

Request for Proposal (RFP)

For

Supplying and Installation of Readymade Furniture Items at Bank's Flat located at GE-8, Sector-III, Salt Lake Kolkata- 700106



Head Office, General Administration Department

2nd Floor, 10 BTM Sarani, Kolkata-700001

Email: hogad.calcutta@ucobank.co.in

Phone: 033-44557383/8099; Fax-033-2225-6459

Website <http://www.ucobank.com>

RFP REF NO:
UCO/GAD/ 01/2017-18
Date: 11/04/2017

Cost of the RFP document: - INR 1100/- (Rupees One Thousand One Hundred only)

The information provided by the bidders in response to this RFP Document will become the property of the Bank and will not be returned. The Bank reserves the right to amend, rescind or reissue this RFP Document and all amendments will be advised to the bidders and such amendments will be binding on them. The Bank also reserves its right to accept or reject any or all the responses to this RFP Document without assigning any reason whatsoever.

This document is prepared by UCO Bank it should not be reused or copied or used either partially or fully in any form.

Disclaimer

While the document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by UCO Bank or any of its employees, in relation to the accuracy or completeness of this document and any liability thereof expressly disclaimed. The RFP is not an offer by UCO Bank, but an invitation for bidder's responses. No contractual obligation on behalf of UCO Bank, whatsoever, shall arise from the offer process unless and until a formal contract is signed and executed by duly authorized officials of UCO Bank and the Bidder.

INDEX

Sl. No.	Particulars	Page No.
1	SECTION – I: INVITATION FOR BIDS (IFB)	4-8
2	SECTION – II : ELIGIBILITY CRITERIA OF THE BIDDER	9-10
3	SECTION – III: INSTRUCTIONS TO BIDDERS	11-17
4	Annexure- I-Application Letter	18-19
5	Annexure-II- APPLICATION FORMAT	20-22
6	ANNEXURE-III -Draft Agreement of Purchase	23-26
7	Annexure-IV-Manufacturer's Authorisation Form	27-27
8	Annexure-V-(OEM Declaration Form)	28-28
9	ANNEXURE-VI - FORMAT OF INTEGRITY	29-32
10	Annexure-VII-Draft INDEMNITY Bond	33-35
11	SECTION –IV : COMMERCIAL BID FORMAT	36-43

A. INTRODUCTION

UCO Bank, a body corporate, established under the Banking Companies (Acquisition and Transfer of Undertakings) Act 1970, having its Head Office at 10, B.T.M. Sarani, Kolkata-700001, India, hereinafter called "The Bank", is one of the leading public sector Bank in India, spread all over the country.

UCO Bank invites sealed tender offers (technical and commercial offer) towards **Supplying and Installation of Readymade Furniture Items at Bank's Flat located at GE-8, Sector-III, Salt Lake Kolkata- 700106**

Authorised sales and service dealer or distributor or manufacturer having wide customer base and having maintenance and after sales service network all over India.

B) Information to the bidders

1) The selected bidder(s) is/are required to keep the quoted price valid for a period of three months from the date of agreement. The price shall be for delivery at desired destination, including installation/commissioning and complete operationalization and including statutory levies, if any.

The quantity of each item mentioned in the RFP is indicative only which may vary as per requirement of the Bank.

Bank reserves the right to accept or reject in part or full any or all offers without assigning any reason thereof. Any decision of Bank in this regard shall be final, conclusive and binding upon the bidders. The bank reserves the right to accept or reject any bid in part or in full, and to cancel the bidding process and reject all bids at any time prior to the award of the contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for Bank's action. During the evaluation process at any stage if it is found that the bidder does not meet the eligibility criteria or has submitted false/incorrect information the bid will be rejected summarily by the Bank.

The quantity mentioned in the RFP is indicative only. Bank does not guarantee any minimum or maximum quantity of procurement. Conditional tenders shall not be accepted on any ground and shall be summarily rejected.

2) All the information relating to corrigendum if any, result of pre-bid meeting, selection of bidders to participate in Price Bid, name of L-1 bidders etc. will be uploaded in Bank's website which may please be noted. No separate newspaper notification will be issued in this regard.

3) Vendor's representatives will be allowed to be present during opening of bids at their cost.

4) In case the date of pre-bid meeting, last date of issuance and/ or the date of receipt and opening of tender are declared as holiday, the respective date shall be treated as deferred/re-scheduled to the next working day correspondingly.

5) It may be noted that the requirement given in this RFP is indicative only.

6) Fax and E-mail tenders/offers will not be accepted.

7) The acceptance of a tender will rest with the Bank who do not bind themselves to accept the lowest tender and reserve to themselves authority to reject any or all the tenders received without assigning any reasons. The Bank also reserve the right of accepting the whole or any part of the tender and the Bidders shall be bound to perform the same at the rates quoted. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect or there is any correction in Price Bid is not duly signed and dated by the bidder are liable to be rejected.

Dy. General Manager,

Head Office -GAD
UCO Bank, Kolkata

C) The Bid details are as follows:

Tender Reference	UCO/GAD/ 01/2017-18 Date: 11/04/2017
Name of the work	Offer of rate per unit towards rate contract for Supplying and Installation of Readymade Furniture Items at Bank's Flat located at GE-8, Sector-III, Salt Lake Kolkata- 700106
Cost of Tender Documents	Rs. 1100/- (Rupees One Thousand and One Hundred Only) (Non refundable). The tender document to be downloaded from Bank's website www.ucobank.com . Cost of Tender Document is to be submitted with Technical Bid (Part-I of tender documents) in the form of Pay Order/Demand Draft in favour of UCO Bank, payable at Kolkata.
Earnest Money Deposit (EMD)	Rs. 28,000/- (Rupees Twenty Eight Thousand only) in form of DD / Pay Order favouring UCO Bank.
Advertisement in News Papers and Bank's website on	12/04/2017
Pre Bid Meeting	Pre Bid Meeting will be held on 24/04/2017 at 15.00 hours in UCO Bank, GAD, Head Office at 2 nd Floor,10 BTM Sarani, Kolkata-700001 where issues relating to the tender will be discussed and clarifications, if any, will be furnished. Bidders are requested to attend the pre-bid meeting at their cost.
Last Date & Time for Submission of Tender	03/05/2017 upto 3:00 PM at UCO Bank, GAD, Head Office at 2 nd Floor,10 BTM Sarani, Kolkata-700001
Date and Time of Opening Technical Bid i.e Part-I	03/05/2017 at 4:00 PM at UCO Bank, GAD, Head Office at 2 nd Floor,10 BTM Sarani, Kolkata-700001
Date of Opening of Financial Bid	We will open Part-II of tender at a later date for those who will be qualified against Part-I of Tender. Date of opening of Part-II of tender will be communicated to all eligible vendors upon identifying the vendors eligible for opening of Part-II on the basis of Part-I. Place time of opening of price bid to be intimated later on.
Submission of Bids	Bid must be submitted in Two Bid System

Mode of submission of Two Bid System Tender:	<p>Sealed Tenders are to be submitted in two parts. The tender shall be submitted in three sealed envelopes as detailed below :</p> <p>ENVELOPE 1(duly sealed) should contain Technical Bid and super-scribed as 'Envelope 1 – Technical Bid towards Supplying and Installation of Readymade Furniture Items at Bank's Flat located at GE-8, Sector-III, Salt Lake Kolkata- 700106</p> <p>ENVELOPE 2 (duly sealed) should contain Price Bid super-scribed as 'Envelope 2 --Price Bid for Supplying and Installation of Readymade Furniture Items at Bank's Flat located at GE-8, Sector-III, Salt Lake Kolkata- 700106</p> <p>ENVELOPE 3 (duly sealed) should contain :</p> <p>Envelopes 1 and 2 and be properly sealed and super-scribed as 'Envelope 3 – Tender for Supplying and Installation of Readymade Furniture Items at Bank's Flat located at GE-8, Sector-III, Salt Lake Kolkata- 700106 and shall contain the name and address of the Tenderer on the envelope.</p> <p>Tender will be addressed to 'The Dy. General Manager (GA), UCO Bank, General Administration Deptt, 2nd Floor,10 BTM Sarani. Kolkata-700001' and must be submitted on or before the date & time of submission of tender.</p>
Contents of the Technical Bid(Part-I):	<ul style="list-style-type: none"> a. Cost of Tender b. Bidder's Covering letter as per Annexure-I c. Application Form as per Annexure-II d. Documents in support of all eligibility criteria as per Annexure- XII e. Technical Documentation (Product Brochures, leaflets, manuals, drawings). An index of technical documentation submitted with the offer must be enclosed. f. Manufacturer authorisation certificate (in case of dealer) as per Annexure-IV or OEM Declaration form (in

