

NOTICE INVITING TENDER

TENDER for procurement of 17 (Seventeen) FRRCs (Fire Resistant Record Cabinet) for Branches under Sarva Haryana Gramim Bank, Regional Office, Rohtak.

Sarva Haryana Gramin Bank

Regional Office, Rohtak, (General
Administration Division, Sector 03,
Plot no. 01, Sarva Haryana Gramin
Bank, Head Office Building, Rohtak
(127001)

TENDER NOTICE

Inviting Tender for procurement of 17 (Seventeen) FRRCs (Fire Resistant Record Cabinet) for Branches of Sarva Haryana Gramim Bank situated under District:Rohtak, (Regional Office: Rohtak).

Estimated Cost of the work: Rs 16.00 lakh; EMD: Rs 32,000/-;

For details, visit our website www.shgb.co.in

Any corrigendum/clarification in respect of above said procurement shall be released only at our website www.shgb.co.in which may be visited regularly by intending bidders. Bank reserves its right to reject any or all the tenders without citing any reason at any stage.

Last date for bid submission is: 10-03-2025 till 14:00 hrs.

Date of opening of Bids: 11-03-2025 at 14:00 hrs.

SARVA HARYANA GRAMIN BANK

TENDER for procurement of 17 (Seventeen) FRRCs (Fire Resistant Record Cabinet)
for Branches under

Sarva Haryana Gramim Bank, Regional Office-Rohtak.

Sarva Haryana Gramin Bank,
Regional Office, Rohtak
Email- rorohtakgadshgb@shgbank.co.in

Procurement of 17 (seventeen) FRRCs (Fire Resistant Record Cabinet)

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Specifications of FRRCs (Fire Resistant Record Cabinets) are mentioned below:-

Fire Resistant Record Cabinets	Conforming to IS-14203	FR 120 X 1600
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1. Nominal Size

Nominal sizes of the cabinet shall be denoted by its internal height as specified in Table1.

**Table1 Dimensions of Fire Resisting Record Protection Cabinets
(All dimensions in millimeters)**

Sr. No. (1)	Parameter (2)		Nominal Size (3)
i)	Nominal inside dimensions	Height (± 35)	1600
		Width (± 25)	650
		Depth (± 25)	600
ii)	Height of pedestal	min	50

2. Type

Record protection cabinets shall be of FR120—Cabinets having a fire resisting rating of 120min.

3. General Constructions / Specification

a) Cabinet Construction

Outer body and inner box shall be fabricated from mild steel or galvanized steel sheets of not less than 0.8 mm nominal thickness. The steel parts shall not have any burrs or dents. The cabinet body of the fire resisting record protection cabinet shall be of double wall type with insulating material filled in-between. The insulating material should not produce toxic gases when the cabinet is exposed to fire situation. The components shall be assembled by bolting, welding, riveting or by any combination of these methods.

b) Locking Mechanism

The locking mechanisms shall be of 4 way type. The diameter of shooting bolts shall be 15 mm to 20mm. There shall be minimum three shooting bolts (two shooting bolts for size 1 000) on each side and minimum one vertical shooting bolt each on top and bottom. The shooting bolts shall slide smoothly in recess and engage in body to a minimum depth of 12 mm.

c) Locks

The cabinet shall be supplied with a dual control key lock having minimum 6 levers with duplicate keys. The keys shall be made of stainless steel or any other non ferrous metal/alloy having non-corrosive properties. Minimum two sets of the keys shall be supplied.

d) Handles

Handle can be fixed or detachable. Handles/handle shall be made from ferrous (powder coated/plated), non-ferrous material or polymer.

4. Internal Fixtures

The cabinet shall be provided with minimum four shelves for nominal size 1600. Shelf height shall be adjustable.

5. PAINTING

The inside and outside surfaces of cabinet shall be painted or powder coated. In case of paint an appropriate primer and under coating shall be used in accordance with normal industrial practices. The minimum overall thickness of the coatings shall be 50 microns for powder coatings and 70 microns for liquid paints.

6. MARKING

A metal plate showing type of cabinet together with the manufacturer's name and the year of manufacture shall be fixed on the inner face of the door.

a) Marking on Keys

The keys shall be marked with an identification number which shall not be the same as the serial number of the cabinet.

b) BIS Certification Marking

The record protection cabinets may also be marked with Standard Mark. The use of the Standard Mark is governed by the provisions of *Bureau of Indian Standards Act, 2016* and the Rules and Regulations made there under.

