



ओडिशा ग्राम्य बैंक
ଓଡ଼ିଶା ଗ୍ରାମ୍ୟ ବ୍ୟାଙ୍କ
Odisha Gramya Bank

Head Office: At-Gandamunda
At.-Gandamunda, Po-Khandagiri
Dist- Khurda, Bhubaneswar -751030,
state-(Odisha),
Phone: 0674-2353009/41
e-mail: gad@odishabank.in ;
website: www.odishabank.in

RefNo.GAD/Sealed Quotation/FRFC /01/2024

DTD.03/06/2024

**REQUEST FOR SEALED QUOTATION ONLY FROM EMPANELED VENDORS FOR SUPPLY
AND INSTALLATION OF FIRE RESISTING FILING CABINET TO 45BRANCHES**

Odisha Gramya Bank (hereinafter referred to as OGB/ the Bank) is a Regional Rural Bank, constituted under the Regional Rural Bank Act, 1976 and have its Head Office at Gandamunda, Po-Khandagiri, Dist-Khurda, Bhubaneswar-751030, Odisha with branches covered in 13 districts namely- Puri, Khurda, Nayagarh, Dhenkanal, Angul, Cuttack, Jajpur, Kendrapara, Jagatsinghpur, Balasore, Bhadrak, Mayurbhanj & Keonjhar.

INVITATION TO SEALED QUOTATION

PART 1:

OGB invites sealed quotation for fire resisting filing cabinet to 45branches.

The Bidding Document can be obtained from the Bank as under or downloaded from Bank's Website www.odishabank.in under Tender and the BID should be submitted to the under mentioned office directly or by post.

- ❖ Bidder has to submit the bid to the following address:

To,

"The General Manager,
General Administration Dept.,

Odisha Gramya Bank, Head Office

At-Gandamunda, P.O. – Khandagiri,Bhubaneswar – 751030.,“ **OGB invites sealed quotation for fire resisting filing cabinet to 45branches**” must be marked on the top of front side of the envelop and the **name of the bidder, Contact Person, Address, Phone/ Mobile No. and email Id must be mentioned at the rear.**

- ❖ Last date of submission of bid is 11.06.2024, at3.00PM.No bid will be allowed after last date and time of the submission of bid.
- ❖ Opening of bid on 12.06.2024 at.3.30PM.
- ❖ Bank reserves the right to change the dates mentioned in this BID document, which will be communicated to the Bidders.
- ❖ The information provided by the Bidders in response to this BID document will become the property of OGB and will not be returned. OGB reserves the right to amend, rescind or reissue this RFQ and all amendments will be advised to the vendors and such amendments will be binding on them.

Please note that all the information desired needs to be provided. Incomplete information may lead to disqualification/ non-consideration of the proposal.

DISCLAIMER

PART – 2

- The information contained in this Request for Sealed Quotation or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of Odisha Gramya Bank (Bank), is provided to the bidder(s) on the terms and conditions set out in this BID document and all other terms and conditions subject to which such information is provided.

- This BID is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of bids.
- The purpose of inviting sealed quotation is to provide the Bidder(s) with information to assist the formulation of their proposals.
- Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this bid and where necessary obtain independent advice.
- Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this bid.
- Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this bid.
- No contractual obligation whatsoever shall arise from the bid process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Bidder.

Section-1

Scope of work:

- Request for sealed quotation for supply and installation of fire resisting filing cabinet/fire Resisting Record Cabinet to 45branches.
- Material should be supplied as proved technical specification of our tender no. OGB/RFP/GAD/ SECURITY EQUIPMENT /01/2023-24, dtd. 14.07.2023.

ITEM with Technical Specification	Complied (Yes/No)
<p>FIRE RESISTANT FILING CABINET (IS 14561:2014) 1.4 Drawer – 2 Hour Fire resistance <input type="checkbox"/> <input type="checkbox"/> All FRFCs as licensed under IS 14561:2014 <input type="checkbox"/> <input type="checkbox"/> Should have central locking as well as isolation mechanism for drawers Markings on FRFCs <input type="checkbox"/> <input type="checkbox"/> In addition to the Standard Mark, the following information shall also be furnished on the metal plate affixed on FRFCs: a) Name of the manufacturer and/or his recognized trade mark; b) Classification of cabinet; c) Serial No. (Different from Key No.); d) Year of manufacture; and f) License number (CM/L.....)</p>	

- Material should be delivered at respective branches. Branch details will be mentioned in the work order. No extra cost will not be incurred to the bank. Total completion of work is 60days from the date of work order. After that Rs.500/-per week will be charged for delaying the work.
- Approved rate is valid for 1 (One) year.
- Performance Bank guarantee of 5% of total work order to be furnish within 10days of the placement of the work order. Performance Bank Guarantee shall be furnished as per the format of our tender No. OGB/RFP/GAD/ SECURITY EQUIPMENT /01/2023-24, dtd. 14.07.2023. Performance Bank Guarantee is valid for 1(One) year. There shall be a claim period of 12 (twelve) months from the date of expiry of the guarantee.

- Order will be placed to both the bidders with 50%-50% ratio by agreeing the L-1 price by both the bidders.
- Order may vary plus or minus twenty five percent ($\pm 25\%$) as per our bid quantity.
- Order may be placed multiple times as and when required.
- Warranty shall be 1 (one) year.
- Only GST invoice will be acceptable.
- Payment will be made to vendor after successful installation of the Fire Resistant Filing Cabinet with installation report duly signed by the Branch Manager/In charged Officer of the Branch.
- No advance Payment will be made.
- Payment will be made to vendor after deduction of applicable TDS.

Section-2

PRICE BID

ITEM	Technical Specification	Rate excluding GST
FIRE RESISTANT FILING CABINET	<p>FIRE RESISTANT FILING CABINET (IS 14561:2014)</p> <p>1.4 Drawer – 2 Hour Fire resistance</p> <p><input type="checkbox"/> <input type="checkbox"/> All FRFCs as licensed under IS 14561:2014</p> <p><input type="checkbox"/> <input type="checkbox"/> Should have central locking as well as isolation mechanism for drawers</p> <p>Markings on FRFCs</p> <p><input type="checkbox"/> <input type="checkbox"/> In addition to the Standard Mark, the following information shall also be furnished on the metal plate affixed on FRFCs:</p> <p>a) Name of the manufacturer and/or his recognized trade mark;</p> <p>b) Classification of cabinet;</p> <p>c) Serial No. (Different from Key No.);</p> <p>d) Year of manufacture; and</p> <p>f) License number (CM/L.....)</p>	

Note:1)The quoted price is excluding GST.

2) Rate is valid for 1 (One) year from the date of the intimation of the letter.

Yours faithfully,

(Signature of the Bidder)

Name

Designation

Seal

Date:

Business Address: