



ਪੰਜਾਬ ਗ੍ਰਾਮੀਣ ਬੈਂਕ  
**Punjab Gramin Bank**  
 Sponsored by : punjab national bank

ਹੋਡ ਆਫਿਸ : ਜਲੰਧਰ ਰੋਡ, ਕਪੂਰਥਲਾ। ਪ੍ਰਧਾਨ ਕਾਰਜਾਲਯ : ਜਲੰਧਰ ਰੋਡ, ਕਪੂਰਥਲਾ। H.O : JALANDHAR ROAD, KAPURTHALA.  
 Ph.: 01822-509846 Fax: 01822-230230 e-mail: pgbhogad@gmail.com

**General Terms & Conditions:-**

1. The bidder / firm must have minimum one year experience of successful execution of installation work of CCTV Systems in Govt. /PSU/Nationalized Banks/Financial Institutions.
2. The company/ firm/ bidder should have a valid GST number.
3. Only those tenders will be considered which will provide minimum 2 years warranty for the replaced parts. The tenderers providing the warranty of less than 2 years will be out rightly rejected.
4. The bidders have to deposit Earnest Money of Rs.20000.00 (Rupees twenty thousand only) in the shape of Demand draft in the name of **Punjab Gramin Bank** payable at Kapurthala..
5. The successful bidder has to deposit Rs.50000.00 (Rupees Fifty Thousands only) as a security for rate/contract for replacement of parts CCTV Systems for branches / offices in the form of FDR in any branch of **Punjab Gramin Bank** in the name of party under Bank lien of **Punjab Gramin Bank** for the period up to which the warranty of systems exists, within 30 days from the issuance of the letter, otherwise the earnest money Rs. 20000.00 will be forfeited. **Firms registered under MSEs and Startup India exempted from payment of earnest money.**
6. The authorized person of the eligible firm/ company shall duly sign all the pages of the application with seal of the company/ firm.
7. Each of documents should be signed by the contractors submitting the tender in token of his/their having acquainted himself/themselves with the general conditions of contract, specifications, special conditions etc. as laid down. Any tender with unsigned document will be rejected.
8. The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the tender may be rejected.
9. Incomplete tenders will be summarily rejected. There should not be any cutting or overwriting on tender while quoting the rates. All erasures and alterations made while filling the tender must be attested by initials of the renderers.
10. No column of Technical and Financial Bid should be left blank.
11. **The AMC will be on "As is Where is basis".**
12. In case of violation of any terms and conditions in notice and if the services are found unsatisfactory, performance security is liable to be forfeited at the discretion of the Competent Authority.
13. Any resulting dispute arising out of this tender shall be subject to the sole jurisdiction of the Courts situated at Kapurthala.
14. NO AMC charges will be given for the CCTV Systems which are under warranty.
15. On receipt of intimation from the bank of the acceptance of the quotation/ tender, the successful bidder shall sign an agreement/contract within 15 days.
16. The bank may approve one or more vendors (including L-1) who are ready to provide services at the contract rate of L-1. AMC will be allotted Regional Offices wise as per requirement of the bank on the priority basis.
17. At present there are 433 Branch/Offices of the bank out of which 7 are Regional Offices, one Head Office, one Stationery Centre and one Staff Training Centre.
18. In case of any dispute, the decision of the Chairman shall be final and binding.
19. Punjab Gramin Bank reserves the right to reject any / or all the applications without assigning any reasons whatsoever.