	<p>case of OEM) as per Annexure-V.</p> <p>g. All pages of this RFP as downloaded from the website duly signed on all pages including all Annexure(I to VII).</p> <p>h. Certificate from Chartered Accountant and audited balance sheets for last three financial years</p>
Contents of the Price Bid(Part-II)	Price Bid (Part-II) should contain only the Price of the work and item rates as per the bill of quantities and Technical Specification of the tender.
Validity of Tenders	90 (Ninety) days from the date of opening.
Address of Communication	Dy. General Manager, UCO Bank, GAD, Head Office, 2 nd Floor,10 BTM Sarani, Kolkata-700001
Contact Number	(033)44558099 Fax : 033-2225-6459 Email: hogad.calcutta@ucobank.co.in

Dy. General Manager,

Head Office -GAD
UCO Bank, Kolkata

SECTION – II : ELIGIBILITY CRITERIA OF THE BIDDER

ELIGIBILITY CRITERIA

Sl. No	Clause	Documents Required
1	The bidder should be a registered company in India under Companies Act 1956 and amended Companies Act 2013, Proprietorship / Partnership Firm or Public Limited or Private Limited Company.	Certificate of Incorporation, VAT, Sales Tax, PAN, TAN, Service Tax Registration No.
2	The bidder should have at least three years experience in manufacturing or assembling, supplying and installation of Readymade Furniture to Public Sector Banks / Scheduled Commercial Banks in India / Reserve Bank of India (RBI)/ Reputed Government or Private Organisations at least for a value of Rs. 5.00 lakhs in a single work order as on 31.03.2016.	Related Purchase Order copies to be submitted along with copies of related invoices.
3	The bidder should be a profit making company/firm (Profit before Tax) in last three financial years.	1. Certificate from Chartered Accountant for last 3 financial years. And / Or 2. Audited Balance Sheets for last 3 years.
4.	The vendor should have manufacturing unit / assembling unit / showroom in Kolkata, Bank reserves the right for inspection of the same if required.	Address of locality with telephone no. Of the units.
5	The bidder should have an average sales turnover of Rs. 5.00 Crore per annum for last three financial years.	Chartered Accountant certified statement.
6	The bidder should be an OEM or their authorized representative. In case of authorized representative, a letter of authorization from original manufacturer must be furnished in original duly signed & stamped.	Undertaking from the OEM. The undertaking should contain a clause that OEM will provide support services during warranty period if the bidder authorized by them fails to perform.
7	If the Bidder is not the Original Equipment Manufacturer (OEM) but only an authorized dealer/distributor, it should have a valid authorization letter from the OEM to deal/market the machine in India..	Manufacturer Authorization Form as per Annexure-VI
8	The bidders should have service centres at Kolkata. In case the bidder is not having own office at Kolkata as above and wishes to provide support services through partner/franchisee to those locations, a letter from the partner /franchisee should be enclosed stating that they will be providing support services to UCO bank for purchase under this contract.	An letter of undertaking to this effect in the company's letterhead signed by authorized signatory

Bidders who fulfill the above eligibility criteria should only respond to the RFP. Offers received from the bidders who do not fulfill any of the eligibility criteria in terms of this RFP are liable to be rejected. The Bank reserves the right to interpret the documents/proof of eligibility submitted by the bidders and may choose to accept /

reject the proof of eligibility or may also call for further clarification with respect to any documents submitted by the bidder. The experience and expertise of the bidder, field record of satisfactory services, and Bidder's compliance with all these requirements must be substantiated with credible documentary proof such as customer Purchase Orders with dates and audited Balance Sheet for the last three years as herein specified.

Bidders, who have not satisfactorily completed any of the earlier Contracts or Purchase Orders issued by UCO Bank, will not be eligible to participate in this tender process.

Note: Documentary Evidence for compliance to each of the eligibility criteria must be enclosed along with the bid together with references. Undertaking for subsequent submission of any of the required document will not be entertained under any circumstances. However, UCO BANK reserves the right to seek clarifications on the already submitted documents.

Asstt.. General Manager,
Head Office -GAD
UCO Bank, Kolkata

SECTION – III: INSTRUCTIONS TO BIDDERS

(A) GENERAL TERMS & CONDITIONS

(i). The response to the Request for Proposal (RFP) should be complete in all respect and must contain all price information in the format given in Section - IV. The price quoted in the commercial bid should be clear, legible in all respect. The price quoted should not lead to any ambiguity.

(ii). At any time, prior to deadline for submission of RFP, UCO Bank may modify any of the terms & conditions and technical specifications at its sole discretion and the same will be published in Bank's Website (www.ucobank.com) and the amendments shall be binding on them. In case of any amendment, UCO Bank may extend the deadline for submission of RFP in order to provide a reasonable time to the prospective bidders.

(iii). If the service provided by the vendor is found unsatisfactory or if at any time during the period of contract it is found that the information provided by the bidder or any claim is false, the Bank reserves the right to cancel the contract without giving any notice to the vendor.

(iv). The vendor, if earlier selected by the Bank for supply of any furniture item, should have satisfactory record in Delivery / Supply / Support of the related equipment. Bank shall have the right to reject the proposal of such vendors where past performance with the Bank is not satisfactory.

(iv). In case of Authorized Distributor and Reseller there should be a back to back arrangement with the OEM for deliverables (spares & skill), supported by documentary evidence/s.

(v). While deciding upon the selection of vendors, emphasis will be given on the ability and competence of applicants to do quality work within the specified time schedule. The decision of the Bank in selection of the vendors for Rate Contract will be final.

(vi). The Bank reserves the right to accept / reject any or all offers submitted in response to this advertisement without assigning any reason whatsoever and Bank's decision will be final in this regard.

(vii). The vendor has to submit the documents pertaining to all products (product specifications) for which interest is expressed.

If the Bank is not satisfied with the technical specifications and the feasibility of the technical offers submitted by any bidder, the commercial offers of that bidder will not be opened. Technically disqualified offers will not be evaluated any further and no discussions / interactions will be entertained from such bidders.

(viii). **Alternative offers:** No alternative offer for any of the furniture item is acceptable. Only one single product (Make & Model) for each item should be offered which is cost-effective and meets the Technical specifications. The solution offered should be such that it is available for the entire period of the Contract. Vendors should not quote

products which are likely to be declared end of life/end of support for the next five years. No change request for Make & Model will normally be entertained during the concurrency of the contract period. However, if it happens, vendors will obtain approval from the bank and supply the next higher version of the technically accepted product at the same administered price.

(ix). Erasures or Alterations: There should be no unauthenticated hand-written material, corrections or alterations in the offer. The offers containing unauthenticated erasures or alterations will not be considered. Technical details must be completely filled up correctly about the product being offered without corrections/alterations. UCO Bank may treat offers not adhering to these guidelines as unacceptable.

