

**THE HP STATE COOPERATIVE BANK LTD;
HEAD OFFICE, THE MALL,
SHIMLA-171001**

TENDER DOCUMENT

FOR

"Providing and fixing Pre-fabricated Portable Security / Guard Cabin at ACSTI Sangti, Summerhill, Shimla"

Sealed tenders are invited for "Providing and fixing Pre fabricated Portable Security Cabin / Guard Cabin at ACSTI Sangti, Summerhill". The Bids in this regard should reach in the office of Assistant General Manager, HP State Co-operative Bank, Head Office, The Mall, Shimla on or before 04.02.2026 up to 2:00 PM in clearly marked on the envelope **"Confidential: Tender for "Providing and fixing Pre fabricated Portable Security Cabin / Guard Cabin at ACSTI Sangti, Summerhill"**. The bids will be opened on the day following the last date of receipt of tender in the Bank's Head Office, The Mall, Shimla, in the presence of the bidders (if present) by the Committee constituted for the purpose. The application forms can be downloaded from the official website of hpscb.com and should be submitted along with all the required documents.

The Bank reserves the right to accept or reject any / all bids without assigning any reason at any stage.

Sd/-

General Manager

HP STATE CO-OPERATIVE BANK

TABLE OF CONTENTS

The General Manager, HP State Co-operative Bank invites sealed tenders rate in 2 cover system for under mentioned work from registered firms/contractors of HPPWD, HPJSV, CPWD, HIMUDA & BSNL etc. **having GST number** for the work.

Sr. No	Name of work	Estimated Amount	Period	EMD
1	Providing and fixing Pre fabricated Portable Security Cabin / Guard Cabin at ACSTI Sangti, Summerhill	Rs.2,44,200/-	1 months	Rs. 12,200/-

KEY DATES:

2	Date of Online Publication download start date	15.01.2026	10:00 AM
3	Date of Pre bid Meeting	22.01.2026	02:00 PM
4	Bid Submission start date	16.01.2026	11:30 AM
5	Bid Submission close date	04.02.2026	02:00 PM
6	Date of opening of Bids	05.02.2026	02:30 PM

Interested firms/contractors can submit the bid on or before the last date and time mentioned above. The tender must be accompanied with an earnest money of **Rs. 12,200/- (Rupees Twelve Thousand Two Hundred Only)** in the shape of DD duly pledged in the name of General Manager HP State Coop. Bank Ltd. The tender without earnest money or short or not in form specified above will be rejected straightway.

Sd/-

General Manager

HP STATE CO-OPERATIVE BANK

1. Request for sealed tenders

Sealed tenders are invited from registered firms/contractors of HPPWD, HPI&PH, CPWD, HIMUDA & BSNL etc. **having GST number** for "Providing and fixing Pre fabricated Portable Security Cabin / Guard Cabin at ACSTI Sangti, Summerhill".

2. Introduction

The Himachal Pradesh State Cooperative Bank Limited (HPSCB) is an Apex Scheduled State Cooperative Bank working since 1954. The HPSCB is one of the fastest growing Co-operative bank in India having 238 branches and 24 extension counters spread across six districts i.e. Chamba, Shimla, Mandi, Sirmour, Kinnaur and Bilaspur of the State. The HPSCB Ltd. offers a full range of financial products and services including deposit acceptance, loan disbursement, mobile and internet banking etc.

The bank mainly caters to the needs of the farmers directly by advancing loans under various schemes or through the Cooperative Societies viz. Primary Agricultural Cooperative Societies, District Federations, Tehsil Unions and Apex Cooperative Societies etc. Apart from this, the bank also caters to the needs of individuals and Government employees/Companies.

3. Instructions to the Bidders

3.1. General

- a) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the solution needed to meet the requirements.
- b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by The Himachal Pradesh State Cooperative Bank Ltd on the basis of this TENDER.
- c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of HPSCB Ltd. Any notification of preferred bidder status by The Himachal Pradesh State Cooperative Bank Ltd shall not give rise to any enforceable rights by the Bidder. HPSCB Ltd may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of HPSCB Ltd.
- d) This TENDER supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.
- e) The price charged for the services provided under the contract by the Bidder shall in no event exceed the lowest price at which the said Bidder provides the services of identical description to any person/organizations including Govt. agencies/PSUs/State Govt. / Central Govt.

3.2. Completeness of Response

- a) Bidders are advised to study all instructions, forms, terms, requirements and other information in the TENDER documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the TENDER document with full understanding of its implications.

- b) Failure to comply with the requirements of this paragraph may render the Proposal noncompliant and the Proposal may be rejected.

Bidders must:

- Include all documentation specified in this TENDER.
- Follow the format of this TENDER and respond to each element in the order as set out in this TENDER.
- Comply with all requirements as set out within this TENDER.

3.3. Pre-Bid Clarifications

- a) The queries should necessarily be submitted in the following format, three days before the date of Pre-bid meeting:

Sr. No	TENDER Document Reference Page Number	Content of TENDER requiring Clarification(s)	Points of clarification
1.			
2.			
3.			

- b) HPSCB Ltd shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications post the indicated date and time may not be entertained by the HPSCB Ltd.

3.4 Responses to Pre-Bid Queries and Issue of Corrigendum

- a) The Nodal Officer notified by the HPSCB Ltd will Endeavour to provide timely response to all queries. However, HPSCB Ltd makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does HPSCB Ltd undertake to answer all the queries that have been posed by the bidders.
- b) At any time prior to the last date for receipt of bids, HPSCB Ltd may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder} modify the TENDER Document by a corrigendum.
- c) The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the HPSCB Ltd website.
- d) Any such corrigendum shall be deemed to be incorporated into this TENDER.

In order to provide prospective Bidders reasonable time for taking the corrigendum into account, HPSCB Ltd may, at its discretion, extend the last date for the receipt of Proposals.

3.5 Tenure of the Contract

The purchase contract will be valid for one year with effect from signing of contract between HPSCB Ltd and selected bidder.

3.6 Key Requirements of the Bid

Right to Terminate the Process

- a) HPSCB Ltd may terminate the Tender process at any time and without assigning any reason. HPSCB Ltd makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b) This TENDER does not constitute an offer by HPSCB Ltd. The bidder's participation in this process may result HPSCB Ltd selecting the bidder to engage towards execution of the contract.

3.7 Tender Document Fees

TENDER can be downloaded free of cost from the Banks website.

3.8 Earnest Money Deposit (EMD)

- a) Bidders shall submit the EMD amount of **Rs. 12,200/- (Rupees Twelve Thousand Two Hundred Only)** in the form of a FDR issued by any branch of HPSCB duly pledged in the name of General Manager, HPSCB Ltd, payable at The Mall Shimla, and should be valid for 90 days from the date of publication of the tender notice.
- b) EMD of all unsuccessful bidders would be refunded by HPSCB Ltd within 1 month or on 30th day of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee or equivalent.
- c) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- d) The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.
- e) The EMD may be forfeited:
 - A modification or withdrawal of bid after the deadline of submission of bid (s) and during the validity of bid (s).
 - Refusal by the bidder (s) to accept an arithmetical error or otherwise appearing on the face of bid (s).
 - Failure on the part of the successful bidder to sign the contract in accordance with the terms and conditions stipulated in the tender documents.
 - Failure on the part of the successful bidder to deposit performance security.
 - Failure on the part of the successful bidder to execute the contract as per terms and conditions in the tender documents.
 - No interest shall be payable on the EMD amount
 - If the Bidder withdraws or amends its tender or impairs or derogate from the tender in any respect within the period of tender.
- f) The EMD should be enclosed with the technical bid.

3.9 Submission of Proposals

- a) The Response to Technical Bid and Financial Bid should be submitted in separate sealed envelopes super-scribed with TENDER subject, ref. no. and last date of receiving quotation. Both the sealed envelopes are to be put in a bigger cover which should also be sealed and super scribed in the same manner.
- b) Please Note that Rates should not be indicated in the Technical Bid but should only be indicated in the Commercial Bid.

3.10 Authentication of Bids

A Proposal should be accompanied by a power-of-attorney in the name of the signatory of the Proposal issued by the Contractor / Firm.

3.11 Preparation of Proposal

Proposal Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation in the TENDER process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by HPSCB Ltd to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. HPSCB Ltd will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

3.12. Language

The Proposal should be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English translation shall govern.

3.13 Consortium

No consortium, subletting or hiring services of other company/firm for execution of this job shall be allowed.

