of Silver Salvers specifically designed for giving to employees

Bank of Maharashtra invites offers in two-bid system from reputed manufacturers/distributors of Silver Salvers to be given to employees of Bank of Maharashtra. for supply to Head Office & Zonal offices located at various places in India.(Details of destinations given separately)

For complete details and formats of RFP please log on to Bank's website www.bankofmaharashtra.in RFP Forms can also be obtained from Chief Manager, Bank of Maharashtra ,Corporate Services Department, 1501, Lokmangal, Shivajinagar, Pune-411005 (Maharashtra) India on payment of Rs.5,000/- (Non-Refundable) by way of Demand Draft / Pay Order favouring Bank of Maharashtra HRM Dept. payable at Pune. However, RFPs downloaded from website shall accompany the Pay Order / Demand Draft alongwith the Technical Bid.

Date of commencement of issue of RFPs : 29.07.2020

Last date for submission of RFPs : 12.08.2020 up to 2.00 P.M.

Opening of RFPs : 12.08.2020 at 4.00 P.M.

Estimated Tender Cost : Rs.114.00 lacs (approx

Earnest Money Deposit (Bid Security) : Rs.114000/-

Cost of RFP : Rs.5000.00 (non refundable)

Delivery Time : 30 days from the date of order.

- i) No Brokers/intermediaries shall be entertained.
- ii) Either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for this Tender.
- iii) If agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in this tender.
- iv) The Bank reserves the right to reject any / all applications without assigning any reasons whatsoever.

DEPUTY GENERAL MANAGER
Bank of Maharashtra
HRM Department, Pune

OFFER FOR SUPPLY OF SILVER SALVERS.

TERMS & CONDITIONS

1. SCOPE OF WORK

Bank of Maharashtra intends to purchase around 1520 SILVER salvers to be supplied to Head Office & Zonal offices located in various places of the India.

Technical Specifications of SILVER Salvers

| Description of the goods: | Size | Weight |
|---|--|---------------------|
| a. Silver Salver with engraving of Bank's name & Emblem & name of the employee. | Oval Shape <u>Length</u> 22 cm <u>Breadth</u> 14.5 cm | 125 gms (+/- 5 gms) |

The specifications regarding size are subject to change

Purity more than 90% Border design 1 inch width

Cost of one set includes following charges

- Making Charges
- Engraving Charges
- Foldable Acrylic Stand useful for display in showcase.
- Velvet Box of necessary size for packing the salver

Sample prototype articles will be available for examination at HRM Deptt, Head Office, Pune, at the above address.

Please note that the name of the bank & the emblem to be engraved is same for all the salvers, while the names of the employees are different. The list of names of Staff members will be submitted at the time of placement of purchase order.

Delivery:

The payment will be made against the acknowledgement received from the zonal offices. Acknowledgements should be submitted along with the bills.

The Bank reserves the right to accept or reject any one or all the bids/quotation/s without assigning any reasons.

Please send the quotations/bids in a closed envelope marked as "Quotation for supply of Silver Salvers" latest by 12/082020 up to 2.00 P.M. at the following address:

Asst General Manager,
HRM
Bank of Maharashtra,
Head Office, "Lokmangal"
1501, Shivajinagar, Pune 411 005.

2. TERMS OF EXECUTION OF WORK & LIQUIDATED DAMAGES

The supply of Silver Salvors is expected within 30 days from the date of confirmed order issued by the Bank. Any delay in completion of the work over the stipulated period will attract penalty of 0.5% of the contract value per week subject to maximum of 5% of the contract value.

Bank reserves its right to recover these amounts by any mode such as adjusting from any payments to be made by the Bank to the company. Liquidated damages will be calculated per week per site basis. Part of week will be treated as a week for this purpose. However, the Bank may condone the liquidity damages for delay of less than a week.

3. ELIGIBILITY CRITERIA FOR SHORT-LISTING

| | |
|--|---|
| 1. The firm must have average annual turnover (sales) of Rs. 2.00 crores during the last three years, ending 31.03.2018, 31.03.2019 and 31.03.2020. | Documents required: Audited Profit & Loss Account and Balance Sheet for 31.03.2018, 31.03.2019 and 31.3.2020 (Audited or Unaudited) |
| 2. The Vendor must be in the business of Silver Salvors/ornaments/articles for last 5 years . | Documents required: Any documentary proof such as Shop Act License etc |
| 3. The firm should have made Net profits during last three financial years. | Documents required: Copy of the last three years audited financial statements. |
| 4. The vendor must meet the technical specifications. | Refer Annexure-II |

4. LOCATIONS TO BE COVERED

The delivery of the Silver Salvors, Velvet Boxes & the Acrylic Stands (Full sets) is to be given at 36 Zonal Offices specified in the list attached as Annexure IV. The sets to be delivered should be in tact and no damaged piece will be accepted. The expenditure on delivery of the silver salver at the Zonal offices will be borne by the vendor. The payment will only be made against the acknowledgements received from the zonal offices. These acknowledgements should be submitted along with the bills.