(x). Pre-Bid Queries / Pre-bid Meeting: Pre-bid queries from the prospective bidders will be received by fax/email/post/courier as per time schedule. The Pre-bid meeting will be held as per time schedule. No individual consultation shall be entertained. The clarifications of the Bank on the queries raised by the Bidders or any addendum / corrigendum would be uploaded in Bank's website at least seven days before the date of submission of the bids and this will be binding on all the bidders and such clarifications will become part and parcel of the RFP. Bank at its own discretion may / may not answer any or part of the pre bid queries.

(xi). Modification and Withdrawal of Offers: The vendor may modify or withdraw its offer after its submission, provided that written notice of the modification or withdrawal is received by UCO Bank prior to the closing date and time prescribed for submission of offers. No offer can be modified by the vendor subsequent to the closing date and time for submission of offers.

(xii). Evaluation Process:

(a). Preliminary Scrutiny: UCO Bank will scrutinize the offers to determine whether they are complete, whether any errors have been made in the offer, whether required technical documentation has been furnished, whether the documents have been properly signed, and whether the items are quoted as per prescribed method. Offers not meeting the prescribed guidelines and or with incorrect information or not supported by documentary evidence, wherever called for, would summarily be rejected. However, UCO Bank, at its sole discretion, may waive any minor non-conformity or any minor irregularity in an offer. UCO Bank reserves the right for such waivers and this shall be binding on all vendors.

(b). Technical Evaluation: Technical evaluation would be done to examine whether offered items which is / are mentioned in Bill of Quantities, are matching with the specifications as asked for. Deviation from specifications stipulated may make the offer liable for rejection. However, UCO Bank, at its sole discretion, may waive any minor deviation in an offer and this shall be binding on all vendors.

All bidders, who meet all terms and conditions of the tender and technically qualify in the items specifications, will be declared as technically qualified. The financial offers of the bidders –whose technical offers found to be technically deficient and / or if the bidders do not meet the eligibility criteria as specified in this tender will be returned to them without opening.

(c). Clarification of Offers: For proper scrutiny, evaluation and comparison of offers, UCO Bank may, at its discretion, ask some or all vendors for clarification of their offer. The response to such clarifications should necessarily be in writing. If deemed necessary, the vendor is required to give presentation on the systems offered. However, UCO Bank will not entertain any communication/clarification/ representation from the vendors, unless called for, after the closing time and date of submission of the RFP.

(d). Technical Inspection and Performance Evaluation: UCO Bank reserves its right to carry out a technical inspection and performance evaluation (bench-marking) of the offered item(s) before and after delivery of items during entire contract period. If any item is found to be non-compliant as per technical specification, it needs to be replaced within 15 days at no additional cost to the Bank.

(e). Verification: UCO Bank reserves the right to verify any or all statements made by the vendor in the Bid document and to inspect the vendor's facilities, if necessary, to establish to its satisfaction about the vendor's capacity to perform the job.

(f). Refund of Earnest Money: Earnest Money deposited will be refunded to unsuccessful bidders within a fortnight, from the date of issuance of work order to the selected bidder. However EMD of selected vendor will be refunded after execution of Agreement, Integrity Pact and Indemnity Bond by the vendor. In case selected vendor does not undertake the work after acceptance of work order, their EMD will be forfeited.

xiii) Award of work:

(a) On the basis of evaluation of Part-I, eligible bidders for participating in Price Bid (Part-II) will be determined.

(b) After opening of Price Bid, lowest Bid Value will be evaluated on lowest price offered by the bidder against Price Bid. If there is a discrepancy between words and figures, the amount indicated in words will prevail. If there is a totaling or arithmetical mistake in the Commercial Bid then the corrected / calculated figures based on unit prices shall be considered for evaluation.

(c) After evaluation of Price Bid Bank may place the order with L-1 Bidder if other terms and conditions of RFP are fulfilled by the bidder.

xiv) REJECTION OF BID:

The bid is liable to be rejected if:

(i) Tenders not received in two parts in separate envelopes will be summarily rejected.

(ii) If it is not in conformity with the instruction mentioned in this tender document.

(iii) If it is not accompanied by requisite tender cost as stated above.

(iv) If it is received after expiry of the due date and /or time.

(v) It is evasive and contains incorrect information.

(vi) If there is canvassing of any kind.

(vii) It is submitted anywhere other than the tender box or to the addressee.

(viii) If any indication of price/rate/charges is being found in Part-I of the tender.

(ix) If the tender/R.F.P is conditional.

(x) If the outer cover / envelope are not sealed & superscripted as required, the Bank will assume no responsibility for bid's misplacement or premature opening.

(xi) If any outer envelope is found to contain only the technical bid or commercial bid, it will be treated as incomplete and that bid will be liable for rejection.

(xv). Price Composition

The price quoted should be only in Indian rupees and inclusive of following:

- a. The price should be inclusive of Excise Duty and all other charges/taxes like Sales Tax, local taxes, entry charges if any but exclusive of Service Tax, if any which shall be paid as per actual by the Bank on the date of invoicing.
- b. The bidders should quote prices strictly as per the price composition stated above failing which the offers are likely to be rejected.

(xvi) Bidders' representative to be authenticated: A letter from the bidder's authorized official / body must be enclosed with the bid certifying that the person(s) who signed the bid is an authorized person on behalf of the Company/Firm.

(xvii) Rights of UCO Bank:

- a. The Bank reserves the right to cancel the entire RFP process without assigning any reasons whatsoever at any stage of the RFP process.
- b. The Bank reserves the right to modify any terms, conditions and specifications of the RFP by publishing a notice to such effect on website of UCO Bank.
- c. The Bank reserves the right to obtain revised price bids from the bidders with regard to modifications / changes in RFP.
- d. The Bank reserves the right to place repeat orders.
- e. The Bank reserves the right to issue the amendments to the RFP at any time prior to the deadline for the submission of bids. From the date of this amendment, it shall be deemed to form an integral part of the RFP Document.

(B) SCOPE OF WORK:

Bank will award the contract to the successful bidder(s) for the Contract Period specified in this RFP and the bidder(s) should deliver the service with the following scope:

- 1) Supply, installation and commissioning: **Supply, installation, commissioning of Furniture Items at GE-8, Sector-III, Salt Lake Kolkata- 700106 UCO Bank.**

Date: 11.04.2017

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Page: 14 / 43

2) Support : The bidder has to provide good after-sales service/support i.e. timely attending of calls (within maximum resolution time, as specified in this RFP under warranty clause), received from the Bank.

3). WARRANTY: Warranty will be **one** year from the date of delivery or companies warranty whichever is for higher period.

C) MISCELLANEOUS TERMS & CONDITIONS OF CONTRACT:

1) The quantity mentioned in the RFP are indicative only. Bank does not guarantee any minimum or maximum quantity of procurement. Purchase Order shall be placed.

2) Price and Taxes:

i) The price shall be firm and binding without any escalation throughout the contract period. The prices (in Indian Rupees) should indicate All inclusive Price of the furniture.

[i.e. including the basic price, the cost of transportation, insurance (to cover equipment during the transit, installation at site and handing it over to the Bank), Duties, and installation charges, operator training charges, warranty covering all parts, consumables and labour etc. and sales tax/ Value Added Tax/Central Sales Tax etc] till the destination. If the Bidders fails to include them in the tender, no claim thereof will be considered by the Bank afterwards.

ii) The Bank, however, reserves the right to call for fresh quotes / tenders at any time during the above period, if considered necessary.

4) INTEGRITY: Successful Contractor has to execute Integrity Pact as per Bank's format as per **Annexure-VI** on Non-judicial Stamp Paper of appropriate value with Bank.

5) INDEMNITY BOND: Successful bidder has to submit Indemnity Bond as per Bank's format as per **Annexure-VII** on Non-judicial Stamp Paper of appropriate value with Bank.

6) CONSEQUENCES OF TERMINATION: The Bank at its sole discretion shall invoke Indemnity furnished towards non performance/non Compliance of the terms and conditions of the work order by the Vendor, without prejudice to its rights and conditions available under the Law for the time being in force.

