

Kerala Gramin Bank
General Administration Wing
Head Office
A K Road, Malappuram Kerala, India - 676505
Ph: 0483 – 2734847
Mob: 9400999901, 9400999889
Email: gawing.kgb@keralagbank.com

TENDER NOTICE

Notice Inviting tender for Consultancy Quotations from Canara Bank
Empaneled Vendors

Tender No: 10/2024

Kerala Gramin Bank invites Tender from **Canara Bank Empaneled Vendors** for consultancy services for installation of 315 KVA Transformer and 320 KVA Generator at our Head Office which includes the replacement of the existing equipment.

Availability of Tender
From 05.10.2024

Last date of Submission of Tender
16.10.2024 till 05.00 PM

Interested Canara Bank empaneled vendors are requested to visit Bank's website www.keralagbank.com & download the NIT/Bid document under the tender section to participate in the tender process.

1. Disclaimer:

- a) This Request for Proposal (RFP) is not an offer by the Kerala Gramin Bank, but an invitation to receive response from eligible interested bidders for consultancy services for installation of 315 KVA Transformer and 320 KVA Generator at our Head Office which includes the replacement of the existing equipment. This document should be read in its entirety.
- b) Information provided in this RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law.
- c) KERALA GRAMIN BANK, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.
- d) KERALA GRAMIN BANK also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP.
- e) KERALA GRAMIN BANK may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.
- f) Every effort is being made to keep Kerala Gramin Bank's Website up to date and running smoothly 24X7, However Kerala Gramin Bank takes no responsibility, and will not be liable for, the website being temporarily unavailable due to any technical issues at any point of time. In that event Kerala Gramin Bank will not be liable or responsible for any damages or expenses arising for any difficulty, or error, imperfection or inaccuracy with this website, it includes all associated service, or due to such unavailability of the website or any part there of any contents or any associated services.
- g) The issue of this RFP does not imply that Kerala Gramin Bank is bound to select a Bidder or to appoint the selected Bidder, as the case may be, for the insurance policy and Kerala Gramin Bank reserves the right to reject all or any of the Proposals without assigning any reason whatsoever. No correspondence shall be entertained in this regard.
- h) The "Request for Proposal" (RFP) for the project is available on: bank's website. Interested Agencies qualifying the criteria are requested to visit Bank's website www.keralagbank.com & download the NIT/Bid document under the tender section to participate in the tender process.

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

Sr.	Event Description	Particulars
1	Category of Tender	Open to Canara Bank empaneled vendors only
2	Mode of submission	Offline
3	Date of publishing of Tender Notice	05.10.2024
4	Last date for submission of Bid /Bid due date	16.10.2024 till 05.00 PM
5	Contact details	Harikrishnan K (9400999889)
6	RFP related communication E-mails Ids	gawing.kgb@keralagbank.com

- a) Bids received later than the prescribed date and time i.e. by 16.10.2024 till 05.00 PM will not be considered for valuation.
- b) If the last day of submission of Bid is declared as a holiday by any circumstances beyond the control of Kerala Gramin Bank, the next working day will be deemed to be the last day for submission of the Bid.
- c) Further, in case Kerala Gramin Bank does not function on the aforesaid date due to unforeseen circumstances or holiday, then the Bid will be opened on the next working day subject to availability of all the Technical Committee members; unless otherwise such change may be notified to all bidders.

3. Eligibility Criteria:

- ❖ Only vendors empaneled with Canara Bank, having relevant experience in providing consultancy services for transformer and generator installations, are eligible to submit quotations.

4. Scope of Consultancy Work:

❖ Technical Assessment:

- ✚ Conduct a thorough site assessment of the current infrastructure and electrical setup at the Head Office.
- ✚ Evaluate the existing 125 KVA generator and transformer to understand the requirements for a seamless upgrade.
- ✚ Provide recommendations on the technical specifications for the new 315 KVA transformer and 320 KVA generator.
- ✚ Ensure proper connection of the generator and transformer to the existing infrastructure.