5. TWO PART OFFER

The bid/offer will be in two parts; Technical bid/Offer and Commercial bid/Offer. Both the parts must be submitted at the same time but in separate sealed covers, giving full particulars, addressed to the Bank of Maharashtra and duly super-scribed on each envelope "**Technical bid/Offer for Silver Salvors**" and "**Commercial bid/Offer for Silver Salvors**" on or before 12/08/2020 at 2.00 p.m.

6. EARNEST MONEY DEPOSIT

Earnest Money Deposit of **Rs. 1,14,000/- (Rupees One lakh fourteen thousand Only)**, in the form of a Demand Draft / Pay order issued by a scheduled commercial Bank favouring Bank of Maharashtra Payable at Pune must be submitted along with the technical bid. This amount will be forfeited if the vendor withdraws his bid during the period of bid validity or refuses to accept purchase order or having accepted the purchase order but, fails to carry out his obligations mentioned therein. Bank Guarantee in lieu of Earnest Money Deposit will not be accepted. No interest will be payable on the Earnest Money Deposit amount. The Earnest Money Deposit must be submitted along with technical bid/offer. In the event of non-submission of the Earnest Money Deposit money of **Rs. 1,14,000/-**, the proposal will be rejected. The Earnest Money Deposit will be refunded to the offerer only after the completion of the bid process.

7. VALIDITY PERIOD OF THE OFFER

The offer should remain valid for a period of one year from the date of first purchase order.

8. TECHNICAL OFFER (TO)

The technical offer (TO) should be complete in all respects and contain all information required in the document. *It should not contain any price information.* However, TO should confirm that all required particulars have been quoted in the Commercial Offer (CO), without showing the actual amounts in the Technical Offer(TO).

The T.O. must be submitted in an organized and structured manner. No brochures/ leaflets etc., should be submitted in loose form.

The T.O. should comprise of the following:

1. Covering letter on the prescribed format (Annexure-I)
2. Documentation (Product brochures, leaflets, manuals, etc.) if any.
3. Earnest Money Deposit of **Rs. 1,14,000/-**, in the form of a Demand Draft/Pay Order issued by a Scheduled Commercial Bank favouring Bank of Maharashtra ,payable at Pune.
4. Vendors profile as per Annexure V.

9. COMMERCIAL OFFER.

The C.O. should comprise of the following.

1. Final Price - Last Bid Price. (Annexure III)

10. PRICE COMPOSITION

The price quoted should be only in Indian Rupees and inclusive of following:

- Cost of the Salver, Velvet Box & Acrylics stand.
- All taxes,, duties and levies.
- Transportation, postage freight and forwarding charges to respective sites.
- Insurance to cover the equipment from transit place till place of delivery.

12. NO ERASURES OR ALTERATIONS

Technical / Commercial details must be completely filled up. The corrections or alterations, if any, should be authenticated. In the case of the corrections / alteration are not properly authenticated, the offer will be rejected.

13. RATE OF SILVER

The rate of silver prevailing, on the date of placing the order, in Bombay Bullion Market (as per rates of the day in Times of India/Economic Times) shall be reconed with. No change in cost of silver shall be allowed whatsoever may be reason. The billing shall be with this rate later on.

14. NO PRICE VARIATIONS

The Commercial Offer shall be on a fixed price basis. **No upward revision in the price would be considered on account of subsequent increases in Government taxes, customs duty, GST etc.** However, if there is any reduction on account of Government levies / taxes, during the offer validity period, the same shall be passed on to the Bank.

15. OPENING OF OFFERS

The technical bids will be opened **on 12.08.2020 at 4.00 p.m.** in the presence of the offerers / their authorized representatives through VC from nearby Zonal Offices and HO. Interested bidders may attend the meeting. No separate intimation will be given in this regard to the Vendors for deputing their representatives.

16. EVALUATION PROCESS

Technical Offers will be evaluated on the basis of compliance with eligibility criteria, technical specification, other terms and conditions stipulated in the RFP. Technical evaluation will also include the verification of sample of velvet box & stand for Silver Salver by our Technical Committee at the time of tender opening. Commercial Offers of only those Vendors who qualify in the technical evaluation will be opened. Finalisation of the most competitive offer will be done after opening of Tender (Commercial offers) of eligible vendors meeting technical specifications.

IF BANK RECEIVES ONLY ONE/SINGLE RFP/ QUOTATION IN RESPONSE TO THIS TENDER DOCUMENT, BANK MAY OPEN THE TECHNICAL BID OF SINGLE BIDDER AND IF THE BIDDER IS TECHNICALLY QUALIFIED, THE COMMERCIAL BID WILL ALSO BE OPENED AND BANK MAY PROCEED FUTURE FOR PLACING THE ORDER FOR PROCUREMENT OF SILVER SALVERS.