7).Jurisdiction:

All disputes under this Bid/Agreement are subject to the exclusive jurisdiction of Court at Kolkata only.

1). Placement of Order/Letter Of Intent (LOI):

Head Office will issue the LOI as per requirement on the basis of detailed Terms & Conditions of rate contract.

2). Terms of Payment:

Date: 11.04.2017

a) Bank will not pay any advance.

b) For Supply 100 % payment will be made on satisfactory delivery and installation of the furniture items.

3). Execution of Agreement: The successful bidders will have to execute an Agreement with **Bank** in non-judicial stamp paper of requisite value purchased in favour of the vendor or UCO Bank and as per the draft of Agreement as per **Annexure-III** .

4).LIQUIDATED DAMAGE: In case of failure to complete the work within the stipulated period of time by fault of the successful vendors, liquidated damage @ 1% of the accepted contract sum for delay of each week or part thereof shall be recovered from successful vendors . The total of liquidated damage shall be subject to a maximum of 10% of the accepted contract value, accrual of which entitles us to rescind the contract.

5).FORCE MAJEURE: If at any time during the currency of the contract the performance in whole or in part by successful bidders or any obligations under the contract shall be prevented or delayed by reasons of any war, hostilities, acts of God, public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, etc. then provided notice of the happening of any such events is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall by reasons of such event be entitled to terminate the contract, nor shall either party have any claim for damages against the other in respect of such non performance or delay in performance. The whole or any part of the party's obligation under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist. If force majeure event continues beyond the period of three (3) months the parties shall hold consultation to resolve the problem satisfactorily.

6). Locations to be covered: The furniture items will be installed at Bank's Flats at **GE-8, Sector-III, Salt Lake Kolkata- 700106**

7) Delivery & Installation : The Bank would like to have the following time schedule for completion of the activities from the date of placement of Purchase orders.

Sl. No	Schedule of work	Time schedule
1	Delivery	4 weeks from the date of issue of the work order.

* Upon satisfactory installation of the furniture, vendor should obtain signed installation certificate from the Bank Official.

8). ORDER CANCELLATION/TERMINATION: The Bank reserves its right to cancel the entire / unexecuted part of Purchase Order at any time by assigning appropriate reasons in the event of one or more of the following conditions treating it as default / non performance of the contract **by giving 15 days written notice :**

a. Fails to accept the purchase order within the specified time .

b. Delay in execution of work beyond the specified period.

c. Partial execution of job.

d. Discrepancies noted in the items delivered.

e. Breaches in the terms and conditions of the Order

f) Bank shall have the right to terminate the contract at any time at its own convenience by serving a prior written notice of 15 days to the successful bidder without assigning any reason and without cost or compensation therefore.

10). CONSEQUENCES OF TERMINATION: The Bank at its sole discretion shall invoke the Indemnity furnished towards non performance/non Compliance of the terms and conditions of the work order/contract by the Contractor/Vendor, without prejudice to its rights and conditions available under the Law for the time being in force.

11). Work permit, passport, tax forms etc.

The Vendor shall be responsible for arranging and obtaining at his own cost, all necessary road/work permits, tax forms / clearance of Central / State Government, passports, visas, police permits in connection with the execution of the order.

Expenses for customs duty related to machines, other effects of any personnel employed or engaged by him / it for work, either from India or from any other country shall be the responsibility of the vendor.

Asstt. General Manager,

Head Office -GAD

UCO Bank, Kolkata

Annexure- I
Application Letter

To

The Dy. General Manager (H.O-GAD)

UCO Bank Head Office, General Administration Department

2nd Floor, 10 BTM Sarani

Kolkata – 700001

Sir,

1. We have carefully examined all the contents incorporated in the various parts of this Tender Document for **Supplying and Installation of Readymade Furniture Items at Bank's Flat located at GE-8, Sector-III, Salt Lake Kolkata- 700106** and taken note of all the terms & conditions stated in the Tender Document in its various parts.

2. We understand that the time schedule of **4 weeks** from the date of purchase order - stipulated for supply including installation & commissioning thereof in all respects of the furniture and accepted by us is the essence of the contract.

3a) We enclose a non refundable Pay Order / Demand Draft for **Rs 1100/-** (Rupees One Thousand One hundred only) drawn in favour of UCO Bank and Payable at Kolkata (P.O/DD No..... Date..... Issuing Bank..... Branch.....) towards **cost of tender** document.

3b) We enclose a non refundable Pay Order / Demand Draft for Rs **28,000/-** (Rupees Twenty Eight Thousand only) drawn in favour of UCO Bank and Payable at Kolkata (P.O/DD No..... Date..... Issuing Bank..... Branch.....) towards **Earnest Money Deposit**.

4. We also agree that our tender along with the prices will remain valid for **90 days** from the last date stipulated for submission of the tender and this period of validity can be extended for such period as may be mutually agreed between the Bank and bidders in writing.

5. We enclose a list of clients in India (giving their full addresses) where the model quoted by us have been supplied by us. We also furnish name and address of our Bankers.

Date: 11.04.2017

यूको बैंक  **UCO BANK**

Page: 18 / 43

6. Our PAN for Income Tax is _____. We are registered with Sales Tax Authorities and Service Tax Authorities and our registration numbers are as follows:

Sales Tax Registration Number /VAT Registration Number: _____

Service Tax Registration Number: _____

For and on behalf of

(With seal)

Signature _____

Name _____

Designation _____

DULY AUTHORIZED SIGNATORY

_____ day of _____ 2017

Annexure-II

APPLICATION FORMAT

Particulars of Bidders / Manufacturers Particulars

A. Company / Vendor Profile

1. Name of the Vendor

Firm/Company

2. Constitution

3. Date of Establishment/

Incorporation

4. Address

Registered Office

Corporate /Head Office

5. Telephone Number

Fax Number

E-Mail Address

Date: 11.04.2017

Website

6. Sales Turnover

2013-14

2014-15

2015-16

7. Service Net Work

(Number of Service Centres in Kolkata)

B Manufacturer's Profile

1. Name of the Manufacturing
Company

2. Constitution of the Manufacturing
Company

3. Date of Establishment / Incorporation
of the Manufacturing Company

4. Address of the Manufacturing Company

Registered Office

Corporate /Head Office

Date: 11.04.2017

5.

Telephone Number

Fax Number

E-Mail Address

Website

6. Nature of Relationship of your
Company with the Manufacturing
Company

7. Experience of Manufacturing
Company in Furniture Items

8. Track Record of Past Installations

Sl. No	Client	Brand & Model	Qty	Year of supply	Contact Person name	Tel /fax	Address

(Pl. add row if required)

Signature of Authorized Signatory with date and seal

Date: 11.04.2017

ANNEXURE-III
Draft Agreement of Purchase
(Non Judicial Stamp Paper of Rs.100/-)

Article of agreement made this _____ day of _____ 2017 between the "UCO Bank, a body corporate, constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970 as amended from time to time having its Head Office at No.10, BTM Sarani, Kolkata-700001 (hereinafter referred to as "**Bank**" which expression shall unless excluded by or repugnant to the subject or context be deemed to mean and include its assigns and successors) of the "**ONE PART** and M/s having its registered office at (herein after called "The Vendor") of the other part, which expression should include its successor/s and assignee/s.

Whereas the Bank is desirous of executing Contract for **Supplying and Installation of Readymade Furniture Items at Bank's Flat located at GE-8, Sector-III, Salt Lake Kolkata-700106**

And whereas the said work as mentioned in the work order have been accepted and signed by and on behalf of the Vendor.

And whereas the vendor has agreed to execute upon and subject to condition set forth herein and work order, General conditions of contract, special condition of contract, including all other conditions as mentioned, in the work order, specifications and all correspondence exchanged by or between the parties from the submission of tender till the award of work, both letter inclusive, (all of which are collectively hereinafter referred to as " the said conditions") the work described in the said specification and included in the tender at the rates therein set for in UCO Bank Work Order No..... dated2017 and amounting to the sum of Rs.(Rupees only) inclusive of all Taxes except of Service Tax, if applicable.

