

Technical Bid

Annexure-I

INSTRUCTIONS TO BIDDERS - GENERAL TERMS & CONDITIONS FOR SUPPLY OF LOCKER CABINETS

1. Sealed Quotations / Tender should reach at Head Office, Kapurthala on or before 09.08.2021 (up to 02:00 PM) along with brochures of related items.
2. Quotations / Tender will be opened at 03:00PM in our Head Office, Kapurthala on 09.08.2021.
3. Bidders themselves or can depute their representative along with authority letter and ID proof to our office on 09.08.2021 at 03:00PM to participate in the quotations/ tender opening process.
4. Incomplete quotations / Tender will be liable to be rejected. There should not be any cutting or overwriting on tender while quoting the rates.
5. The Bank reserves the right to reject the quotations / Tender without assigning any reason.
6. All the documents must be duly signed by the Authorized signatory.
7. The envelope should be super scribed as **“QUOTATION/ TENDER FOR SUPPLY OF LOCKER CABINETS”**.
8. Order will be placed with L1 vendor (item wise) for the supply of locker cabinets. The supply shall be required to be made strictly within 4-6 weeks from the date of order. In case of delay, the penalty shall be imposed as below which shall not be disputed.
 - o **For delay up to 15 days = 1% of order**
 - o **For delay more than 15 days = 3% of order**
9. The product should conform to IS: 5244: 2014 and its revised version as applicable.
10. The product should have ISI/BIS marked label. Terminology/ description like “as per ISI/BIS” will not be accepted.
11. In house lock manufacturing is MANADATORY.
12. The customer key of individual locker to be embossed with the inscription “PGB Branch code no. and serial no. of locker.
13. Conditional bids will be rejected.
14. In case of any dispute, the decision of the Chairman shall be final and binding.
15. At present there are 422 Branch Offices, 7 Regional Offices, one Staff Training Centre and one Central Stationery Centre and Head Office of our Bank in the Punjab State. Thus there are total 431 offices of our Bank in the Punjab state.
16. The court of Kapurthala only has jurisdiction to deal with and decide any legal matter whatsoever arising out of the contract in the event of placement of order.
17. Validity of rates will be for one year from the date of approval of the tender.
18. Bank reserves the right to de-empanel the vendor in between on observance of unsatisfactory performance/ report.
19. TDS and TDS GST will be deducted (if applicable).
20. Quoted rates should be excluding GST and including F.O.R. destination.
21. Payment will be made after installation and proper verification of the satisfactory working of Locker Cabinet by the Branch Manager after obtaining permission from the Head Office.

The details about firm are as under:-

S.No.	Particular	Description
1.	Name of Company	
2.	Complete Address Phone:- Mobile:- E-Mail:-	
3.	Authorized person with designation, address and contact no. (Person who deal with our bank)	
4.	GST No.	
5.	PAN No	

Date:
Place:

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**Signature of Bidder
Name & Address
of Firm with Seal
Mob. No.....**