

HO/GAD/2120/2024-25

Date: 30.12.2024



UCO BANK

Head Office, General Administration Department

2<sup>nd</sup> Floor, 10 BTM Satani, Kolkata-700001

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

**RFP for Supply, installation & commissioning of Roof Top Solar PV Power Panel at Bank's own Buildings at West Bengal**

UCO BANK

PART-I (Technical Bid)

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 for Supply, installation & commissioning of Roof Top Solar PV Power Panel at Bank's own Buildings at West Bengal. It should not be reused or copied or used either partially or fully in any form.*

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### 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 selected Bidder.

### Notice Inviting Tender

A).UCO Bank invites sealed tender offers (technical and commercial offer) from reputed vendors dealing with Solar PV Panel Projects towards Supply, installation & commissioning of Roof Top Solar PV Power Panel at Bank's own Buildings at West Bengal.

The bidder (also called the vendor or bidder through this document) appointed under the e-Tender document shall own the single point responsibility for fulfilling all obligations and providing all deliverables and services required for successful implementation of the project.

#### B) Salient Feature

<b>Tender Reference</b>	HO/GAD/2120/2024-25 date 30.12.2024
<b>Name of the work</b>	Supply, installation & commissioning of Roof Top Solar PV Power Panel at Bank's own Buildings at West Bengal
<b>Estimated Cost</b>	Rs.92.00 Lakh
<b>Cost of Tender Documents</b>	<b>Rs. 4,000.00 (Rupees four thousand only)</b> (Non refundable). <b>Not Applicable for MSME (Document related MSME to be furnished Under Part-I).</b> 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.
<b>EMD</b>	<b>EMD: a)</b> EMD of Rs.92,000/- (Rupees Ninety Two Thousand Only) must be submitted with Technical Bid (Part-I) in the form of pay order /demand draft in favour of UCO Bank, payable at Kolkata . <b>Not Applicable for MSME(Document related MSME to be furnished Under Part-I).</b> <b>b)</b> EMD of unsuccessful bidders will be released (without any interest) against their request letter after acceptance of L.O.I by the identified bidders . <b>c)</b> EMD of L-1 bidders will be released (without any interest) after submission of Performance Bank Guarantee. <b>d)</b> However, if Successful tenderer withdraws their acceptance of our L.O.I before submission of Performance Bank Guarantee, UCO Bank will have the right to forfeit the

	Earnest Money Deposit without making reference .
<b>Advertisement in News Papers and Bank's website on</b>	30.12.2024
<b>Pre Bid Meeting</b>	Pre Bid Meeting will be held on 10.01.2025 at 15.00 hours in UCO Bank, GAD, Head Office at 2 <sup>nd</sup> 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.The decision taken on Pre Bid meeting will be uploaded in Bank's website in form of corrigendum which will be the part of tender document.
<b>Last Date &amp; Time for Submission of Tender</b>	Bids can be submitted online before <b>22.01.2025 upto 15:00</b> hours at e-Tender website <a href="http://www.tenderwizard.in/UCOBANK">www.tenderwizard.in/UCOBANK</a> .  Off line original hard copy of Part-I of tender document to be submitted <b>22.01.2025 upto 14:30</b> at UCO Bank, GAD, Head Office at 2 <sup>nd</sup> Floor,10 BTM sarani, Kolkata-700001.
<b>Date and Time of Opening Technical Bid i.e Part-I</b>	<b>24.01.2025 at 15:00 hours</b> at UCO Bank, GAD, Head Office at 2 <sup>nd</sup> Floor,10 BTM sarani, Kolkata-700001
<b>Date of Opening of Financial Bid</b>	Financial Bid(Part-II of tender) of those vendors who will be qualified against Part-I of Tender,will be opened at a later date and the same will be communicated to all eligible vendors through email.
<b>Address of Communication</b>	UCO Bank, Head Office Head Office General Department 2 <sup>nd</sup> Floor, 10 B.T.M. Sarani Kolkata-700 001
<b>Email address</b>	<a href="mailto:hogad.calcutta@ucobank.co.in">hogad.calcutta@ucobank.co.in</a>
<b>Contact Telephone/Fax Numbers</b>	Tel :033-4455-8099/7383
<b>Bids to be submitted</b>	Tender box placed at above address
<b>Bids to be submitted</b>	e-bidding on <a href="http://www.tenderwizard.in/UCOBANK">www.tenderwizard.in/UCOBANK</a>
<b>Process to be followed</b>	<i>This Tender will follow e-Tendering process [e-bids] as under which will be conducted by Bank's authorized e- Tendering Service Provider M/s Antares Systems Ltd through the website</i>  <b><a href="http://www.tenderwizard.in/UCOBANK">www.tenderwizard.in/UCOBANK</a></b>  <i>Following activities will be conducted online through above website:</i>  <i>Submission of Technical Bid &amp; Price Bid by the Vendor</i>  <b>a) Opening of Technical Bid &amp; Price Bid</b>