NOW IT IS HEREBY AGREED AS FOLLOWS:

The following documents attached hereto shall be deemed to form an integral part of this Agreement:

- (a) R.F.P.(Request For Proposal) dated**
- (b) Corrigendum (if any) dated**

(A)SCOPE OF WORK:

1) Supply, installation, commissioning of Furniture items : Supplying and Installation of Readymade Furniture Items at Bank's Flat located at GE-8, Sector-III, Salt Lake Kolkata-700106. All the furniture shall be delivered at the Bank's Flat located at **GE-8, Sector-III, Salt Lake Kolkata- 700106.**

1.1) Support: The bidder has to provide good after-sales service/support i.e. timely attending of calls , received from the Bank.

2). WARRANTY: Warranty will be **one** year from the date of delivery or companies warranty whichever is for higher period.

The Vendor shall furnish a certificate from the manufacturer that the furniture items are new, and are as per Technical Specifications mentioned in the tender, free from defective material and workmanship and suitable for Indian conditions. In addition to the manufacturer's certificate, the above shall also be certified by the vendor.

B) RATE :

1) Approved Model No and Specification:

3) Price and Taxes:

i) The price shall be firm and binding without any escalation throughout the contract period. The prices (in Indian Rupees) should indicate All inclusive Price of the furniture items [i.e. including the basic price, the cost of transportation, insurance (to cover equipment during the transit, installation at site and handing it over to the Bank), Duties, and installation charges, operator training charges, minimum of one years warranty or companies warranty, whichever higher, covering all parts, and sales tax/ Value Added Tax/Central Sales Tax etc] till the destination of the Flat. If the Bidders fails to include them in the tender, no claim thereof will be considered by the Bank afterwards.

ii) The Bank, however, reserves the right to call for fresh quotes / tenders at any time during the above period, if considered necessary.

C) TERMS & CONDITIONS & CONDITIONS OF PROCUREMENT:

1). Terms of Payment:

a) Bank will not pay any advance.

b) 100 % payment will be made on satisfactory delivery and installation of the furniture items..

2). LIQUIDATED DAMAGE: In case of failure to complete the work within the stipulated period of time by fault of the successful vendors, liquidated damage @ 1% of the accepted contract sum for delay of each week or part thereof shall be recovered from successful vendors . The total of liquidated damage shall be subject to a maximum of 10% of the accepted contract value, accrual of which entitles us to rescind the contract.

3).FORCE MAJEURE: If at any time during the currency of the contract the performance in whole or in part by successful bidders or any obligations under the contract shall be prevented or delayed by reasons of any war, hostilities, acts of God, public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, etc. then provided notice of the happening of any such events is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall by reasons of such event be entitled to terminate the contract, nor shall either party have any claim for damages against the other in respect of such non performance or delay in performance. The whole or any part of the party's obligation under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist. If force majeure

event continues beyond the period of three (3) months the parties shall hold consultation to resolve the problem satisfactorily.

4). Locations to be covered:

Sl. No	Schedule of work	Time schedule
1	Delivery Time Schedule	Within 4 weeks of issue of the work Order
2	Location	Bank's Flat at GE-8, Sector-III, Salt Lake Kolkata- 700106

* Upon satisfactory installation of the furniture, vendor should obtain signed installation certificate from the Bank Official.

8). ORDER CANCELLATION/TERMINATION: The Bank reserves its right to cancel the entire / unexecuted part of Purchase Order at any time by assigning appropriate reasons in the event of one or more of the following conditions treating it as default / non performance of the contract **by giving 15 days written notice :**

- Fails to accept the purchase order within the specified time .
- Delay in execution of work beyond the specified period.
- Partial execution of job.
- Discrepancies noted in the items delivered.
- Breaches in the terms and conditions of the Order
- Bank shall have the right to terminate the contract at any time at its own convenience by serving a prior written notice of 15 days to the successful bidder without assigning any reason and without cost or compensation therefore.

10). CONSEQUENCES OF TERMINATION: The Bank at its sole discretion shall invoke the Indemnity furnished towards non performance/non Compliance of the terms and conditions of the work order/contract by the Contractor/Vendor, without prejudice to its rights and conditions available under the Law for the time being in force.

11). Work permit, passport, tax forms etc.

The Vendor shall be responsible for arranging and obtaining at his own cost, all necessary road/work permits, tax forms / clearance of Central / State Government, passports, visas, police permits in connection with the execution of the order.

Expenses for customs duty related to machines, other effects of any personnel employed or engaged by him / it for work, either from India or from any other country shall be the responsibility of the vendor.

In witness where of the Employer and the vendor have set their respective hands on the day and year first herein above written.

Signed on behalf of the UCO Bank

By its duly authorized Officer
In presence of:

1) Signature.....

Name with address:

2) Signature.....

Name with address

Signature on behalf
of the vendor
in presence of:

1)Signature.....

Name with address:

2) Signature.....

Name with address:

Annexure-IV

Manufacturer's Authorisation Form

No.....

Date:.....

To

The Dy General Manager (GA)

General Administration Department, Head Office.

UCO Bank

2nd Floor, 10 BTM Sarani, Kolkata-700001

Sub:

Ref No:

Dear Sir,

We.....who are established and reputable manufacturer of..... having factories at.....do hereby certify that all the furniture items are original & that no duplicate/second hand furniture items are used or would be used.

We do hereby authorise M/s having their office at to offer their quotation, negotiate and conclude the contract with you against the above invitation for RFP offer.

We hereby extend our full guarantee & warranty as per terms & conditions of the RFP and the contract for the furniture items and services offered against this invitation for RFP offer by the above firm and confirm that back to back spare & skill arrangement has been made with M/s for providing support services to UCO Bank under this contract.

Yours faithfully,

Authorised Signatories

(Name & Designation)

Date

Note: This letter of authority should be on the letterhead of the manufacturer & should be signed by a competent person of the manufacturer.

Date: 11.04.2017

Annexure-V
(OEM Declaration Form)

No.....

Date:.....

To

The Dy General Manager (GA)

General Administration Department ,Head Office.

UCO Bank

2nd Floor,10 BTM Sarani,Kolkata-700001

Sub:

Ref No:

Dear Sir,

We.....who are established and reputable manufacturer of..... having factories at.....do hereby certify that all the furniture items are original & that no duplicate/second hand furniture items are used or would be used.

We hereby extend our full guarantee & warranty as per terms & conditions of the RFP and services, offered against this invitation by us. We also confirm that back to back spare & skill arrangement has been made with for providing support services to UCO Bank under this contract.

Yours faithfully,

Authorised Signatories

(Name & Designation)

Date

For and on behalf of M/s.....

(Name of manufacturer)

Note: This letter of authority should be on the letterhead of the manufacturer/OEM & should be signed by a competent person of the manufacturer.

ANNEXURE-VI

(Non Judicial Stamp Paper of Rs.100/-)

FORMAT OF INTEGRITY

UCO Bank, a body corporate, constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970 as amended from time to time having its Head Office at No.10, BTM Sarani, Kolkata-700001, hereinafter referred to as "**Bank**" (which expression shall unless excluded by or repugnant to the subject or context be deemed to mean and include its assigns, administrators and successors) of the "**ONE PART**

And

..... Hereinafter referred to as "The Bidder/Contractor".

Preamble

The Bank intends to award, under laid down organizational procedures, contract/s for Supplying and Installation of Readymade Furniture Items at Bank's Flat located at GE-8, Sector-III, Salt Lake Kolkata- 700106

The Bank values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder (s) and / or contractor (s).

In order to achieve these goals, the Bank will appoint an independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 – Commitments of the Bank.