7. INSPECTION

The purchaser or his authorized representative shall normally have access to the factory to inspect the fire resisting cabinet at various stages of manufacture.

8. PACKING

Each cabinet shall be packed in accordance with the best trade practices, with its door bolted, but not locked. The keys shall be separately sealed in a box or pouch and delivered with FRRCs.

Bids are invited from reputed security item manufacturers/bidders who fulfill all specifications prescribed by the Bank as stated above for supply of FRRCs to various branches in our Bank.

Disclaimer

- a) This Request for Proposal (RFP) is not an offer by the Sarva Haryana Gramin Bank Regional Office Rohtak, but an invitation to receive response from eligible interested bidders for supply and installation of FRRCs. This document should be read in its entirety.
- b) Information provided in this RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law.
- c) **SARVA HARYANA GRAMIN BANK REGIONAL OFFICE ROHTAK**, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.
- d) SARVA HARYANA GRAMIN BANK REGIONAL OFFICE ROHTAK also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP.
- e) SARVA HARYANA GRAMIN BANK REGIONAL OFFICE ROHTAK may in its absolute discretion, but without being under any obligation to do so update, amend or supplement the information, assessment or assumption contained in this RFP.
- f) Every effort is being made to keep Sarva Haryana Gramin Bank's Website up to date and running smoothly 24X7 However, Sarva Haryana Gramin Bank takes no responsibility, and will not be liable for, the website being temporarily unavailable due to any technical issues at any point of time. In that event Sarva Haryana Gramin Bank Regional Office Rohtak will not be liable or responsible for any damages or expenses arising for any difficulty, or error, imperfection or inaccuracy with this website, it includes all associated service, or due to such unavailability of the website or any part there of any contents or any associated services.
- g) The issue of this RFP does not imply that Sarva Haryana Gramin Bank Regional Office Rohtak is bound to select a Bidder or to appoint the selected Bidder, as the case may be, for the insurance policy and Sarva Haryana Gramin Bank Regional Office Rohtak reserves the right to reject all or any of the Proposals without assigning any reason whatsoever. No correspondence shall be entertained in this regard.

The proposed evaluation schedule is tabulated below. However, the bank, at its discretion can change the schedule without assigning any specific reason for the same.

- a) No Bid or part of Bid (except documents to be uploaded in technical bid, if adequate space not available on GeM portal) shall be submitted vide E-mail or in any other form.
- b) Bids received later than the prescribed date and time will not be considered for evaluation.
- c) If the last day of submission of Bid is declared as a holiday by any circumstances beyond the control of Sarva Haryana Gramin Bank Regional Office Rohtak, the next working day will be deemed to be the last day for submission of the Bid.
- d) Further, in case Sarva Haryana Gramin Bank Regional Office Rohtak does not function on the aforesaid date due to unforeseen circumstances or holiday, then the Bid will be opened on the next working day subject to availability of all the Technical Committee members, unless otherwise such change may be notified to all bidders

TERMS AND CONDITIONS

Technical:

1. The participating bidder must be BIS certified with BIS certified product i.e. FRRC.
2. The participating bidder must be the Original Equipment Manufacturers (OEM) / Authorized Dealer/ Agents supplier. As a proof, Manufacturers / Authorized Dealer/ Agents supplier must have to submit license/certificate issued by competent authority.
3. The company/vendor shall not have been blacklisted by any PSU Bank nor should their name be figured in the IBA caution list.
4. The vendor should have valid BIS license for the FRRCs with FR 120 min.
5. The company/vendor shall have ISO-9000/9001 and ISO 14001 series certifications for manufacturing process. The product / equipment should be quality products and should have Bureau of Indian Standards (BIS) certification and should also meet the minimum fire rating criteria specified by BIS.
6. The vendor agrees for random testing of their product bought by the bank at the current BIS test house at the cost of Vendor and must agree for bearing the cost of transportation and testing fee and also agree to replace the tested equipment with the new one without any extra cost.
7. Bidder should furnish in the format given below details of any successful fire incidents which occurred on any FRRC manufactured/ supplied by them from the date of starting the manufacturing/suppling to till date. In case there is no FRRC of their make/manufactured/supplied involved in any fire accident then the bidder should give an undertaking on Rs.10/- stamp paper mentioning that "We are not aware or not have been informed by any users that FRRC manufactured/supplied by us has been undergone through such incident".