	<p>by the Bank</p> <p>b) Clarification, if any, sought by the c) Bank. d) On-line evaluation by the Bank.</p> <p>Authorized Representatives of Vendors will be given training for e- Tendering by the Service Provider namely M/s Antares Systems Ltd.</p> <p>Bidders who wish to participate in online tenders will have to register with the website</p> <p>(<a href="https://www.tenderwizard.com/UCOBANK">https://www.tenderwizard.com/UCOBANK</a> through the "Register" link provided on the home page.</p> <p>Bidder will create login id &amp; password on their own in registration process.</p> <p>Following facilities shall be provided to the bidders / vendors by service provider M/s Antares Systems Ltd:</p> <p>a) Support to the Bidders for participating in the bids through e-tendering Website. b) Call center support/ email/ phone/mobile etc. in all possible medium. c) Registration with the e-tendering website. User Manual / Training Kit to the Bidder. d) Any no. of users of Vendor/ Bidder organization can take support on the e-tendering system. e) Bidder who wish to participate in this tender need to procure Digital Signature Certificate (for Signing and Encryption) as per Information Technology Act-2000 and CVC guidelines using that they can digitally sign their electronic bids. Bidders can procure the same from any of the CCA approved certifying agencies, or they may contact with M/s Antares Systems Ltd. at below mentioned address and they will assist them in procuring the same. Bidders who already have a valid Digital Signature Certificate need not to procure the same.</p> <p>In case bidders need any clarification/technical help regarding online participation, they can contact</p> <p><b>M/s. Antares Systems Limited</b> Registered Office: 'Honganasu', #137/3, Bangalore Mysore Road, Opp. to Metro Pillar #P-696, Kengeri, Bangalore – 560 060, India Ph: - 080- 45982100, Mob: +91 96069 21010</p>
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	<p><b>Help Desk: 9073677150 / 9073677151 / 9073677152 / 9674758726 / 9708966660 / 9044314492 / 8951944383 / 9771414548 / 9708966664 / 9731967722 / 9606921010 / 033 46046611 / 080 45982100</b></p> <p><u>Contact Persons:</u> (On working days 9 AM to 6 PM)</p> <p><b>1. Mr. Biswajit Chakraborty</b> Mobile No.: +91 967460 8723 e-Mail: <a href="mailto:helpline1tenderwizard@gmail.com">helpline1tenderwizard@gmail.com</a></p> <p><b>2. Mr. Kushal Bose</b> Mobile No.: +91 9674758719 e-Mail: <a href="mailto:helpdesk857@etenderwizard.com">helpdesk857@etenderwizard.com</a></p> <p>Bidders who wish to participate in e-Tender need to fill data in predefined forms of RFP, Technical, Financial Bid available in respective tender only.</p> <p>Bidder should upload scanned copies of reference documents in support of their eligibility of the bid and as per the instructions given in tender documents</p> <p>After filling data in predefined forms bidders need to click on final submission link to submit their encrypted bid.</p>
<b>Submission of Bids</b>	Bid must be submitted in <u>Two Bid System</u>
<b>Mode of submission</b>	<p><b>(a)</b> Online submission-(To be scanned and uploaded in our e-tender website.)</p> <p><b>(b)</b> Off line-Hard Copy Submission (Part-1 Only)</p>
<b>Contents of the Technical Bid(Part-I):</b>	<p>a. Original Demand Draft of Tender Cost and EMD (Not Applicable for MSME (Document related MSME to be furnished</p> <p>b. Bidder's Covering letter</p> <p>c. Application Format as stipulated in RFP (Annexure-I)</p> <p>d. Documents in support of all eligibility criteria</p> <p>e. All pages of this RFP as downloaded from the website should be duly signed by the authorized representative of the company on all pages including all Annexures.</p> <p>f. Duly filled up integrity Pact as per Bank's format</p>
<b>Validity of Tenders</b>	120 (One Hundred and Twenty) days from the date of opening.