1.The Bank commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

a. No employee of the Bank, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

b. The Bank will during the tender process treat all Bidder(s) with equity and reason. The Bank will in particular, before and during the tender process, provide to all Bidders (s) the same information and will not provide to any Bidders (s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the process or the contract execution.

c. The Bank will exclude from the process all known prejudiced persons.

2. If the Bank obtains information on the conduct of any of its employees which is criminal offence under the IPC/PC Act, or it/if there be a substantive suspicion in this regard, the Bank will inform the Chief Vigilance Office and in addition can initiate disciplinary actions.

Sections 2 – Commitments of the Bidder (s)/Contractor(s)

1.The bidder(s) /contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

a. The Bidder(s) contractor(s) will not directly or through any other persons of firm, offer promise or give to any of the Bank's employees involved in the tender process of the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to in order to obtain in exchange any advantage or during the execution of the contract.

b. The Bidder(s) /Contractor(s) will not enter with other Bidders into any undisclosed agreement of understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non submission of

bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process .

c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act, further the Bidder(s) / contractors will not use improperly for purposes of competition or personal gain, or pass on to others, any information or document provided by the Bank as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d. The Bidder(s) / Contractor (s) of foreign origin shall disclose the name and address of the Agent/representatives in India, if any. Similarly the bidder(s)/contractor(s) of Indian Nationality shall furnish the name and address of the foreign Banks, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only.

e. The Bidder(s)/Contractor(s) will when presenting his bid, disclose any and all payments he has made is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

2. The Bidder (s) /Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3: Disqualification from tender process and exclusion from future contracts

If the Bidder(s)/Contractor(s), before award or during execution has committed transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question, the Bank is entitled to disqualify the Bidder (s)/Contractor(s) from the tender process or take action as per the procedure mentioned in the "Guidelines on Banning of business dealings". Copy of the "Guidelines on Banning of business dealings" is annexed and marked as Annex-B".

Section 4 : Compensation for Damages

1. If the Bank has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Bank is entitled to demand and recover the damages equivalent to Earnest Money Deposit.

Section 5 : Previous Transgression

1. The Bidder declares that no previous transgressions occurred in the last three years with any other company in any country conforming to the anti corruption approach or with any other public sector enterprise in India that could justify his exclusion from the tender process.
2. If the bidder makes incorrect statement on this subject he can be disqualified from the tender process and action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealings".

Section 6 : Equal treatment of all Bidders/Contractors/subcontractors.

1. The Bidder (s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact, and to submit it to the Bank before contract signing.
2. The Bank will enter into agreements with identical conditions as this one with all bidders, contractors and subcontractors.
3. The Bank will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7 : Criminal charges against violation Bidder(s)/Contractor(s)/Sub contractor(s).

If the Bank obtains knowledge of conduct of a Bidder, Contractor or subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Bank has substantive suspicion in this regard, the Bank will inform the same to the Chief Vigilance Officer.

Section 8 : Independent External Monitor/Monitors

1. The Bank appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairman & Managing Director, UCO Bank.
3. The Bidder(s)/Contractor (S) accepts that the Monitor has the right to access without restriction to all project documentation of the Bank including that provided by the Contractor.

The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder (s)/Contractor(s)/Subcontractor(s) with confidentiality.

4. The Bank will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Bank and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
5. As soon as the Monitor notices, or believes to notice, a violation of this agreement he will so inform the Management of the Bank and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act, in a specific manner refrain from action or tolerate action.
6. The Monitor will submit a written report to the Chairman & Managing Director, UCO Bank within 8 to 10 weeks from the date of reference or intimation to him by the Bank and should be occasion arise, submit proposals for correction of problematic situations.
7. Monitor shall be entitled to compensation on the same terms as being extended to / provided to Independent Directors on the UCO Bank.
8. If the Monitor has reported to the Chairman & Managing Director, UCO Bank a substantiated suspicion of an offence under relevant IPC/PC Act, and the

Chairman & Managing Director, UCO Bank has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

9. The word "Monitor" would include both singular and plural.

Section 9 – Pact Duration.

This pact begins when both parties have legally signed it, if expires for the contractor 10 months after the last payment under the contract, and for all other Bidders & Months ---- the contract has been awarded.

If any claim is made lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged / determined by Chairman and Managing Director, UCO Bank.

Section 10 – Other provisions

- This agreement is subject to Indian Law, Place of performance and jurisdiction is the Registered Office of the Bank i.e.
- Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- If the Contractor is partnership or a consortium, this agreement must be signed by all partners or consortium members.
- Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

(For & on behalf of the Bank)

(Office Seal)

Place _____

Date _____

Witness : (Name & Address)

(For & On behalf of Bidder/Contractor)

(Office Seal)

Place _____

Date _____

Witness : (Name & Address)

Annexure-VII

(Non Judicial Stamp Paper of Rs.100/-)

Draft INDEMNITY Bond

KNOW all men by these presents that I/We, Shri/Smt....., son/daughter/wife of Shri....., residing at, as Proprietor/Partner/Director of, having office at, a contractor/Vendor and have submitted an offer in response to Tender Notice No. dated being the indemnifier do hereby execute indemnity bond in favour of UCO Bank having their Head Office at 10, B.T.M Sarani, Kolkata-700 001 on this--- day of -----, 2017.,

WHEREAS the Bank invited tenders for-AND WHEREASsubmitted tenders amongst others for the said work.

AND WHEREAS the Bank after observing all formalities in the matter, accepted the tender submitted byand informed them by its letter datedAND WHEREAS pursuant to acceptance of the tender given by the said Contractor, the Bank and the said Contractor have entered into an Agreement on.....for.....

AND WHEREAS it is one of the terms of the said Tender-Contract that the Contractor shall give an indemnity in the manner hereinafter appearing.

NOW THIS BOND OF INDEMNITY WITNESSTH AS FOLLOWS:

In consideration of the Bank having agreed to award the aforesaid contract to us more particularly described and stated in the aforesaid Agreement dated ----- and the related tender documents, we do hereby agree ad undertake that we, being the indemnifier shall, at the time hereinafter save and keep the bank harmless and indemnified including its respective Directors, officers and employees and keep them indemnified from and against

1. Any third party claims, civil or criminal complaints/ liabilities, site mishaps and other accidents or disputes and/or damages occurring or arising out of any mishaps at the site due to faulty work, negligence, and/or for violating any law,

rules and regulations in force, for the time being while executing civil work by me/us.

2. Any damages, loss or expenses due to/resulting from any negligence or breach of duty on the part of me/us or any sub-contractor/s if any, servants or agents.
3. Any claim by an employee of mine/ours or of sub-contractors if any, under the Workmen Compensation Act and Employer Liability Act or any other law, rules and regulations in force for the time being and any acts replacing and/or amendments thereof as may be in force at the time and under any law in respect of injuries to persons or property arising out of and in the course of execution of the contract work and/or arising out of and in course of employment of any workmen/employee.
4. Any act or omission of mine/ours or sub-contractors if any, ours/theirs servants or agents which may involve any loss, damage, liability, civil or criminal action.
5. We further agree and undertake that we shall during the contract period, ensure that all permissions, authorizations, consents are obtained from the local and or municipal and/or governmental authorities, as may be required under the applicable laws, regulations, guidelines, notifications, orders framed or issued by any appropriate authorities.
6. If any, additional approval, consent or permission is required by us to execute and perform the contract during the currency of the contract, we shall procure the same and/or comply with the conditions stipulated by the concerned authorities without any delay.
7. Our obligations herein are irrevocable, absolute and unconditional in each case irrespective of the value, genuineness, validity, regularity or enforceability of the aforesaid agreement or the insolvency, bankruptcy, re-organization, dissolution, liquidation or change in ownership of the bank or indemnifier.
8. Our obligation under this bond shall not be affected by any act, omission, matter or thing which would reduce, release us from any of the indemnified obligation

under this indemnity or diminish the indemnified obligations in whole or in part, including in law, equity or contract (whether or not known to it, or to the bank).

