



# INSTITUTE FOR DEVELOPMENT AND RESEARCH IN BANKING TECHNOLOGY

(Estd. By Reserve Bank of India)  
Castle Hills, Road No. 1, Masab Tank, Hyderabad-57

**Sealed tenders are invited in two-bid system (Technical/Prequalification Bid and Price Bid)**

**For**

**'Renovation of Director's Office- Supply and Assembly of Storage Units'**

**At**

**Institute for Development and Research in Banking Technology (IDRBT)  
Hyderabad.**

**Last Date and time for receiving the Tender : Upto 5.30 PM on 09<sup>th</sup> July 2018**

**The Tender Documents can be downloaded at <http://idrbt.ac.in/tenders.html>**

## **IMPORTANT NOTICE**

TENDERERS RESPONDING TO THIS ENQUIRY SHALL BE DEEMED TO HAVE AGREED TO THE TERMS AND CONDITIONS HEREIN CONTAINED. THESE TERMS AND CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL TENDERER. CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED. THE INSTITUTE RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF ANY TENDER WITHOUT ASSIGNING ANY REASONS AND SHALL NOT BE BOUND TO ACCEPT THE LOWEST TENDER.

IDRBT WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATION TO THE AGENCIES WHOSE BIDS ARE REJECTED.



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## INVITATION TO TENDER AND INSTRUCTIONS TO TENDERERS

Madam/Sir,

On behalf of the Director, IDRBT, sealed tenders are invited in the two-bid system (**Technical/Pre-qualification and Price Bid**) for the '**Renovation of Director's Office-Supply and Assembly of Storage Units**', at the Institute for Development and Research in Banking Technology, Castle Hills Road No. 1, Masab Tank, Hyderabad 500057 (hereinafter referred to as IDRBT and/or Institute).

You may quote for the previously mentioned in accordance with the requirement stated, and submit your tender in the prescribed Tender Form, in original, on or before the prescribed date and time specified in the Terms and Conditions of contract.

Assistant General Manager (Estate & Accounts)



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## CHECKLIST

Please verify the following before submission of the tender documents, and submit the required documents strictly in the sequence listed below, to avoid rejection or disqualification of your tender.

1. Certificates of registration for Goods and Services Tax, issued by appropriate Government Authority for the required services, with seal of the tenderer.
2. Financial Statement of last three Financial Years (Audited) ending FY 2016-17. Unaudited statement of FY 2017-18 may be accepted along with the above statements of last three years.
3. Certificates issued by offices/organizations (preferably of government/Public Sector Undertaking) where similar services have been rendered/are being rendered with seal of the tenderer. **Similar Works shall be Supply of Storage units to any reputed organisation.**
4. The entire original tender document to be attested with seal and signature on each page by the authorized signatory.
5. Any other document or information as required in the tender document.
6. The bid document(s) shall not contain any corrections, including but not limited to overwriting, use of correcting fluid etc. Documents with any such corrections are liable to be rejected.
7. **Earnest Money Deposit in the form of Demand Draft, in favour of IDRBT, Hyderabad for Rs. 3,000/- (Rupees Three Thousand Only), payable at Hyderabad.**



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## TENDER FORM

**From**

.....  
.....  
.....  
.....

**To**

**The Director,  
Institute for Development and Research in Banking Technology,  
Castle Hills, Road No. 1, Masab Tank  
Hyderabad – 500057.**

Sir,

I/We offer to 'Supply' the items/services detailed in the Schedule (**Annex– 1**) and agree to keep validity of this letter open up to 90 days from the date of opening of the Price Bid. I/We shall be bound by a communication of acceptance dispatched within the previously mentioned period.

I/We have understood the instructions and conditions for the contract pertaining to the above-mentioned tender & have thoroughly examined the specifications/patterns quoted in the Schedule, and are aware of the store/services required, and my/our offer is **strictly in accordance** with requirement.

Copies of the necessary certificates as specified in the Terms and Conditions are enclosed with the tender.

Signature .....

NAME

ADDRESS .....

PHONE NO.

EMAIL



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## TERMS AND CONDITIONS

1. The Institute invites bids, in two separately sealed covers – (1) Technical/Pre-qualification Bid, and (2) Price Bid, for '**Renovation of Director's Office-Supply and Assembly of Storage Units**', at the Institute's premises located at Masab Tank, Hyderabad.
2. The rates are to be quoted both in figures and words in the enclosed proforma (**Annex – 2**). There shall be no corrections whatsoever in the bid documents. Bids, where there are one or more instances of correction, overwriting etc. are liable to be rejected.
3. The Tenderer must enclose copies of Registration Certificate, Income Tax Returns for the last three years. Details of ISO Certification (if any), company profile and list of valued customers, if any, should accompany the tender documents. All such documents are to be attached with Technical/Pre-qualification Bid.
4. The tender shall remain valid for 90 days after the day of opening of Price Bids.
5. The word "Tenderer" as used in these Terms and Conditions and the Tender Documents, shall mean the one who has signed the tender form. The tenderer may be a manufacturer/proprietor/partner/supplier/authorized dealer/agent or constituted attorney (in case of a company) or his duly authorized representative in which case he/she shall clearly mention the same while signing the tender form.
6. The quantity given in quotation is approximate which may increase or decrease.
7. The tender document duly completed in all respects should be submitted in 2 (Two) separate sealed envelopes addressed to the Director, IDRBT as under:

