

INSTRUCTIONS TO BIDDERS - GENERAL TERMS & CONDITIONS FOR SUPPLY OF SECURITY EQUIPMENTS

1. Sealed Quotations / Tender should reach Head Office, Kapurthala on or before 10.03.2023 (up to 02.00 p.m.).
2. Quotations / Tender will be opened at 03.00 p.m. in our Head Office, Kapurthala on 10.03.2023.
3. Bidders themselves or can depute their representative along with authority letter and ID proof to our office on 10.03.2023 at 03.00 P.M. to witness 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 SECURTY EQUIPMENTS"**.
8. Order will be placed with L-1 vendor (item wise) for the supply. The supply shall be required to be made strictly within 15 days 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 per week subject to maximum of 10% of the order value
9. Product Strong Room Door- should confirm to IS: 11188: 2014, Cash Safe to IS: 550: 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. Conditional bids will be rejected.
13. In case of any dispute, the decision of the Chairman shall be final and binding.
14. At present there are 431 Branch Offices, 7 Regional Offices, one Staff Training Centre, one Central Stationery Centre and Head Office of our Bank in the Punjab State. Thus there are total 440 offices of our Bank in the Punjab state.
15. 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.
16. Validity of rates will be for minimum one year from the date of final approval of the tender which can be extended on satisfactory performance and on the same rates on year to year basis.
17. Bank reserves the right to de-empanel any of the vendors in between on observance of unsatisfactory performance/ report.
18. TDS and TDS GST will be deducted (if applicable).
19. Quoted rates should be excluded GST and included F.O.R. destination.
20. Payment will be made after installation and proper verification of the satisfactory working by the Branch manager after obtaining permission from 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	

Signature of Bidder

Name & Address of the firm with seal

Mob no.....

Place:

Date:

