Instructions to the Applicants for furnishing information as a part application for prequalification

1. Intending Applicants are required to submit their applications with full bio-data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing, etc. in the enclosed form which will be kept confidential.
2. While deciding upon the pre-qualification of Electric Auditors, great emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with other agencies.
3. Decision of the Bank in regard to selection of Electric Auditor will be final and binding on the applicants. The Bank is not bound to assign any reason for acceptance / rejection of any applications.
4. **Each page of the application shall be signed**. The application shall be signed by person / persons on behalf of the organisation having necessary authorisation / Power of Attorney to do so.
5. If the space in the Performa is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the Performa and serial number. Separate sheets shall be used for each part. However the format shall be as per Performa.
6. **SPLITTING OF ORDER**
   The Bank reserves its right for splitting scope of work between two service providers. The splitting of the order will be in 60:40 ratios, provided the L2 service provider agrees to match the rates quoted by L1 service provider and agrees for all the terms and conditions. In case L2 service provider is not willing to match L1 rates, Bank will call L3, L4 service providers etc., in that order to step into the shoes of L2 service provider. In the event of L3, L4 etc., service provider not matching the L1 rates the entire quantity will be awarded to L1.
7. Applications containing false and / or inadequate information are liable for rejection. While filling up the application with regard to the list of important projects completed Clarification, if any required, may be obtained from the office of - -

   ---

8. Contact details:
   ---

9. Canvassing in any form in connection with pre-qualifications is strictly prohibited and the application of such persons / organizations who resort to canvassing will be liable to rejection.
10. The applications which is received after due date & time is liable for rejection. **Applications incomplete in any respect & which are not legible are liable for rejection.**
11. The work involves visiting the branches / offices in the _____area to carry out Electrical Audit as per the Audit Performa given in the Tender Format. A copy of the report duly signed by the licensed Electric Auditor/ Engineer on behalf of the firm is to be submitted to respective Branch and Regional/Zonal Office.

12. The rates quoted shall be binding for Twenty Four months from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any breach of contract, the Security Amount (EMD) will be forfeited.

13. Electrical Audit of all the branches/offices must be completed within Six months from the date of awarding the contract.
14. Interested vendors may download the tender from Bank's website/ www.bankofbaroda.com/tenders.asp.

15. Submission of tenders in any other format will not be entertained & will be summarily rejected.
16. The earnest money deposit of all the unsuccessful bidders will be returned within a period of -30- days from the date of opening of the received tenders. However, in case of the lowest/successful bidder backing out from the terms and conditions mentioned in his tender or refuses to honour his tender, the earnest money deposit will be forfeited.
17. Bank reserves the right to cancel one or all tenders without assigning any reason whatsoever.
18. **ORDER CANCELLATION**

a) If the individual/agency fails to deliver services within the stipulated time schedule or the extended date communicated by the Bank, it will be a breach of contract. The Bank reserves the right to cancel the order in the event of delay in services and forfeit the Earnest Money Deposit.

19. **PERFORMANCE BANK GUARANTEE**

a) Successful bidder should produce an unconditional Performance Bank Guarantee from a Scheduled Bank (other than Bank of Baroda) equal to 10% of the total cost of the project and effective for the period of of 2 years from the date of work order. During the period of contract

20. The actual quantity of branches/offices to be audited may vary from the projected quantity as per the requirements of the Bank.

21. Any delay in completion of the work over the stipulated period will attract penalty of 1% of the contract value per day subject to maximum of 10% of the contract value .

22. Earnest Money Deposit of **10% ,** in the form of a demand draft/pay order issued by a scheduled commercial bank favoring **Bank of Baroda, payable at Dhamtari** must be submitted along with the Technical Offer. Offers not accompanied with Earnest Money Deposit of will not be accepted. This amount will be forfeited if, having been selected by the Bank for the job, the bidder refuses to accept work order or having accepted the work order, fails to carry out his obligations mentioned therein. Bank Guarantee in lieu of Earnest Money Deposit will not be accepted. No interest will be payable on the Earnest Money Deposit. The Earnest Money Deposit will be refunded to the unsuccessful bidders. The Earnest money paid by the successful bidder will be released only after completion of the contract period of two years.

23. **VALIDITY OF OFFER**

The offer should be valid for period of 90 days from the last date for submission of the offer.

24. **PAYMENT TERMS**

a. 100% OF THE PAYMENT SHALL BE RELEASED AFTER SUBMISSION OF ELECTRICAL AUDIT REPORT. NO ADVANCE WILL BE PAID.

25. **LOCATIONS TO BE COVERED**

The services will be required to be provided for our Dhamtari Region in all their offices and branches both existing and opened during two years from release of work order. The broad areas presently under the jurisdiction of our above Regions are detailed below. However, the individual/agency would be bound conduct electric audit in any place not covered in this list where the above Region/ Zone establish a Bank branch / Office during the validity of the contract.

Sr. No.	Branch	Region	Branch/office address

26. **SETTLEMENT OF DISPUTE:**

All disputes and differences of any kind whatsoever arising of or in connection with the contract whether during or after completion of contract shall be deemed to have arisen at ----------and only court in ---------shall have jurisdiction to determine the same.