### **ENVELOPE – '1'**

Shall contain the tender document duly filled, complete in all respects and signed by the tenderer or his authorized signatory on each page, along with details such as name of tenderer and any other information that the tenderer would like to submit. **If this envelope contains rates, the tender shall be rejected.**

### **ENVELOPE -- '2'**

Shall contain the Price Bid indicating rate for each item quoted as per proforma/format at **Annex – 2. Basic cost and taxes should be indicated separately** and transportation charges should be inclusive in the quoted rate. Rates quoted/offered will remain valid till 90 days from the date of opening the Price Bid.

8. Both **Envelopes** should be superscripted "**TENDER FOR RENOVATION OF DIRECTOR'S OFFICE-SUPPLY AND ASSEMBLY OF STORAGE UNITS**". – "**\_\_\_**" ('1' or '2'), duly sealed and submitted in one big sealed cover duly super scribed "**TENDER FOR RENOVATION OF DIRECTOR'S OFFICE-SUPPLY AND ASSEMBLY OF STORAGE UNITS**". The sealed

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envelopes should be deposited in the Tender Box provided for the purpose at IDRBT Main Gate.

9. Envelope '1' will be opened first. Envelope '2' i.e. Price Bid of only those tenderers/bidders will be opened, whose items are approved/selected by the designated committee/competent authority and whose documents are found in order.
10. The tender should be submitted latest by 1730 hours on or before 09<sup>th</sup> July 2018.
11. Each page of the tender should be signed by the tenderer or his duly authorized signatory indicating name and designation.
12. It must be noted that this tender is **just an enquiry** and does not amount to any commitment on the part of the Institute to order any or all products offered. The decision of IDRBT in this regard would be final and be entirely at its discretion.
13. Mere acceptance of tender shall not amount to binding contract and it is only upon placement of firm purchase order that a binding contract shall come into existence.
14. Warranty period for free replacement of defective items shall be 1 Year from the date of certification and payment of Final bill to the contractor.
15. Tender submitted without complete documents will be summarily rejected.
16. The Institute reserves the right to reject any or all tenders at any stage/time without assigning any reason.
17. It may be noted that these are only proposed **draft terms and conditions and can be modified/changed** or additional terms and conditions added to, at the time of finally issuing the work order.
18. Taking into account past performance of any tenderer / party, the Institute reserves the right to reject any tenderers / party.
19. After accepting the tender, if any information / facts submitted by the tenderer are found to be incorrect, misleading or false etc. the Institute reserves right to reject / disapprove any item(s) for the current/future supply or may impose penalties as deemed fit.
20. Tender should be submitted along with catalogue and other literature, if any, of the item(s) offered.
21. Payment Terms: 100% of payment of agreed price/cost shall be made on completion of the supply and assembly of the storage units along with the EMD deposited. The Payment shall be made based on actual work done at the rates quoted by the bidder. Extra Items, if any shall be paid at mutually agreed rates.
22. No advance payment will be made to the successful bidder.
23. The Institute will not be responsible for expenses which might have been incurred or losses to person(s) or property by the successful tenderer during the execution of the supply order.

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24. The Institute reserves right to **terminate** or summarily cancel the contract in whole or in part, any time without assigning any reason, if the supply made is found not according to the approved sample or supply is not made within stipulated time.
25. The offered Items should be as per specifications given in **Annex – 2**.
26. Completion Period of the works should be within 30 Days of receipt of the supply order. In case of delays, the Institute reserves right to impose penalty @ 0.5% of the value of supply order per week of delay subject to a maximum of 10%.
27. In case of **works of poor quality** of indented items/ material or any other complaints, the Institute reserves the right to reject or adjust extra liabilities from the pending bills or may take any other action as deemed fit.
28. In the event of any dispute or differences arising between the parties with regard to terms and conditions of this tender and subsequent agreement/ contract entered based on this tender and or with regard to the breach or interpretation thereof including any matter what so ever touching upon the terms and conditions of the said agreement/ contract whether in course or after its termination, the parties agree to settle the same at the first instance by mutual discussion/ consultation.
29. In case of litigation, the courts at Hyderabad only will have jurisdiction for deciding case according to law in force.
30. **ESSENTIAL ELIGIBILITY CONDITIONS:**  
**Tenders satisfying the following essential conditions will only be considered for further processing. In absence of the proof of following supportive documents the tender will not be considered.**
- a) The tenderer has to attach an undertaking that they are not blacklisted by any Government / Public Sector Undertaking Organization for whatsoever reason.
31. **BIDDING PROCEDURE**
- (a) Bids are invited in two bid system, (1) Technical / pre-qualification bid and (2) Price bid.
- (b) No bids will be accepted after due date and time under any circumstances. This office will not be responsible for any postal / courier delay and also for reasons beyond the control of this office.
- (c) Price bid, of only successful Technical Bids, will be opened on pre scheduled date, time and venue.
- (d) All bids must be dropped at the tender box placed at main gate of IDRBT.
32. **SUBMISSION OF BID**
- (i) The Technical Bid shall be opened on the date of opening of tender. The bidder should specifically provide full technical details of service offered and also shall provide full details

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of deviation they intend to make from the technical specifications and contract terms detailed in the bid. No price details shall be given in Technical Bid. Violation to this would result in invalidation of tender.