- ❖ **Project Planning and Design:**
 - ✚ Prepare a detailed report plan for the dismantling of the old equipment and installation of the new systems.
 - ✚ Design the layout, including civil and electrical works, wiring, and cabling needed for the new installation.
 - ✚ Provide structural and electrical design drawings and documentation for the new setup.
- ❖ **Vendor Coordination and Procurement Assistance:**
 - ✚ Assist the bank in evaluating vendor quotations for supplying the transformer and generator, based on the technical specifications.
 - ✚ Support the procurement process through GeM portal ensuring that all materials and equipment meet the required standards.
 - ✚ Coordinate with the selected vendor during the installation process to ensure quality and timely delivery of the project.
 - ✚ Liaison with Kerala State Electricity Board (KSEB) and other authorities for necessary approvals.
- ❖ **Preparation of Tender Documents:**
 - ✚ The consultancy will be responsible for preparing the tender documents related to the procurement and installation of the equipment.
 - ✚ The tendering process for the procurement of the transformer and generator will be conducted by the bank through the GeM portal.
 - ✚ The consultancy will assist in formulating the necessary documentation and specifications in line with GeM guidelines.
- ❖ **Compliance and Safety:**
 - ✚ Ensure that all work complies with statutory electrical safety standards, local regulations, and environmental norms.
 - ✚ Advise on safety protocols during the installation process and provide guidance on mitigating risks associated with transformer and generator installation.
- ❖ **Supervision and Quality Control:**
 - ✚ Oversee the installation work carried out by the selected vendors, ensuring that the design specifications are followed.
 - ✚ Monitor the progress of the work, ensuring timely execution and adherence to quality standards.
 - ✚ Conduct regular inspections during installation to ensure compliance with the project plan and resolve any technical issues that may arise.
- ❖ **Testing and Commissioning:**
 - ✚ Supervise the testing and commissioning of the newly installed transformer and generator to ensure they meet the required performance standards.
 - ✚ Ensure that all systems are fully operational and provide post-installation testing reports.
- ❖ **Post installation Monitoring and Support:**
 - ✚ Provide a report on the installation and recommended preventive maintenance measures to ensure long-term functionality of the equipment.
 - ✚ Offer guidance on warranty and after-sales services to be sought from equipment suppliers.

5. Site Inspection:

- ❖ Vendors are required to conduct a site inspection between **07.10.2024 to 15.10.2024** to fully understand the existing setup and assess the work involved.

6. Quotation Submission Requirements:

Quotations must include:

1. A detailed cost breakup for consultancy services, including site assessments, design, supervision, and any other applicable fees.
2. A timeline for completion of each stage, including assessment, design, supervision of instalment, and testing.
3. A portfolio of previous projects or similar consultancy work related to transformers and generators.
4. Terms and conditions, including any warranties or guarantees on the consultancy services provided.

All Quotations must be submitted in a sealed envelope to the following address no later than 16.10.2024 till 05:00 pm:

The Assistant General Manager,
Kerala Gramin Bank,
General Administration Wing,
Head Office,
KGB Towers,
A K Road, Uphill,
Malappuram 676505.

7. Terms and Conditions:

1. Kerala Gramin Bank reserves the right to accept or reject any or all quotations without assigning any reason.
2. The selected consultant will be required to sign a formal agreement outlining the consultancy deliverables and terms.
3. All work must comply with the highest standards of safety, quality, and applicable local and national regulations.
4. Payment terms will be in accordance with the bank's policy, contingent upon the satisfactory completion of the consultancy services.

Annexure I

1.	Name of Vendor/Consultancy Firm:	
2.	Registered Office address:	
3.	Telephone Number:	
4.	Email address:	
5.	Contact Person:	Name: Designation: Mobile Number: Email address:
6.	Canara Bank Empanelment Number: Validity of Empanelment: (Proof to be submitted)	
7.	PAN Number:	
8.	GST Registration Number:	
9.	Project Experience: (Provide details of at least two similar consultancy assignments completed in the past five years)	Project 1: Client Name: Location: Scope of Work: Project Value: Completion Date: Project 2: Client Name: Location: Scope of Work: Project Value: Completion Date: (Attach additional sheets if necessary)

10.	Financial Proposal Summary:	1. Consultancy Fee (Lump sum):INR 2. Breakdown of costs: ❖ Professional fees:INR ❖ Travel expenses:INR ❖ Other costs (Specify):INR (Attach a detailed financial proposal, including the complete breakdown of costs)
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It is certified that the above particulars are true.

Date:
Place:

Signature of Authorized Signatory

(Name of company/firm)
Seal of Company/firm

Annexure-II

(On company's Letter Head only)

CERTIFICATE OF ACCEPTANCE

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

Date:

Signature of Authorized Signatory

Place:

(Name of company/firm)

Seal of Company/firm

Annexure-III

Affidavit of Undertaking by Bidder for not being blacklisted

I/We _____ s/o _____
Director/prop of M/s _____ having its
Registered Office at _____ (herein after referred as Bidder) hereby
affirm/s on oath, that:

As on date of submission of tender, we are not blacklisted by the Government/ any
of the State Governments in India or any Financial
Institution in India.

We are not involved in any legal case that may affect the solvency / existence of our
firm or in any other way that may affect capability to provide / continue the services
to bank.

There are no pending cases against us involving cheating/fraudulent activities.
We are not a defaulter in repayment of instalment against credit with any Bank.

Yours faithfully,

(Authorised Signatory)

Name

Date

Seal of the firm