Item Name	Model	Name of the Bank	Branch Name	Date of Incidents	Month	Year

8. Bidder should furnish any fire incident in which Fire resistant security equipment supplied by your firm resisted the fire and saved the records kept in it and any certification to this effect has been issued "by the bank branch /office, Bidder must furnish such fire incident in the format given below:

Item Name	Model	Name of the Bank	Branch Name	Date of Incidents	Month	Year

9. Details required for fire resistant cabinets- (in case if company don't provide below details then they will be disqualified in our tender on technical ground).

Item	Height	Width	Depth	Weight
FRRC 120 Min				

10. Minimum warranty period will be 01 years.
11. The bidder/OEM must supply items within 30 days after getting order.
12. The bidder (manufacturer or authorized supplier) should have regularly for last 3 [three] years, ending 31st March 2024 of the financial year, manufacturer/ supplied of the FRRCs, with the same or higher specifications as mentioned in the bid document. The bidders should have manufactured and supplied 80 % numbers i.e. 24 FRRCs of 'The Product' in at least one of the last five years ending on 31.03.2024. The FRRC should be in successful operation & maintenance for at least 1[one] year on the date of bid opening.
13. The Bidder should have satisfactorily completed similar works (supply of FRRCs) during last 7 (seven) years ending last day of the previous month with Central/State Government Department/Central Autonomous Body/Central Public Sector Undertaking/City Development Authority/Municipal Corporation of City formed under any Act by Central/State Government and published in Central/State Gazette/ Scheduled Commercial Banks or its subsidiaries/Private organizations should be either of the following :
- a) One similar nature work costing \geq 80% of the estimated cost.
 - b) Two similar nature works (each) costing \geq 50% of the estimated cost.
 - c) Three similar nature works (each) costing \geq 40% of the estimated cost.
14. The average annual financial turnover of 'The bidder' during the last three years, ending on 31st March 2024, should be 80% of the estimated bid value as per the annual report (audited balance sheet and profit & loss account) of the relevant period, duly authenticated by a Chartered Accountant/ Cost Accountant in India.
15. The net worth of the Bidder firm (manufacturer or authorized supplier/dealer) should not be negative on 31st March 2024 & should have not eroded by more than 30% (thirty percent) in the last three years, ending on 31st March 2024. In cases where audited balance sheet of last financial year is not available then provisional balance sheet certificate duly authenticated by a Chartered Accountant/ Cost Accountant in India will be considered.
16. The EMD of Rs. 32000/- shall be accepted in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Bankers' Cheque or Bank Guarantee (including e-Bank Guarantee) (from any Scheduled Commercial Bank other than Sarva Haryana Gramin Bank) issued in favor of Sarva Haryana Gramin Bank, Regional Office, Rohtak, payable at Rohtak or online payment in our Bank's account no. 81843171160 having IFSC PUNB0HGB001. EMD amount must be received before the last date/time of submission of technical bid. Physical form EMD must be submitted at Sarva Haryana Gramin Bank, Regional Office, Rohtak, **Sector 03, SHGB Building ROHTAK** before the last date of submission of technical bid.

17. Relaxations from submission of EMD shall only be given to the Start-ups recognized by Department of Industrial Policy & Promotion (DIPP) and MSE's having valid Udhyam registration Certificate.
18. **Bank will keep 8% of interim invoices subject to 5% of total contractual procurement value as retention money till the completion of warranty/guarantee period. The bidder/supplier shall attend to all defects noticed during defect liability period. If the bidder/supplier fails to attend the defects, these defects will be rectified by the bank and the expenditure incurred on this account shall be recovered from their security deposit/retention money.**
19. Bidder will be entitled for liquidated damages per week delay for the quantum of 0.50% of the contract amount shown in the tender subject to maximum of 7.50% of the accepted contract sum.
20. The liquidated damages as mentioned above may not be enforced if the bidder/supplier applies for extension of time mentioning the reasons for extension. Extension of time in days may be granted by the Bank at its own discretion if it is proved that bidder/supplier is not at fault for extending the work beyond stipulated date of completion.
21. All alterations in the tender should be initiated by the authorized signatory. Over writing may invite disqualification of the tender.
22. Documents to be uploaded in Technical Bid:
 - a) Latest copy of BIS license.
 - b) General Profile of the company/dealer.
 - c) Contact Person with their contact numbers and email addresses.
 - d) Latest copy of requisite certificates.
 - e) GST certificate.
 - f) Last three years Balance Sheet 2021-22, 2022-23 and 2023-24. (In case any firm has not finalized the books of account for 2023-24, the provisional balance sheet for FY 2023-24 may be submitted duly certified by Chartered Accountants).
 - g) Letter from Chartered Accountant conveying the average annual turnover of last three financial years 2021-22, 2022-23 and 2023-24.
 - h) Purchase/supply Order for establishing experience of supplying security equipments to banks.
 - i) Declaration for testing of the security equipments on the vendors cost.
 - j) OEM for Locks on company's letter head.
 - k) Copy of Registration.
 - l) Certificate of Acceptance as per Annexure B.
 - m) Letter submitting tender as per Annexure C
 - n) Undertaking to be submitted to Bank by Bidder (on stamp paper of Rs.100/-) that *"I/We have not been black-listed/ barred by Department of Financial Services, Govt. of India and my company does not feature in the debarment list on Central Public Procurement Portal (CPPP) maintained by Department of Expenditure, Ministry of Finance, Govt. of India."*
 - o) Self-certification that the bidder meets the "local content" requirement for "Class-I local supplier"