## C) Documents required with the prescribed form:

**a) Online submission-(To be scanned and uploaded in our e-tender website.):**

- (i) True/Certified copy of PAN card, GST Regn. Certificate, Trade License.
- (ii) True/Certified Copies of audited balance sheet & Profit and Loss a/c for the last three financial years i.e for 2021-22, 2022-23 and 2023-24.
- (iii) True/Certified copy of Experience Certificate/work order
- (iv) Documentary evidence related to register office at Kolkata
- (v) Demand Draft of Tender cost and EMD/Document related MSME to be furnished Under Part-I(in case of non submission of EMD &Tender Cost), Pre Contract Integrity Pact, are to be also uploaded.
- (vi) Bidder should also submit Price bid along with the RFP document. Price bid should be duly signed and uploaded in e-tender website.
- (vii) OEM Declaration form as per Annexure-IV.
- (viii) Bidder's Covering letter
- (ix) Documents in support of all eligibility criteria
- (x) Technical Compliance Statement and model quoted as per Annexure-VIII
- (xi) Technical Documentation (Product Brochures, leaflets, manuals, drawings). An index of technical documentation submitted with the offer must be enclosed.

**b) Off line-Hard Copy Submission**

- (i) The envelope containing Part-I of tender should be super scribed clearly " Part-I (Technical Bid)" and the name of work and will be addressed to 'The Asst.General Manager (GA), UCO Bank, General Administration Deptt,2nd Floor,10 BTM Sarani. Kolkata-700001' and must be submitted **on or before the stipulated date & time of submission of tender.**

- ii) The RFP bids should be submitted in one big non window-envelope containing Technical Bid. The sealed envelope should be uper-scribed as "Supply, installation & commissioning of Roof Top Solar PV Power Panel at Bank's own Buildings at West Bengal".

**D) Miscellaneous Items:**

- 1) 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.

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

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

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

5) Tenders/offers through email will not be accepted.

5) Bank reserve the authority to accept or cancel any or all tenders without assigning any reason.

6) 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.

UCO BANK

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

### Eligibility Criteria

i) The bidder must be a Firm/Company/Govt Deptt having valid license issued by the Local Body, authorized to issue such certificate.



ii) The bidder must have a minimum **Average** Annual turnover of equivalent of estimated expenditure (given in page-3) for the last three financial years ending 31.03.2023 .Certificate of audited balance sheet for last three years must be enclosed. Vendor should be a profitable organization

Additional Point for Startup Company-

A startup company having a valid DPIIT Certificate shall participate in this tender subject to having atleast completed 2 full financial years and shall submit audited balance sheet for last two years. The bidder must have minimum Average Annual turnover of equivalent expenditure (Given in page-3) for the last two financial years.

iii) The bidder must be registered under GST.

iv) The bidder should have PAN.

v) The bidder must have experience in executing the similar work as under at Public Sector Banks/RBI/Govt Organizations/PSU/Reputed Private Organization:

a. Three similar completed works each costing not less than the amount equal to 40% of the estimated cost within seven years ending last day of the month previous to the one in which applications are invited in execution of similar works. **or**

b. Two similar completed works each costing not less than the amount equal to 50% of the estimated cost within seven years ending last day of the month previous to the one in which applications are invited in execution of similar works. **or**

c. One similar completed work costing not less than the amount equal to 80% of the estimated cost within seven years ending last day of the month previous to the one in which applications are invited in execution of similar works .

vi) The bidder should have well equipped registered Service Centre at Kolkata i.e 30 KM from UCO Bank Head Office.

## Evaluation Criteria



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- 1) Lowest Bid Value will be evaluated on lowest price offered by the bidder against Price Bid(e-Price Bid).

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**REJECTION OF BID:**

The bid is liable to be rejected summarily if:

- Tenders are not received in two parts in separate envelopes .