

# Kerala Gramin Bank

Head Office: Malappuram  
General Administration Wing.  
Malappuram-Kerala-676 505.

## TENDER NOTICE Enquiry No. 06/2022

Quotes are invited from reputed manufacturers/suppliers for supplying hand sanitizer for the use of Branches and Offices of the Bank up to 31-03-2023 as per the specification mentioned below.

SI No	Particulars	Hand sanitizer
1	Quantity	5000 ml Hand Sanitizer in HDPE cans to Branches and Offices as per requirement.
2	Specifications	Isopropyl Alcohol 75 % (v/v), Glycerol 1.45 % (v/v) Hydrogen Peroxide 0.125% (v/v) Liquid Based
3.	Packing	HDPE Cans of 5000 ml Capacity

### 1. General conditions

- Manufacturers /Dealer /Distributor/Sole Selling Agent having 2 years' experience in the field.
- Rates are to be quoted in Indian Rupees (INR) only.
- Manufacturer of hand sanitizer having valid test certificates and Drug/ Cosmetic License issued by Competent Authority and Dealer /Distributor/ Sole selling agent duly authorized by the manufacturer for selling their hand sanitizer can participate in the tender.
- The rate quoted should be net, i.e. inclusive of all charges, taxes, GST, packing, transporting charges and all other expenses.**
- HDPE Cans containing hand sanitizer should be supplied to various branches /offices situated at different location of Kerala at the cost of suppliers.
- Rates to be quoted zone wise for i) Supply to individual Branches (**Annexure I**) , ii) Supply to Cluster Head Branches (**Annexure II**) and iii)Supply to Regional Offices (**Annexure III**).

- g) List of these branches/offices is annexed with this Tender notice. Number of cans containing hand sanitizer to be supplied to these branches/offices will be informed at the time of placing final order.

## 2. Jurisdiction

In the event of any dispute arising out of the tender, such dispute will be under the jurisdiction of the Honourable Civil Courts in Malappuram Only

## 3. Quotes

The tender is "**Two Envelope Concept**" (Envelope No-1-Technical bid, Envelope No.2-Financial bid).

- I. **Envelope No.1-Technical bid-** All quotes should contain information regarding manufacturing license from the competent authority(if applicable ), experience, expertise in the line of activity, capacity to supply large quantity within a specified time, the names & addresses of existing large clients and copy of last two years' financial statements , Proforma –A and checklist.
- II. **Envelope No.2- Financial Bid-** The actual price quote in Proforma - B.

## 4. Mode of submission of quote

Technical bid shall be placed in a sealed cover super scribed "**Envelope -1Technical Bid for Enquiry No:06/2022** " and Financial bid in a separate sealed cover super scribed "**Envelope -2-Financial bid for Enquiry No:06/2022**" with full postal address, phone numbers, mail ID of the tenderer.

Both these sealed envelopes (Envelope - 1 and 2) shall be enclosed in a single large sealed cover super scribed "**Quote-Hand Sanitizer - Enquiry No 06/2022**" with full postal address, phone numbers, mail ID of the tenderer.

. This should be sent to the following address by Regd. Post/Speed Post/ Courier.

**The Assistant General Manager**

General Administration Wing,  
Kerala Gramin Bank,  
Head Office, A.K.Road, Malappuram,  
Kerala ,Pin-676 505.

**Ph: 0483 2734847, 0483-2733507 ,9400999015.**

Last Date of Submission	Tentative Date Opening of Bids	Venue
21-02-2022 Monday 17:00 Hrs	23-02-2022 Wednesday 11:00 Hrs	Kerala Gramin Bank Head Office, A K Road, Malappuram