9. This indemnity shall be governed by and construed in accordance with the laws of India. We irrevocably agree that any legal action suit or proceedings arising out of or relating to its indemnity may be brought in the Courts, Tribunals at -----
----- . Final judgment against us in any such action, suit or proceedings shall be conclusive and may be enforced in any other jurisdiction by way of suit on the judgment/decreed, a certified copy of which shall be conclusive evidence of the judgment/decreed, or in any other manner provided by law.

By the execution of this indemnity, we irrevocably submit to the exclusive jurisdiction of such Court/Tribunal in any such action suit or proceeding.

IN WITNESS WHEREOF

----- (Name of Contractor) has set his/their hands
on this ----- day of -----, 2017

SIGNED AND DELIVERED BY THE AFORESAID----- (Name of Authorised person)

IN THE PRESENCE OF WITNESS

1)

2)



UCO BANK

Head Office, General Administration Department

2nd Floor, 10 BTM Satani, Kolkata-700001

Email: hogad.calcutta@ucobank.co.in

Phone: 033-44557383/8099; Fax 033-22266459

Website <http://www.ucobank.com>

**Supplying and Installation of Readymade Furniture Items at Bank's Flat located at GE-8,
Sector-III, Salt Lake Kolkata- 700106**

PART-II (Price Bid)

SECTION – IV : COMMERCIAL BID FORMAT

**Price Bid for Supplying and Installation of Readymade Furniture Items at Bank's Flat
located at GE-8, Sector-III, Salt Lake Kolkata- 700106**

Sl. No.	Description	Unit	Quantity	Rate (Rs)	Amount
1	<p style="text-align: center;"><u>SINGLE BED</u></p> <p>The bed should be made of with 18mm (approx.) thick Pre-laminated particle board and all exposed edges are banded with 0.8 mm thickness PVC edge banding which will prevent the particle board to get exposed to moisture and with a metal frame under structure for the bed promises durability and strength. The colour should be the wooden feel. The metal frame should construct around bed which will provide stability to the product. The main construction will be made of CRCA tubes of 1 mm thickness. This is ably supported by Horizontal cross members of tubes made of 25mm X 50 mm (approx.) with 1.25 mm (approx.) thick CRCA steel. The side rests are connected to the vertical frame. The Bedstead is made of 16mm X 1.25mm (approx.) thick square tubes welded across the length with an equal distance. The Bed should be modular made in concept and all the hardware like Hinges, minifix and wooden dowels should be from Hettich or equivalent. The base panel of bed should lift 13 mm (approx.) above ground which prevents direct contact with the floor providing protection against water / moisture, insects etc. The storage boxes should provide to store blankets, pillows, quilts and other bric-a-bracs. This under storage area should broad and accessed with a manual mechanism to assist and provide ease to the user. There should be a provision for panel to provide resting the mattress while using the storage under the bed. The headboard and sideboard should have a sleek, simple design, which will add to the aesthetic appeal and put in any corner of the room. The overall dimension will be [2081 L x 1561 W x 943 H] mm approx.</p>	Nos.	24		
2	<p style="text-align: center;"><u>QUEEN DOUBLE BED</u></p> <p>The bed should be elegantly constructed with 18mm thick (approx.) Pre-laminated</p>	Nos.	12		

	<p>particle board and all exposed edges are banded with 0.8 mm (approx.) thickness PVC edge banding which will prevent the particle board to get exposed to moisture and with a metal frame under structure for the bed promises durability and strength. The melamine lamination should provide higher resistance to aberration and moisture. The colour should be the wooden look. The metal frame should construct around bed which will provides stability to the product. The Bed should be made in modular concept and all the hardware like Rollers slides, Hinges, minifix and wooden dowels should be Hettich. The base panel of bed should lift 13 mm (approx.) above ground which prevents direct contact with the floor providing protection against water / moisture, insects etc. The storage boxes should provide to store blankets, pillows, quilts and other bric-a-bracs. This under storage area should broad and accessed with a sliding/ lifting and folding up mechanism manual to assist and provide ease to the user. The headboard and footboard should have a sleek, simple design, which will add to the aesthetic appeal of our guest room. The overall dimension will be [2081 L x 1561 W x 943 H] mm approx.</p>				
3	<p><u>2 DOOR WARDROBES</u></p> <p>The wardrobe should be elegantly constructed with 18mm (approx.) thick pre-laminated particle board and all exposed edges are banded with 0.8 mm (approx.) thickness PVC edge banding which will prevent the particle board to get exposed to moisture. The melamine lamination should provide higher resistance to aberration and moisture. The colour should be the wooden look. The wardrobe should be made in modular concept and all the hardware like Rollers slides, Hinges, minifix and wooden dowels should be Hettich or equivalent and lock should be Godrej or equivalent. The wardrobe should have a sleek, simple design, and match with bed décor. The overall dimension will be [1910 H x 881 W x 548 D] mm approx.</p>	Nos.	24		
4	<p><u>BED SIDE TABLE</u></p> <p>The bedside table should be elegantly constructed with 18mm (approx.) thick pre-laminated particle board and all exposed edges are banded with 0.8 mm (approx.) thickness PVC edge banding which will prevent the particle board to get exposed to moisture. The melamine</p>	Nos.	24		

	lamination should provide higher resistance to aberration and moisture. The colour should be the wooden look. The bedside table should be made in modular concept and all the hardware like Rollers slides, Hinges, minifix and wooden dowels should be Hettich or equivalent. There should be provision for one drawer box to store accessories. There also should be provision for one open storage area to keep user regular moving items. The bedside table should have a sleek, simple design, and match with bed decor. The overall dimension will be [510 H x 460 W x 460 D] mm approx.				
5	<p><u>DRESSING TABLE WITH STOOL</u></p> <p>The dressing table should be elegantly constructed with 18mm (approx.) thick pre-laminated particle board and all exposed edges are banded with 0.8 mm (approx.) thickness PVC edge banding which will prevent the particle board to get exposed to moisture. The melamine lamination should provide higher resistance to aberration and moisture. The colour should be the wooden look. The dressing table should be made in modular concept and all the hardware like Rollers slides, Hinges, minifix and wooden dowels should be Hettich or equivalent. There should be provision for one drawer box to store accessories. The dressing table should have a sleek, simple design, and match with bed decor. The high quality 5 mm mirror should be fixed on the panel. The overall dimension will be [1710 H x 460 W x 461 D] mm (approx.) and the stool [450 H x 350 W x 320 D] mm (approx.) including cushioned thickness of 65 mm approx.</p>	Nos.	12		
6	<p><u>STUDY TABLE</u></p> <p>All the wooden part should be 15 mm (approx.) thick Medium Density Fibre board with Melamine finish and edges are duly sealed with 2mm (approx.) thick PVC Edge banding. The finish should ensure no peel off and prevents absorption of moisture. The main structure, modesty panel and drawer should be fabricated component in 1.2mm (approx.) thick CRCA (IS: 513), Finish: Powder coat (Epoxy polyester) and the legs should be fabricated component in 38 mm x 25 mm x 1.2mm thick (approx.) MS ERW Tube (IS: 7138), Finish: Powder coat (Epoxy polyester). There should be a provision for two drawers for concealed storage made of steel with 15 mm (approx.) MDF board with melamine facia for enhances the aesthetics. The table should have ample</p>	Nos.	12		