3.14 Evaluation Process

- a) HPSCB LTD shall constitute a Proposal Evaluation Committee to evaluate the responses of the bidders.
- b) The Proposal Evaluation Committee constituted by HPSCB Ltd shall evaluate the responses to the TENDER and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
- c) The decision of the Proposal Evaluation Committee in the evaluation of responses to the TENDER shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- d) The Proposal Evaluation Committee may recommend for rejection of any or all proposals on the basis of any deviations.
- e) Each of the responses shall be evaluated as per the criteria and requirements specified in this TENDER.

4. Tender Validity

The offer submitted by the Bidders should be valid for minimum period of 90 days from the date of submission of Tender.

4.1. Tender Evaluation

- a) Initial Bid scrutiny will be held and incomplete details as given below will be treated as nonresponsive, if Proposals:
 - Are not submitted in as specified in the TENDER document
 - Received without the Letter of Authorization (Power of Attorney)
 - Are found with suppression of details.
 - With incomplete information, subjective, conditional offers and partial offers submitted
 - Submitted without the documents requested in the checklist
 - Have non-compliance of any of the clauses stipulated in the TENDER
- With lesser validity period In case of rejection of bid, HPSCB Ltd shall notify the concerned bidder along with reasons of rejection.
- b) All responsive Bids will be considered for further processing as below. HPSCB Ltd will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a Committee according to the Evaluation process defined in this TENDER document. The decision of the Committee will be final in this regard.

4.2. Financial Bid Evaluation

- a) The Financial Bids of technically qualified bidders in technical evaluation criteria will be opened on the prescribed date.
- b) The bidder which has the lowest qualifying financial bid will be declared as L1 and may be considered.
- c) Errors & Rectification: If there is any discrepancy between words and figures in the financial bid, the amount in words will prevail.

5. Appointment of Successful Bidder

5.1. Award Criteria

HPSCB Ltd will award the Contract to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions and process outlined in this document.

5.2. Right to Accept Any Proposal and To Reject Any or All Proposal(s)

HPSCB Ltd reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for HPSCB Ltd action.

5.3. Notification of Award

Prior to the expiration of the validity period, HPSCB Ltd will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, HPSCB Ltd may like to request the bidders to extend the validity period of the bid.

The notification of award will constitute the formation of the contract. Upon the successful bidders furnishing of Performance Bank Guarantee, HPSCB Ltd will notify each unsuccessful bidder and return their EMD. The EMD of successful bidder shall be returned only after furnishing of Performance Bank Guarantee and signing of Contract.

5.4. Signing of Contract

After HPSCB Ltd notifies the successful bidder that its proposal has been accepted, HPSCB Ltd shall enter into a contract, incorporating all clauses and the proposal of the bidder between HPSCB Ltd and the successful bidder.

5.4.1. Extension of Service Level Contract:

The Bank reserves the right to extend the validity of contract in case it is needed so. However, it will be through mutual consent with the selected bidder and on the same rates and terms & conditions for a maximum of two years, one year at a time upon the satisfactory performance of the services.

5.6. Failure to Agree with the Terms and Conditions of the TENDER

Failure of the successful bidder to agree with the Terms & Conditions of the TENDER/proposal of the bidder shall constitute sufficient grounds for the annulment of the award, in which event HPSCB Ltd may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, HPSCB Ltd shall invoke the EMD of the selected bidder.

6. Scope of Work

Bidder is required to execute the work pertaining to "Providing and fixing Pre fabricated Portable Security Cabin / Guard Cabin at ACSTI Sangti, Summerhill" as per specifications mentioned in **Financial Bid**.

7. Eligibility Criteria

- (i) Bidder should be registered of HPPWD, CPWD, HPJSV etc. **having GST number** for the work.
- (ii) The firm/bidder/vendors must have the experience in the similar field with the Govt. Department / Institution at least three years. Relevant documents i.e. work order/ supply order and work completion order should be attached with Technical bid.
- (iii) The Firm/bidder should not be black listed or defaulter from any of Govt. Department / Institutions, a declaration in this regard should be attached with Technical bid, Any deviation/ violation if found later on will attract the forfeiture of EMD/performance security and legal action accordingly.

8. Time Period:

The successful bidder shall be able to complete the project within a period One months from the date of signing service level agreement. In case of failure to complete the task within the stipulated period, the period may be extended, if required, through mutual consultations.

9. Service Level Agreement

Successful bidder shall provide services as per SLA matrix, which defines maximum acceptable response as well as rectification time for resolving the problem.