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Punjab Gramin Bank

Sponsored by Punjab National Bank

ਦੇਸ਼: ਭਾਰਤ | ਸਥਾਪਤ: 1987 | ਪਤਾ: ਪੰਜਾਬ, ਭਾਰਤ | H.O.: JALANDHAR ROAD, KAPURTHALA  
Ph: 01822-509846 Fax: 01822-230230 e-mail: pglhobank@gmail.com

20. Tender received after last date of submission of tender will be rejected/not considered.
21. Bidder can depute his/her representative along with authority letter to our office on said date to witness tender opening process.
22. The bids shall be valid for 90 days from the date of opening of technical bids.
23. Bank is free to include any other terms and conditions as deemed fit while executing the Agreement for adhering adequate security measures for its branches / Offices.
24. The Contractor / Vendor will be responsible for any injury to their workmen during performing the replacement / maintenance work etc.
25. The vendor/ contractor will maintain a data log sheet of all CCTV Systems like details location, type and due date for visit etc.
26. TDS and TDS GST will be deducted (as applicable).
27. The vendor will be penalized in case of any penalty imposed on bank due to non-availability of CCTV footage because of laxity on part of vendor. Back up should be available for at least 90 days. If back up found is less than 90 days, penalty will be imposed @ Rs. 5000/- per branch.
28. Separate Box for DVR should be installed in Strong Room and devices i.e. LED Monitor and Mouse will be operated at Manager Cabin.
29. **Validity of contract for rates of AMC with parts (without GST) will be for minimum 12 months period and which can be extendable on satisfactory performance & on the same rates.**
30. Three mandatory visits during the year (1 in every 4 months) will be done by the vendor for the purpose of ensuring the maintenance of CCTV Systems.
31. Bank reserves the right to debar any of the vendors during the AMC period, on observance of unsatisfactory performance/ report.
32. Apart from the mandatory visits, the engineer will visit the branches on receipt of any complaint from the branches/ offices of bank, the same will be attended within 24 working hours otherwise penalty @ Rs.200/- per office per day will be charged and will be deducted from AMC bill.
33. The payment of AMC will be released after every four months at Head Office after the bills are countersigned/ verified by respective Branch Manager/Regional Manager along with service report duly verified by the Branch Manager/Regional Manager.

*Financial Bid should be strictly submitted on the enclosed format only.*

*General Terms & Conditions and Technical bid should be inserted in envelope 'A' and Financial Bid in envelope 'B'. Both the envelopes should be sealed and inserted into a third envelope 'C' which should also be sealed. Envelope should be marked as under:*

**Envelope 'A'- 'General Terms & Conditions and Technical Bid for CCTV AMC'**

**Envelope 'B'- Financial Bid for AMC with parts'**

**Envelope 'C'- Tender of CCTV AMC (with parts) contain Envelope 'A' & Envelope 'B'**

*The financial bids of only those vendors will be opened which will be technically found suitable for bank purpose.*

  
General Manager





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**Acceptance of Terms & Conditions :-**

I/We have read the terms and conditions of Tender Document and understand that in case of any of the statement furnished by the undersigned is found to be false OR if any/all the terms and conditions are not complied with, the tender is liable to be cancelled and the earnest money deposited shall be forfeited by PGB. I/we agree that the decision of the PGB in this regard would be final and binding on the firm/agency.

I/We also certify that, I/We have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

**(Signature of Bidder with Seal of Firm)**

Name .....Designation.....

Address .....

E-mail..... Mobile No.....

Date:.....

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**Annexure-II**

**Technical Bid**

SN	Particular	Description
1.	Name of the Vendor / Contractor/ Company /Firm and address of the registered office:- Complete Address:-  Landline Phone Number:- Mobile number:- E-Mail:- Website, if any:-	
2.	Date & year of establishment (Enclosed documentary evidence)	
3.	Whether the firm has worked for the Government/Semi-government or any other Public Sector Banks etc. if so, provide name of the organization and agreement/order copy. (Names, Addresses & Contact No.)	
4.	Experience ( in years)	
5.	Whether the firm is de-empanelled by any other Bank/ Financial Institution	(Mention Yes or No) .....
6.	Banker Name & Branch Account No. with IFSC.	
7.	GSTIN of the Firm	
8.	PAN No. of the Firm	
9.	Whether the Firm is registered under MSEs and Startup(Attach copy of proof)	(Mention Yes or No) .....
10.	Earnest money Deposit of Rs.20000.00	DD No ..... dated ..... Bank Name..... Station.....

Date:  
Firm)

(Signature of Bidder with Seal of the