## 5. Other Terms and Conditions

- a) Technical evaluation of the bidders based on "Technical Bid" will be conducted first and those who are found eligible only will be considered for opening the financial bid.
- b) Kerala Gramin Bank reserves the right to accept or reject any/all quotation without assigning any reason whatsoever.
- c) Any tender received after the due date & time will not be considered. The tender will be received through Regd. Post/Speed Post/ Courier only.
- d) The Rate Contract once approved should remain valid till 31.03.2023 from the date of approval.
- e) Bidder who has been blacklisted either by the Tender inviting authority or by any State Govt./Union Territory/Govt. of India/Govt. Organization/Govt. Health Institutions for supply of Not of Standard Quality Items /non-supply is not eligible to participate in the tender during the period of blacklisting.
- f) The decision of the committee constituted for finalization of the selection of the supplier will be final and binding.
- g) The hand sanitizer should be delivered to the Bank within **10** days from the date of receipt of final supply order from the Bank.
- h) The payment shall be made to supplier after satisfactory completion of delivery of items and observing all legal formalities.
- i) Hand sanitizer should be supplied in lot to the above branches/offices at the cost of supplier. The number of cans to be supplied to each office and detailed address will be informed to the successful bidder while placing the final supply order.
- j) Kerala Gramin Bank has 634 Branches (See Annexure I). These branches come under 10 Regional Offices. The total branches are divided into three zones viz. South Zone, Central Zone and North Zone for this purpose. Each zone covers branches under three to four Regional Offices as per list attached.
- k) The quotes containing the price per item as per the above conditions along with all enclosures mentioned above should reach to the Bank to the address shown above on or before **21-02-2022, Monday, 17:00 hrs.**

**Malappuram**  
**11-02-2022**

**General Manager**  
**GA wing**

# KERALA GRAMIN BANK

HEAD OFFICE : MALAPPURAM

Last Date for Submission of Tender is 21-02-2022 Monday ,17:00 hrs

## PROFORMA-A TECHNICAL BID

1.Name of the Tenderer	
2. Address	
3. Name of the Contact Person	
4. Address	
5.Contact Number	
6.Alternate Contact Number	
7. E-mail Id	
8. GST Registration Number ( Enclose Copy of GST Registration Certificate & GSTR-3B form)	
9. PAN Number ( Enclose copy)	
10.Date of inception	
11. License No. & Date	
12.Issued by	
13. Valid Up to	
14. Whether Dealer /Distributor/Sole Selling Agent. If Yes Provide details regarding authorization to supply :	

15.Experience and Expertise in the field				
16. Details of Existing Large Clients	1.  2.			
17. Turnover Details **	Sl No	Financial Year	Turnover in Lakhs ( Rs.)	Profit/ Loss(-) in Lakhs ( Rs.)
	1	2019-20		
	2	2020-21		
18. Bank Details	Name of Bank			
	Branch Name			
	Acc. Number			
	IFSC Code			
	Branch e- mail			

\*\* Enclose copies of Balance Sheet & Profit & Loss Account

### Declaration

I / We hereby declare that the particulars given above are correct and complete. If the transactions are delayed or not effected due to incomplete or incorrect information I would not hold Kerala Gramin Bank responsible. I/We have read the conditions of the tender and agree to discharge the responsibility expected of me /from the company as a tenderer / successful tenderer. I / We do hereby declare that I / We have not been blacklisted by any State Govt./Union Territory/Govt. of India/Govt. Organization/Govt. Health Institutions for supply of Not of Standard Quality Items /non-supply.

Place :

Seal

Signature

Date :

( Name of Person signing & Designation)

# CHECK LIST

(To be submitted in Envelope No.1- Technical Bid)

Enquiry Number	06/2022
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<b>ENVELOPE NO:1 – (TECHNICAL BID) DOCUMENTS</b>		
1.	Proforma – A – Technical Bid	
2.	Photocopy of GST Registration Certificate	
3	Photocopy of GSTR-3B Form	
4	Photocopy of PAN	
5	Photocopy of Balance Sheet and Profit & Loss Account	

# KERALA GRAMIN BANK

HEAD OFFICE : MALAPPURAM

Last Date for Submission of Tender is 21-02-2022, Monday , 17:00 hrs.

Head Office: Malappuram

General Administration Wing.

## PROFORMA –B FINANCIAL BID

1.Name of the Tenderer :

2. Address :

3. Rate details for 5000 ml Hand Sanitizer (Isopropyl Alcohol -75 % (v/v), Glycerol- 1.45 % (v/v),Hydrogen Peroxide - 0.125% (v/v) Liquid Based)

Particulars	Rate (Inclusive of all charges, taxes, GST, packing, transporting charges and all other expenses.) in INR		
	South Zone	Central Zone	North Zone
To be supplied directly to Branches ( Annexure I)			
To be supplied to Cluster Head Branches (Annexure II )			
To be supplied to Regional Offices (RO) ( Annexure III)			

South Zone : Branches under RO Thiruvananthapuram, RO Kottaym & RO Ernakulam

Central Zone : Branches under RO Thrissur , RO Malappuram & RO Kozhikode

North Zone : Branches under RO Kalpetta, RO Thalassery , RO Kannur & RO Kasargode

Place :

Seal

Signature

Date :

( Name of Person signing & Designation)