	leg space for comfortable seating during working / studying. The design structure should be sleek metal legs & structure that should lift above the ground so that cleaning should be convenient. The overall dimension will be [1100 L x 500 D x 750 H] mm approx.				
7	<p align="center"><u>STUDY CHAIR</u></p> <p>The seat and back should be made of 1.2 cm Thick (approx.) hot pressed plywood upholstered with moulded polyurethane foam and fabric. Seat Size: 45.0 cm (W) x 42.0 cm. (D) (Approx.) / Back Size: 39.0cm (W) x 38.0cm. (H) (Approx). The seat and back covers are injection moulded in black co-polymer Polypropylene. The polyurethane form is 4.5cm thick (approx.) and moulded with density = 50-55 kg/m³ approx. and Hardness = 20 + 2 kg. approx. on Hampden machine at 25% approx. compression. The armrest should be T type Integral P.U. Armrest reinforced with M.S. insert. Size of the armrest should be 21 x 6.4 x 3.3 cm. thick approx. The hardness and reinforced with M.S. insert. The P.U. armrests are then fixed to a height adjustable plastic armrest bracket. The chair should provide with a fixed type seat back connecting assembly. It undergoes a tilt mechanism cyclic test (45 Kgs. (approx.) load on seat and 34Kgs. (approx.) on back pulled forward and backward for 1, 20,000 cycles) as per BIFMA standards. The frame should make up of Dia. 25.4 mm (1) X 14 bg. (approx.) M.S. tube which should powder coated. Fabric should contain the following material in various colours. a) Acrylic b) Polyester c) Poly-viscose d) Polypropylene. All steel components are Epoxy Polyester Powder Coated with the following specifications: Dry film thickness more than 45 microns , Salt spray test to withstand more than 1000 hours, Adhesion as per DIN 53152 standards, Pencil scratch hardness more than 2H. The overall dimension will be [450 W x 540 D x 815 H x 450 SEAT HEIGHT] mm approx.</p>	Nos.	12		
8	<p align="center"><u>SHOE CABINET</u></p> <p>Supply of shoe cabinet made of 18 mm (approx.) pre-laminated particle boards with 0.8 mm (approx.) thick PVC Edge banding. The finish should ensure no peel off and prevents absorption of moisture. The top should be flat and provision to</p>	Nos.	12		

	<p>person seat on top cushioned. The cushioned should be 75 mm (approx.) hard foam with Leatherite upholstery. The unit should have two hinge doors with integrated handle. There has to be two shelves for keeping shoes in proper segregation. All the hardware like Rollers slides, Hinges, minifix and wooden dowels should be Hettich or equivalent made. The shoe cabinet should have hard PVC legs and the full unit should carry the minimum load on 75 Kg (approx.). There should be a proper gap from ground which prevents direct contact with the floor providing protection against water / moisture, insects etc. The colour should be the dark wood finished and should have a sleek, simple design, which will add to the aesthetic appeal of our drawing room decor. The overall dimension will be [800 W x 395 D x 490 H] mm approx.</p>				
9	<p><u>SINGLE SEATER SOFA</u></p> <p>The frame, under structure and legs should be made of mild steel and power coated for the strength and durability of the colour. The base structure should be made of kiln dried solid pinewood of various thickness and length. This is then supported should be with 10-12 mm thick (approx.) commercial ply as per design and structural strength. The fabric should be Multi coloured Jacquard makes and manufactured from automated loom and computer controlled machine with Multi colour fabric should be match with interiors. The fabric has to be soft and 50% of cotton content. The seat foam slab stock should be in three layers and in</p> <ol style="list-style-type: none"> 1st layer density has to be 32 kg/cubic m –3 cm (approx.) and then the 2nd layer density should be 32 kg/cubic m –3 cm (approx.) and 3rd layer should be 23 kg/cubic m –4 cm (approx.) density. <p>The webbing has to be Nylon base and thickness should be 3.5 mm (approx.). The fabric has to be better stereoscopic impression, Low shrinkage ratio, High resistance to colour fadedness, Flexible stretching and Air permeable & cool. The shape should be Elliptical shape with stand out Stylish & contemporary looks. The overall dimension will be [1070 W x 820 W x 900 H] mm approx</p>	Nos.	24		
10	<p><u>THREE SEATER SOFA</u></p> <p>The frame, under structure and legs should be made of mild steel and power</p>	Nos.	12		

	<p>coated for the strength and durability of the colour. The base structure should be made of kiln dried solid pinewood of various thickness and length. This is then supported should be with 10-12 mm (approx.) thick commercial ply as per design and structural strength. The fabric should be Multi coloured Jacquard makes and manufactured from automated loom and computer controlled machine with Multi colour fabric should be match with interiors. The fabric has to be soft and 50% (approx.) of cotton content. The seat foam slab stock should be in three layers and in</p> <ol style="list-style-type: none"> 1st layer density has to be 32 kg/cubic m –3 cm (approx.) and then the 2nd layer density should be 32 kg/cubic m –3 cm (approx.) and 3rd layer should be 23 kg/cubic m –4 cm (approx.) density. <p>The webbing has to be Nylon base and thickness should be 3.5 mm (approx.). The fabric has to be better stereoscopic impression, Low shrinkage ratio, High resistance to colour fadedness, Flexible stretching and Air permeable & cool. The shape should be Elliptical shape with stand out Stylish & contemporary looks. The overall dimension will be [1890 W x 820 W x 900 H] mm approx.</p>				
11	<p><u>CENTRE TABLE</u></p> <p>The centre table top should be 10 mm (approx.) tempered glass top and the bottom top has to be 8 mm (approx.) tempered for storage option. The under structure should be chrome plated passed 48 hours (approx.) salt spray tested. All the glass should be attached to the under structure via UV disc. The load bearing capacity should be minimum 30Kg (approx.). The overall dimension will be [1100 L x 600 D x 500 H] mm approx.</p>	Nos.	12		
12	<p><u>DINING TABLE</u></p> <p>All Tempered 12 mm (approx.) glass tops has to be a designer base regular straight edge with all solid finishes. Top glass should be attached to under structure via UV disc. There should be a provision for 12 mm (approx.) bottom glass tops with same designer base regular straight edge for storage option. All the mild steel under structure should be silver colour powder coated. The load bearing capacity should be minimum 40 Kgs. (approx.) The table should be 6 seater. The overall dimension will be [1600 L x 900 D x 740 H] mm approx.</p>	Nos.	12		

13	<u>DINING CHAIR</u> The Dining Chair has to be a modern look. The backrest should be long enough to extend beyond the seat height. The upholstery should be in black bonded synthetic leather. The structure should be finished with silver powder-coat finish and match with the centre table decor. The overall dimension will be [570 L x 440 D x 970 H] mm approx.	Nos.	72		
14	<u>KITCHEN RACK WITH PLAIN SHUTTER</u> The cabinet should be made up of 0.8 mm (approx.) thick CRCA M.S. sheet. The complete M.S. material of cabinet is pre-treated (degreased, Zinc Phosphate) and epoxy powder coated for better corrosion resistance. The thickness of powder coat has to be 45-50 microns, (approx.) which should pass the test of Salt Spray for 1000 Hours (approx.) and having the Scratch Hardness of 3 Kgs. (approx.) The each storage unit has to be assembled with M6 Fasteners having Zinc-Cobalt coating for better corrosion resistance. The two adjacent units should connect together with Zinc-Cobalt coated Cabinet Connectors: The 18 mm thick Shutters are should be membrane-pressed MDF shutters has to be fitted with Nickel-chrome plated self closing hinges (Make: GRASS, GERMANY) which should further coated with cathodic electro-deposition (CED) paint to improve the resistance to corrosion. The handle should be made out from 8 mm diameter (make: Aries/ Hettich/ Hafele/) SS/ Aluminium handle. The overall load carrying capacity of cabinet should be minimum 80 Kg of UDL (40 kgs. on each shelf and 40 kgs. on bottom) (approx.). The overall dimension will be [650 H x 600 W x 320 D] mm approx.	Nos.	24		
	TOTAL				

Rupees in word (Net Amount):

(Signature of bidder with seal) _____

Name _____

Designation _____

Note:

1. The Bank reserves the right, neither to execute all items of work nor to execute the full quantity of items, as mentioned in schedule of quantities.
2. Price should be quoted inclusive of all taxes except Service Tax at applicable rate which will be paid by the Bank.