Please note that in case, if any of the above listed documents are found not enclosed in the technical bid submitted by the bidders, their bid will be technical disqualified.

Non submission of EMD on or before the last date at Sarva Haryana Gramin Bank Regional Office Rohtak will result in technical disqualification of the bidder.

23. The Bank reserves its rights to split the order in the ratio 50:30:20 (percentage) amongst upto three bidders/suppliers at its sole discretion.

Financial:

1. The rates should be actual and nearest to the market rates. The Bidders should not quote the Freak Rates. The Bank have right to cancel bids of those bidders if found freak rate in the tender rate.
2. The payment of the bills will be made by Bank after satisfactory receipt of the goods verified by concerned branch office.
3. The amount to be quoted in figures as well as in words. In case there is any variance in these two rates, the amount; written in words shall be taken as final.
4. The rate quoted shall be **valid for a period of 90 days after the date of opening of the Financial Bid**. No escalation in the rates will be allowed under any circumstances.
5. The payment will be made after supply of FRRC(s) to all branches as per list mentioned in **Annexure- D**, installation of security equipment's (subject to confirmation from Branches) and after keeping amount of 8% of interim invoices subject to 5% of total contractual tender cost as retention money for defect liability period.
6. The rates quoted shall be inclusive of cost of all material/accessories, Labour, taxes (inclusive GST), levies/octroi, transportation to site and hand over to concerned officials etc.
7. No advance will be paid to any vendor during supply and installation of security equipments.
8. "Financial Bid" must be uploaded as per the financial bid (**Annexure A**) only. Financial Bid other than as per **Annexure-A** will not be entertained.

General:

1. The mode of submission of tender is online only on GeM Portal; tender submitted in any mode other than specified will not be entertained by the Bank.
2. The bid evaluation committee of Sarva Haryana Gramin Bank Regional Office Rohtak shall conduct the evaluation on the basis of the submitted Technical Bid. However, Sarva Haryana Gramin Bank, Regional Office Rohtak may seek clarification on the information submitted by the bidder, if required.

3. In case of any dispute, the matter will be referred to the Regional Manager, Sarva Haryana Gramin Bank, Regional Office Rohtak. For litigation, if any arising thereof, the competent court (local) alone shall have jurisdiction.
4. Bank reserves the right to accept or reject or cancel any or all tender/s without assigning any reasons whatsoever and the said decision shall be final and binding upon the bidders.

(Please note that the above items are to be supplied with BIS label. Only for the equipment where BIS Licenses are not yet issued to any, Manufacturer, the equipment conforming to as per IS Standard' will be considered from those manufacturers only whose items are being tested at BIS lab subjected to submission to proper documentary proof and the manufacturer has to assure that BIS certificate is likely to be issued in the near future).

5. The rates quoted by the vendor shall include all eventualities, such as heavy rain, sudden floods, accidents, fire, riots etc., which may cause damage to the item at any stage till supply & successful installation. Till such period, Sarva Haryana Gramin Bank Regional Office Rohtak will not be responsible for any damage.
6. If defective items are received, then company will replace the same, without any cost to the bank within 7 days.
7. The duly completed tender proposals bids must be uploaded on online portal mentioned above on or before the last date of submission of tenders.
8. The tenders will be opened at Regional office in the presence of committee.
9. The bank reserves the right to accept/reject/cancel any/all offers without assigning any reason whatsoever.
10. The bank reserves the right to place the order in batches within stipulated valid time period.
11. The Bank reserves the right to increase or decrease the quantity of FRRC(s) to any extent up to variation of 25%. Payment shall be made for actual quantity supply by the bidder/supplier.
12. The payment will be made after all statutory compliances of GST Act and Income Tax Act including deduction u/s 194 (O) of the Income Tax Act, 1961.
13. The TDS as per applicable rates under this section will be deducted by the bank as per Income Tax Dept.