Bank reserves the right to reject an offer under any of the following circumstances:

- If offer is incomplete and /or not accompanied by all stipulated documents.
- If any of the terms and conditions stipulated in this document is not accepted and letter as per Annexure I is not submitted.
- If any of the specifications stipulated in Annexure II is not met.
- If bid security is not submitted.
- If required information with appropriate documents in support of the same is not submitted as per Annexures.
- In case of incorrect and invalid data submitted

Total cost would be worked out as per Annexure III and after undertaking normalization, if required.

17. NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER

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

18. RIGHT TO ALTER QUANTITIES

The Bank will be free to either reduce or increase the quantity to be purchased on the same terms and conditions. The Bank reserves the right to alter quantities. The Bank also reserves the right to place further/repeat order on same terms and conditions within a period of 12 months.

19. ORDER CANCELLATION

If the vendor fails to deliver silver salvers within the stipulated time schedule or the extended date communicated by the Bank, it will be a breach of contract.

The Bank reserves its right to cancel the order in the event of delay in delivery of silver salvers.

20. PAYMENT TERMS

The terms of payment are as under:

No advance payment against purchase order.

90% of the contract amount will be released on receipt of Silver Salvers at respective sites. The Silver salver should be of the same type/make etc. shown as sample, at the time of opening of Tender. The payment will be made against the acknowledgement received from the zonal offices. Acknowledgements should be submitted with the bills. (signed Commercial Invoices). The Balance 10% will be released after 8 days. Payment will be released at Head Office.

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

To

**Chief Manager
Bank of Maharashtra
HRM Services Department
1501,Lokmangal, Shivajinagar,
Pune-411005 (Maharashtra) India**

Dear Sir,

Sub: Your RFP for Silver Salver

With reference to the above RFP, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for the supply of silver salvers as detailed in your above referred RFP.

We confirm that we have not been disqualified by any PSU bank for supply of silver salvers/coins/medals.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP and all required information as per Annexure I II,III, IV & V is enclosed.

We also confirm that the offer shall remain valid for One year from the date of first purchase order.

We hereby undertake that the silver salvers to be delivered to the Bank will be brand new.

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

We enclose Demand Draft/Pay Order for Rs. ----- favouring Bank of Maharashtra and payable at Pune , towards **Earnest Money Deposit**, details of the same are as under:

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

We enclose Demand Draft/Pay Order for Rs. ----- favouring Bank of Maharashtra and payable at Pune , towards **Cost of RFP**, details of the same are as under:

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

Yours faithfully,

Authorised Signatories

(Name & Designation, seal of the firm)

Date:

Technical Specifications of SILVER Salvers.

| Description of the goods: | Size | | Weight |
|---|---------------|----------------|---------------------|
| a. Silver Salver with engraving of Bank's name & Emblem & name of the employee. | Oval Shape | | 125 gms (+/- 5 gms) |
| | <u>Length</u> | <u>Breadth</u> | |
| | 22 cm | 14.5 cm | |

The specifications regarding size are subject to change

Purity more than 90%

Border design 1 inch width

Cost of one set includes following charges

- a. Making Charges
- b. Engraving Charges
- c. Foldable Acrylic Stand useful for display in showcase
- d. Velvet Box of necessary size

| | | |
|--------|---------|----------|
| Length | Breadth | Height |
| 25 cms | 19 cms | 4.5 cms. |

(Size may vary as per the requirement)

FINAL PRICE BID- COMMERCIAL OFFER

| Description of the goods: | Size | | Weight |
|---|---------------|----------------|---------------------|
| 1. Silver Salver with engraving of Bank's name & Emblem & name of the employee. | Oval Shape | | 130 gms (+/- 5 gms) |
| | <u>Length</u> | <u>Breadth</u> | |
| | 22 cm | 14.5 cm | |

The Size may vary as per requirement

Purity more than 90%

Border design 1 inch width

Final Price:

| | |
|---|------------|
| a. Cost of Silver for each piece | Rs. |
| b. Making Charges per piece | Rs. |
| c. Engraving Charges per piece | Rs. |
| d. Foldable Acrylic Stand useful for display in showcase | Rs. |
| e. Velvet Box of necessary size per box | Rs. |
| Length Breadth Height | |
| 25 cms 19 cms 4.5 cms. | |
| (Size may vary as per requirement) | |
| f. Cost of one set of each Silver Salver (with Emblem, Name of employee, making charges, Engraving charges,Acrylic stand,Velevt Box.) | Rs. |
| g. Cost of delivery at sites per piece | Rs. |
| Quote GST, Discount per piece separately, if any. | Rs. |
| TOTAL COST PER PIECE | Rs. |
| TOTAL COST FOR 1520 SETS | Rs. |