10. Payment Terms:

1. The Payment shall be made on the completion of work as per measurement and subsequent calculation of quantities of the work carried-out. Tax at source as applicable shall be deducted from the rates quoted by the parties.

11. Governing Law and Disputes

All disputes or differences whatsoever arising between the parties out of or in relation to the construction, meaning and operation or effect of this tender document or breach thereof shall be settled amicably. If however the parties are not able to solve them amicably, in that event, the same shall be referred for arbitration under section 72,73 of the HP Cooperative Societies Act, 1968 (Act No 3 of 1969) to Registrar Cooperative Societies, HP for decision and his decision will be final and binding on the parties. The selected bidders will become B class nominal membership of the bank by depositing of Rs.500. The venue of the arbitration shall be Shimla.

12. Term and Conditions:

1. HPSCB Ltd will award the Contract to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions and process outlined in this document.
2. The Bidder to note that the rates quoted should be inclusive of **GST** with loading, unloading and transportation etc. i.e with F.O.R. delivery of required material in all leads and lifts. The rates shall be firm and final. Nothing extra shall be paid on any account.
3. The Bank retains the right to assign / not to assign any product or service even if it has called the rates for any service / product.
4. The bank will not make any payments over and above those as quoted in the tender document.
5. The contractor shall submit photocopies of Enlistment/Registration documents, valid GST registration certificate, PAN.
6. The enlistment of the contractors should be valid on the last date of submission of bids. In case the last date of opening of bid is extended, the enlistment of contractor should be valid on the original date of opening of tender.
7. Sample of all material to be used on work should be got approved from the Engineer-in-charge in advance before actual use on work and any or all of the material which are available as per Indian Standard in the market should confirm Bureau of Indian Standards.
8. Time allowed for carrying out the work will be 1 (One) month from the 3rd day after the date of issue of letter of award of work.
9. The site for the work shall be made available at the time of execution.
10. Money due to contractor in any other work or earnest-money of the previous call of the other work shall not be adjusted towards earnest money.
11. The envelope shall be super scribed with Name of work, Name of Bidder on it. In case the eligibility credentials are not found in order at any stage i.e. before award of work or during execution of the work or after completion of the work, the bidder will be debarred from tendering in Himachal Pradesh State Cooperative Bank for three years including any other action as deemed fit by the authorities of the Bank.
12. The tender in which rates are to be quoted should be properly bound and sealed. Loose/spiral bound submission shall be rejected out rightly. In case of any

- correction/addition/alteration/omission in tender document, the same shall be treated as non-responsive and shall be summarily rejected.
13. Every page of the tender shall be signed by the bidder with stamp (Seal) of his firm/organization and shall be submitted in the sealed envelope as a complete tender. Cutting and overwriting should be avoided, however, if any, shall be signed.
 14. Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the form and nature of the site, the means of the access to the site. The accommodation they may require and in general, shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The Bidder shall be responsible for arranging and maintaining at his own cost, all materials, tools & plants, access facilities for workers and on all other services required for executing the work unless otherwise specifically provided for in the tender/award. Submission of tender by a bidder implies that he has read this notice and all other documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of work.
 15. The competent authority on behalf of Bank does not bind himself to accept the lowest or any other tender, and reserves to him reject any or all the received tenders without assigning any reason. All tenders, in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the bidder, shall be summarily rejected.
 16. The competent authority on behalf of the Bank reserves with himself the right of accepting the whole or any part of the tender and the bidder shall be bound to perform the same at the rate quoted.
 17. Any item, if observed inexpedient for execution shall not be got executed. The work being of repair/renovation, quantities of execution may increase or decrease depending upon the requirement arising during actual execution and the same shall be paid proportionately to the rates quoted.
 18. Extra item, if any, if observed expedient for execution shall be executed only after obtaining approvals and as per direction of Engineer in Charge and shall be paid as per scheduled rates / prevailing market rates after ascertaining/analyzing the same and after the approval of the authority. No claim above the rate approved by the authority shall be entertained.
 19. The payment shall be made as per measurement and subsequent calculation of quantities of the carried-out work.
 20. Conditional tenders will not be entertained and shall summarily be rejected.
 21. **Performance Security:** Performance security will be obtained from the successful contractor on the award of the contract and which will be 5-10% of the value of the contract and should be in the shape of Demand Draft duly pledged in the name of General Manager HP State Co-operative Bank and may be refundable on the satisfaction of services certified by the concerned Committee. In case of any breach/non compliance of orders the same can be forfeited.

22. Alternative bids shall not be considered. Only one tender can be applied by the person/firms/bidder or in partnership. Failure to comply this condition will attract the cancellation of participation of concerned firm and forfeiture of EMD.
23. Bidders should submit technical and financial bids. The technical bid and the financial bid shall be sealed by the bidder in separate cover duly super-scribed. Cover-I contain all required technical documents along with EMD and Cover-II contain only financial bid. Both these sealed covers shall be put in a bigger cover which shall be sealed and duly super-scribed and captioned as, **"Providing and fixing Pre fabricated Portable Security Cabin / Guard Cabin at ACSTI Sangti, Summerhill"**.
- The **First Envelope** must contain the Technical proposal and must be super scribed in bold letters as **"TECHNICAL BID"**, and shall contain the documents as prescribed in the Check list for Technical Bid.
 - The **Second Envelope** must contain the Financial proposal in the prescribed Performa given at **annexure-1** (should be submitted in separate sealed cover not with the technical bid) duly filled in and must be super scribed in bold letters as **"FINANCIAL BID"**. Financial bids only of the technically acceptable offers shall be opened for further evaluation and ranking before awarding the contract. No conditional bid shall be accepted. Rate quoted should be inclusive of all taxes /charges including GST.
24. The firm/ bidder are required to attach copy of first page of Bank Pass Book /statement.
25. It is mandatory to attend the pre bid meeting and Interested firms/bidders etc, who are not able to attend pre bid meeting on admissible reasons can inspect the site on any working day between 10:00 AM to 5:00 PM before the closing date of tender and take participation in Tender.
26. **Dismantled Material Govt. Property:** The contractor shall treat all materials obtained during dismantling of a structure, excavation of the site for a work, etc. as Government's property and such materials shall be disposed off to the best advantage of Government according to the instructions issued by the Engineer-in-Charge.
27. **Work to be Executed in Accordance with Specifications, Drawings, Orders etc.:** The contractor shall execute the whole and every part of the work in the most substantial and workmanlike manner both as regards materials and otherwise in every respect in strict accordance with the specifications. The contractor shall comply with the provisions of the contract and with the care and diligence execute and maintain the works and provide all labour and materials, tools and plants including for measurements and supervision of all works, structural plans and other things of temporary or permanent nature required for such execution and maintenance in so far as the necessity for providing these, is specified or is reasonably inferred from the contract. The Contractor shall take full responsibility for adequacy, suitability and safety of all the works and methods of construction. Any deviation/ violation if found later on will attract the forfeiture of EMD/performance security and legal action accordingly.
28. **Deviations/ Variations Extent and Pricing:** The Bank shall have power (i) to make alteration in, omissions from, additions to, or substitutions for the original specifications, drawings, designs and instructions that may appear to be necessary or advisable during the progress of the work, and (ii) to omit a part of the works in case of non-availability of a portion of the site or for any other reasons and the contractor shall be bound to carry out the works in accordance with any instructions given to him by the Engineer-in-Charge and such alterations, omissions, additions or substitutions shall form part of the contract as

if originally provided therein and any altered, additional or substituted work which the contractor may be directed to do in the manner specified above as part of the works, shall be carried out by the contractor on the same conditions in all respects including price on which he agreed to do the main work except as hereafter provided.

29. **Action in case Work not done as per Specifications:** All works under or in course of execution or executed in pursuance of the contract, shall at all times be open and accessible to the inspection and supervision of the authorities of the Bank's and their authorized subordinates in charge of the work and all the officers, and the contractor shall, at all times, during the usual working hours and at all other times at which reasonable notice of the visit of such officers has been given to the contractor, either himself be present to receive orders and instructions or have a responsible agent duly accredited in writing, present for that purpose. Orders given to the Contractor's agent shall be considered to have the same force as if they had been given to the contractor himself. Any deviation/ violation if found later on will attract the forfeiture of EMD/performance security and legal action accordingly.
30. Contractor shall be Liable for any kind of damages, defects in building during execution of work at site.
31. **Hire of Plant & Machinery:** The contractor shall arrange at his own expense all tools, plant, machinery and equipment (hereinafter referred to as T&P) required for execution of the work
32. **Employment of Technical Staff and employees:** Contractor shall provide the Employment of Technical Staff and employees for the execution of work at site.
33. No time extension shall be given without any valid reason or major circumstances for successful bidder during execution of work at site for which bidder will be required to brought to the notice of Bank in writing within stipulated time, if the reasons stated are found genuine and reasonable. The decision of the Bank authorities in this regard would be final. If the same instructions are not followed, it will attract the forfeiture of EMD/performance security and other action accordingly

Sd/-
General Manager
HP STATE CO-OPERATIVE BANK

ANNEXURE-I**Detail of Technical Bid:-****PARTICULARS OF THE FIRM/BIDDER**

1. Name of the firms/Contractor: _____
2. Head/Regd. Office address: _____

3. Office Address: _____
4. Type of Organization: individual / Partnership / Incorporated
5. Copy of firms/ company's registration: _____
6. Amount of EMD deposited
 - a. DD Number: _____
 - b. Bank Detail: _____
 - c. Amount: _____
7. Period of validity of Tender: _____
8. Supporting documents in connection
With experience attached (yes/no)
10. Detail of supporting _____
Document enclosed: _____
11. Name and address of the
Authorized signatory/contact _____
Person for this Tender: _____
12. Whether letter of Authority for
Attending bid opening enclosed with
Tender: _____
13. _____ Whether _____ PAN _____ co
py attached (Yes/No) _____
14. GST certificates attached (Yes / No) _____

15. Copy of first page of Bank Pass book / statement (Yes / No): _____
16. Undertaking as per annexure --- (yes / no)

Annexure - II

Financial Proposal Template

To,
General Manager
The HP State Cooperative Bank Ltd
Head Office, The Mall Shimla-171001,

Dear Sir,

I/We hereby submit our price bid for "Providing and fixing Pre fabricated Portable Security Cabin / Guard Cabin at ACSTI Sangti, Summerhill".
Date:

Location:



THE HP STATE COOPERATIVE BANK LTD
HEAD OFFICE THE MALL
SHIMLA-1
Financial Bid

Name of work: "Providing and fixing Pre fabricated Portable Security Cabin / Guard Cabin at ACSTI Sangti, Summerhill".

SCHEDULE OF QUANTITY

SR. NO.	PARTICULARS	QTY	UNIT	Rate	AMOUNT
1	Providing and fixing prefabricated grooved security / guard cabin with all fitting including structure work of size 5' x8' and clear height 10' as per specification given below:	1	L/S		
(i)	50mm wall PUF Panel with PPGI Sheet both side				
(ii)	30/60mm roof PUF Panel with PPGI sheet both side				
(iii)	PPGI flagshings (Edge cover, U Channel, & corner)				
(iv)	PUF panel door (800x2000 mm - 1nos)				
(v)	Aluminum powder coated windows (750 x 750mm - 2 nos)				
(vi)	Hardware & Accessories				
(vii)	Electrical fitting includes 1 light, 1 fan provision & switch & socket.				
	Sub Total				
	Adding 18% GST				
	Grand Total				

Signature of Bidder

Annexure-III**Check list of Technical bid (Envelope –I)**

The technical bid should contain following documents (self attested) sealed in separate cover. The financial bid will be open only of those bidders who qualify the technical parameters based on the following documents. All the documents must contain in envelope –I

Sr. No.	Document required	Attached at page no.
1	EMD	
2	Copy of GST certificate	
3	Copy of PAN No.	
4	Copy of Registration with PWD/CPWD/HPJSV etc.	
5	Copy of Authorization	
6	Undertaking as per Terms & Condition	
7	Copy of Tender documents duly signed each page	
8	Copy of 1 st page of Bank passbook / Statement	
9	Undertaking regarding Annexure -IV	
10	Experience Certificates (Relevant Document)	

Note: All paper should be self attested.

Signature of Bidder

Annexure-IV

UNDERTAKING

I _____ (Name & address of the firm / Bidder) hereby declare that I have read the tender document thoroughly and understand the scope of work before quoting the rate of each items. I further declare that I have visited the site / sites as mentioned in the tender document before quoting the rates. I also declare that I will perform all the work up to the satisfaction of the authorities of the Bank and for any violation penalty can be imposed on me as per the term & conditions of Tender document and prevailing law.

Signature & Address of the Bidder