- (ii) Price Bid must contain full details of the price and commercial conditions and discounts, if any. Any deviation from our standard conditions shall be specifically spelt out.
- (iii) All offers shall be made available in hard copies as specified in the technical specifications and should be signed by the authorized signatory of the firm on all the pages.
- (iv) All prices and other information in this regard having a bearing on the price shall be written both in figures and words in the prescribed offer form.
- (v) The bid should be submitted in the prescribed bid form (Annexe-2) of this document. All columns of the bid form should be filled. Any additional information should be enclosed separately and referred to in the relevant column of the bid form. All relevant product literature must be enclosed.
- (vi) No bid may be modified subsequent to the deadline for submission.

### 33. **OPENING OF BIDS:**

- (a) Institute will open the Technical bids at scheduled time, date and venue in the presence of the bidders representatives who wish to attend the process.
- (b) The Price bids of such tenderers, found to be qualified in the technical evaluation will be opened only.

### 34. **CLARIFICATION OF BIDS:**

To assist the examination, evaluation and comparison of bids the Institute may constitute a Technical Evaluation Committee and may at its discretion, ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.

### 35. **EVALUATION OF BIDS:**

- (i) The Institute will examine the bids to determine whether they are complete, and all relevant documents have been properly signed. Evaluation of bids shall be done based on the information furnished by the bidder. The conformity of the bids to the technical specification and commercial terms and conditions shall be examined. Responsiveness of the bid shall be determined based on the technical and financial capability of the bidder to execute the work.
- (ii) The bids shall be assessed in totality and purchase order shall be issued as per requirement.
- (iii) The Institute may examine the bids to determine:



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- (a) The correctness of the information furnished by the bidder in its bid. In case any information is found to be incorrect/false, the bid shall be considered as non-responsive.
- (b) The substantial responsiveness of each bid to the bidding: For purpose of these clauses, a substantially responsive bid is one, which conforms to all technical specifications and terms and conditions of the bidding documents without material or commercial deviations. The Institute's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

### 36. INSTITUTE'S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS:

- (i) IDRBT reserves the right to accept or reject any bids and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder or Bidders of the grounds for the Institute's action.
- (ii) The acceptance of tender, will rest with the Institute who does not bind itself to accept the lowest bid and reserves the right to reject any or all the tenders received without the assignment of any reason. Bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- (iii) Canvassing in connection with tenders is illegal and strictly prohibited and the tenders submitted by the bidders, who resort to canvassing, will be rejected.
- (iv) The successful bidder after the contract is awarded to him is bound to start the work within 10 days failing which the work order shall be revoked, the contract cancelled and the EMD shall be forfeited.

### 37. APPLICABLE LAW:

The contract shall be interpreted in accordance with the laws of the Union of India and will be under the jurisdiction of Courts in Hyderabad.

### 38. TAXES AND DUTIES:

Successful bidder shall be entirely responsible for all Government taxes, duties, license, fees etc. incurred until delivery of the contracted services to the Institute.

The firm should be registered with the Goods and Services Tax. The firm shall mention its GST ID on all invoices produced and should also mention the GST ID of the Institute which is **36AAAI0204K1Z4**. Without the GST details, invoices shall not be processed.

The vendor should also provide appropriate HSN code/SAC when submitting invoice.

TDS if applicable shall be deducted from any payment made.



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**Annexure-1**

## **Tender for Renovation of Director's Office-Supply and Assembly of Storage Units at IDRBT, Hyderabad**

### **(TECHNICAL/PRE QUALIFICATION BID)**

(Please provide the following details along with documentary proof of the supporting documents as asked in eligibility criteria, without which the tender will not be considered. In case sufficient space is not available, use separate sheets)

**SCHEDULE: Last Date of Receipt of Tender: 09<sup>th</sup> July 2018 at 5.30 PM**

<b><u>SL NO.</u></b>	<b><u>DETAIL REQUIRED</u></b>	<b><u>RESPONSE BY BIDDER</u></b>
1	<b>Name &amp; Address of the Bidder</b>	
2	<b>Constitution of the Bidder (Proprietorship/Partnership/Company)</b>	
3	<b>Goods &amp; Services Tax (GST) Regd. No.</b>	
4	<b>Income Tax PAN Number</b>	
5	<b>Registration Details in State/Central Govt. Org.</b>	
6	<b>List of clients with name and phone number (Mandatory Information)</b>	1. 2.
7	<b>Has the firm been blacklisted by any Government Organization?</b>	YES / NO

Certified that the above information is correct and the firm is willing to accept all the terms and conditions of the tender document.

SIGNATURE.....  
NAME.....  
ADDRESS.....  
PHONE NO.....  
EMAIL.....