**Regional Manager
Regional Office: Rohtak
Sarva Haryana Gramin Bank**

ANNEXURE-A

..... (Name of the Vendor)

We quote the rates for supply of FRRC as under:

Name of Item	Rate(per) Unit	HSN/SAC Code	Discount, if any	Rate of GST	Any other Charges	Total Cost (In Rs.) + GST
FRRC confirming to IS-14203 FR 120 min						

I/we hereby declare that the above mentioned rates are inclusive of all types of taxes, levees and other charges and F.O.R at various branches of your Bank.

I also understand that under no circumstances freight charges/installation charges will be paid extra to me.

Signature and Stamp/seal of the Vendor/Bidder

(On company's Letter Head only)

CERTIFICATE OF ACCEPTANCE

"Certified that we have read and understood all the terms and conditions in the Tender Document and that our company/firm, namelydo hereby unconditionally accept all the Term and Conditions set out in the Tender Document and annexure including the penalty clauses therein."

Date:

Place:

Signature of Authorized Signatory
(Name of company/firm)
Seal of company/firm

LETTER SUBMITTING TENDER

Regional Manager,
Sarva Haryana Gramin Bank
Regional Office Rohtak

Dear Sir,

Reg: Supply of FRRRC(s) in branches of your region.

1. Having visited the site and examined the drawings, conditions of contract, special conditions of contract, general specifications and detailed specifications, schedules and bill of quantities for the execution of the supply of FRRRC(s), we offer to complete and maintain the whole of the said works in conformity with the said drawings, conditions of contract, specifications, schedules and bill of quantities for the sum stated in bill of quantities of this Tender Document or such other sum as may be ascertained in accordance with the said conditions of contract.
2. We undertake to complete and deliver the whole of the goods comprised in the contract within the stipulated time stated in the tender.
3. We have independently considered the amount of liquidated damages of tender hereto and agree that it represents a fair estimate of the loss likely to be suffered by you in the event of the FRRCs not being supplied in time.
4. We agree to abide by this tender for the period of 90 days from opening of Price Bid/Financial Bid or extension there of as required by the Bank from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. We confirm that the period and rates as referred in the agreement or general conditions of contract are given or summarized to which we give our consent and agree to abide by the same.
6. We understand that if our tender is accepted, we are to be jointly and severally responsible for the due performance of the contract.
7. We understand that you are not bound to accept the lowest or any tender you may receive and may reject all or any tender, accept or entrust the entire to the bidder without assigning any reason or giving any explanation whatsoever.
8. We have submitted EMD and we accept that EMD will be forfeited & we shall be debarred from participating in tender process for a period of one year in the event our tender is accepted and we fail to execute the contract when called upon to do so.

Dated this day of _____, 20____

Signature _____ in the capacity of _____ duly
authorized to sign tenders for and on behalf of _____
(IN CAPITALS)

ANNEXURE-D**LIST OF BRANCHES**

S. No.	SOL ID	Name of Branch	Address	Distt.	No. of FRRC
1	8050	Jahajgarh	Vpo Jahajarh	Jhajjar	01
2	8057	Pakasma	Vpo Pakasma	Rohtak	01
3	8397	Rtk Sector 03	Sector 03, Rohtak	Rohtak	01
4	8232	Barhana	Vpo Barhana	Jhajjar	01
5	8063	Bhagwatipur	Vpo Bhagwatipur	Rohtak	01
6	8051	Jassia	Vpo Jassia	Rohtak	01
7	8054	Kiloi	Vpo Kiloi	Rohtak	01
8	8197	Kheri Sadh	Vpo Kheri Sadh	Rohtak	01
9	8061	Parnala	Vpo Parnala near Bahadurgarh	Jhajjar	01
10	8073	Silani	Vpo Silani	Jhajjar	01
11	8275	Jahagirpur	Vpo Jahagirpur	Jhajjar	01
12	8307	Sunaria Chowk Rtk	Sunaria Chowk , Rohtak	Rohtak	01
13	8062	Kharkara	Vpo Kharkara	Rohtak	01
14	8049	Farmana	Vpo Farmana	Rohtak	01
15	8310	Bhadani	Vpo Bhadani	Jhajjar	01
16	8047	Lahli	Vpo Lahli	Rohtak	01
17	8371	Yaqubpur	Vpo Yaqubpur	Jhajjar	01
Total					17