List of Zonal Offices where the delivery is to be given.

| SN | ZONE | COUNT |
|-----------|--------------------|--------------|
| 1 | AHMEDABAD | 25 |
| 2 | AHMEDNAGAR | 44 |
| 3 | AKOLA | 22 |
| 4 | AMRAVATI | 36 |
| 5 | AURANGABAD | 55 |
| 6 | BANGALORE | 47 |
| 7 | BHOPAL | 38 |
| 8 | CHANDIGARH | 15 |
| 9 | CHANDRAPUR | 31 |
| 10 | CHENNAI | 21 |
| 11 | DELHI | 27 |
| 12 | GOA | 43 |
| 13 | HEAD OFFICE | 59 |
| 14 | HYDERABAD | 56 |
| 15 | INDORE | 27 |
| 16 | JABALPUR | 27 |
| 17 | JAIPUR | 13 |
| 18 | JALGOAN | 23 |
| 19 | KOLHAPUR | 55 |
| 20 | KOLKATA | 34 |
| 21 | LATUR | 39 |
| 22 | LUCKNOW | 7 |
| 23 | MUMBAI CITY | 80 |
| 24 | MUMBAI SUBURB | 65 |
| 25 | NAGPUR | 83 |
| 26 | NASIK | 61 |
| 27 | NAVI MUMBAI | 41 |
| 28 | NOIDA | 7 |
| 29 | PATNA | 7 |
| 30 | PUNE CITY | 102 |
| 31 | PUNE EAST | 60 |
| 32 | PUNE WEST | 57 |
| 33 | RAIPUR | 17 |
| 34 | SATARA | 46 |
| 35 | SOLAPUR | 40 |
| 36 | SURAT | 13 |
| 37 | THANE | 89 |
| | Grand Total | 1512 |

VENDOR PROFILE

1. Name of the Organisation and Address.
2. Year of Establishment.
3. Status of the firm
(Whether Pvt.Ltd.Company / Public Ltd.Company / Partnership firm/Proprietorship firm)
4. Name of Directors / Partners / Proprietor:
 - I)
 - II)
 - III)
 - IV)
 - V)
5. Whether registered with the Registrar of Companies / Registrar of Firms. If so, mention number and date.
6. (a) Name and address of Bankers:
 - i)
 - ii)

(b) Turn over of the Company / Firm in 2010-11 , 2011-12 & 2012-13:
(Please attach a copy of audited Balance sheet and Profit & Loss Account for the year 2010-11, 2011-12 and enclose Audited BS for 31.03.13 if available or enclose tentative BS)
7. Whether registered for sales tax purposes. If so, mention number and date. Also furnish copies of sales tax clearance certificate/returns.
8. Income Tax Permanent Account Number. Furnish copies of Income tax clearance certificate/returns.
9. Equipment : Indigenous / Imported
10. Is the Company / Firm a manufacturer or Dealer / Distributor of Silver Salver.
11. If the Company / Firm is a Dealer / Distributor? Please furnish details.
 - a) Give the Name of Manufacturer(s) and their Country.
 - b) In case the Manufacture's Offices are located in India, give their address in India and telephone numbers.
 - c) Enclose Certified True copies of the current Dealership certificates given by the manufacturers.
12. What are your fields of activities? Mention the fields on preference basis in the order of annual turnover.
 - i)
 - ii)
 - iii)
 - iv)
 - v)
13. Since when and how long your Company / firm has been dealing in Silver salvers.
14. Is the Company/ Firm/Manufacturer ISO 9001 certified. If Yes copy of the certificate be enclosed.

15. If you are registered in the panel of other organizations / statutory bodies, such as Banks, PSU, RBI, etc., for Silver Salver, furnish their names, category and date of registration.

16. Furnish the names of banks, PSU, RBI, where you have supplied Silver Salver.

| Name of the Organisation with Address | Year of supply | Number of Silver Salver supplied | Value of orders |
|---------------------------------------|----------------|----------------------------------|-----------------|
| | | | |

(Please attach the copies of their orders)

17. List of Bankers of Vendors / Manufacturers with complete Address, phone number, Fax Number, E-Mail Id , etc.

DECLARATION

1. I / We have read the instructions appended to the Proforma and I / We understand that if any false information is detected at a later date, any future 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.

2. I / We agree that the decision of Bank of Maharashtra in selection of Vendors will be final and binding to me / us.

3. All the information furnished by me hereunder is correct to the best of my knowledge and belief.

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

5. I / We understand that the quantity of Silver Salver approximate only and it may decrease or increase from site to site.

SIGNATURE :

NAME & DESIGNATION :

MOBILE NUMBER

SEAL OF THE FIRM / COMPANY :

PLACE:

DATE: