

REQUEST FOR PROPOSAL (RFP)

**EMPANELMENT OF AGENCY FOR SUPPLY, INSTALLATION,
COMMISSIONING AND MAINTENANCE OF DATA CABLING & POWER
CABLING WORK AT BRANCHES/OFFICES OF THE H.P. STATE
COOPERATIVE BANK LTD.**

**The H.P. State Cooperative Bank Ltd.
Head Office, No. 1 Bank Building, The Mall, Shimla, H.P.-171001**

Disclaimer

The information contained in this Request for Proposal (RFP) is provided to the Bidder(s) on the terms and conditions set out in this RFP document. The RFP document contains statements derived from information that is believed to be true and reliable at the date obtained but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with Bank in relation to the provision of requested goods/services. The RFP document is not a recommendation, offer or invitation to enter into a contract, agreement or any other arrangement, in respect of the purchases to be made/services requisitioned. The provision/purchase of the goods/services is subject to observance of selection process and appropriate documentation being agreed between the Bank and any successful Bidder as identified by the Bank, after completion of the selection process as detailed in this document. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorized officer(s) of The HP State Co-operative Bank Ltd. (hpscb) with the Bidder.

The purpose of this RFP is to provide the Bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each Bidder may require. Each Bidder should conduct their own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice. The HP State Co-operative Bank Ltd. (hpscb) makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. The HP State Co-operative Bank Ltd. (hpscb) may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

Notice Inviting Tender**For****Empanelment of Agency for Supply, Installation, Commissioning and Maintenance of Data Cabling & Power Cabling Work at Branches/Offices of the H.P. State Cooperative Bank Ltd.**

The Himachal Pradesh State Cooperative Bank Ltd. (hereinafter referred to as "HPSCB") invites sealed tenders from eligible service providers for Empanelment of Agency for Supply, Installation, Commissioning and Maintenance of Data Cabling & Power Cabling Work at Branches/Offices of the H.P. State Cooperative Bank Ltd.

The Bids in this regard should reach in the office of Assistant General Manager, Estate & Procurement Section, Head Office, The Mall Shimla on or before 16/03/2026 by 5:00 PM positively clearly super scribing on the envelope "**Confidential: Empanelment of Agency for Procurement, Installation, Commissioning and Maintenance of Data Cabling & Power Cabling Work at Branches/Offices of the H.P. State Cooperative Bank Ltd.**".

The Bids will be opened on 18/03/2026 at 11:00 AM in the Bank's Head Office, The Mall Shimla in the presence of the Bidders, who choose to be present.

The Bank reserves the right to accept or reject any/all Bids and also cancel the TENDER/RFP without assigning any reason at any stage. No correspondence in this regard shall be entertained. All the necessary details including general terms & conditions and formats have been provided on Bank's Website www.hpscb.bank.in

Sd/-

Assistant General Manager

Tender Time Schedule

Key Dates	
Date of Advertisement	21/02/2026
Date of Online Publication download start date	21/02/2026
Date of Pre-Bid meeting	02/03/2026
Bid submission start date	21/02/2026
Bid submission close date	16/03/2026
Date of opening of Bids	18/03/2026

All Prospective Service Providers can submit the Bid on or before the last date and time mentioned above. The TENDER/RFP must be accompanied with an Earnest Money Rs. 50,000/- (Rupees Fifty Thousand Only) in form of Demand Draft drawn in the favour of General Manager, The H.P. State Cooperative Bank Ltd. payable at Shimla. The TENDER/RFP without Earnest Money or short or not in form specified above will be rejected summarily.

Sd/-
Assistant General Manager

RFP/Tender Details

Tender Reference No. and Date	HO/ITP-1/21.02.2026
Tender/RFP for	Empanelment of Agency for Supply, Installation, Commissioning and Maintenance of Data Cabling & Power Cabling Work at Branches/Offices of the H.P. State Cooperative Bank Ltd.
Tender Document Fees	TENDER/RFP can be downloaded free of cost from the Banks website
Earnest Money	Rs. 50,000/- in form of Demand Draft drawn in the favour of General Manager, The H.P. State Cooperative Bank Ltd. payable at Shimla.
Contact Number	0177- 2656306, 2656825
Email	sps@hpsc.com

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1. Introduction

The Himachal Pradesh State Cooperative Bank Ltd. (herein referred to as "hpsc") is an Apex Scheduled State Cooperative Bank working since 1954. It is one of the fastest growing Banks in Himachal Pradesh having 238 branches and 24 Extension Counters spread across six districts of Himachal Pradesh namely Shimla, Mandi, Bilaspur, Sirmour, Kinnaur and Chamba. The "hpsc" offers a full range of financial products and services in Himachal Pradesh including deposit acceptance, loan disbursement, mobile and internet Banking etc.

2. Objective of RFP/Tender Document

The H.P. State Cooperative Bank Limited (herein referred to as "hpsc") invites proposals from experienced and eligible entities (hereinafter referred to as "Bidder" or "Vendor" or "Agency") for Empanelment of Agency for Supply, Installation, Commissioning and Maintenance of Data Cabling & Power Cabling Work at Branches/Offices of the "hpsc". The allocation of assignments/jobs will be at the sole discretion of the Bank. The aim of the RFP is to solicit proposals from qualified bidders for undertaking above detailed assignments. Interested eligible bidders may download the RFP from "hpsc" website www.hpsc.com.

3. Broad Scope of work

3.1 Supply, Installation, Commissioning and Maintenance of Data Cabling & Power Cabling Work at Branches/Offices of the "hpsc".

3.2 The General Terms and Conditions for execution of the work are given in Annexure-1.

4. Invitation of Tender Bids

- (a) This RFP is an invitation for bidder's responses. No contractual obligation on behalf of the Bank whatsoever shall arise from the RFP process unless and until a formal contract is signed & executed by duly authorized officers of the Bank and the successful bidder.
- (b) However, until a formal contract is prepared and executed, this offer together with Bank's written acceptance & notification of award shall constitute a binding contract with the successful bidder.
- (c) All information supplied by the bidders may be treated as contractually binding on the bidders, on successful award of the assignment by the Bank on the basis of this document.
- (d) This document supersedes and replaces any previous public documentation & communication and bidders should place no reliance on such communications.

5. Completeness of Response:

- (a) Before bidding, the service providers are requested to carefully examine the document and the terms and conditions specified therein. Submission of the bid shall be deemed to have been done after careful study and examination of the document with full understanding of its implications.
- (b) Bidders must include all documentation and follow the format specified in this document and respond to each element in the order as set out in this document.
- (c) Failure to comply with the requirements of this paragraph may render the proposal non compliant and the proposal may be rejected.

6. Tenure of Empanelment:

The empanelment of empanelled vendor is proposed to be for a period of three years from the date of award of contract/empanelment i.e. signing of Service Level Agreement between the "hpscb" and the selected bidder. This would be subject to satisfactory performance and periodical review, as desired by the "hpscb" from time to time. The "hpscb" reserves the right to de-empanel any empanelled vendor.

7. Pre-Bid Clarification:

- (a) The queries, if any, should necessarily be submitted in format **(Annexure-5)**, three days before the date of Pre-Bid meeting, through e-mail on sps@hpscb.com.
- (b) The "hpscb" shall not be responsible for ensuring that the bidder's queries have been received by them. Any request for clarifications post the indicated date and time may not be entertained by the Bank.

8. Responses to Pre-Bid Queries and issue of corrigendum:

- (a) The "hpscb" will endeavor to provide timely response to all queries received from the applicants, in response to this document. However, the "hpscb" makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does the "hpscb" undertake to answer all the queries that have been posted by the bidders.
- (b) At any time prior to the last date for receipt of bids, the "hpscb" may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder modify the document by a corrigendum.
- (c) The corrigendum (if any) & clarifications to the queries from all bidders will be posted on the Bank's website.
- (d) Any such corrigendum shall be deemed to be incorporated into this document.
- (e) In order to provide prospective bidders reasonable time for taking the corrigendum into account, the Bank may, at its discretion, extend the last date for the receipt of proposals.

9. Right to terminate the tender process

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

10. Earnest Money Deposit:

The bidder is required to deposit a demand draft of Rs. 50,000/- (Rupees Fifty Thousand only) drawn in the favor of General Manager, The H.P. State Cooperative Bank Ltd. payable at Shimla, as Earnest Money in a sealed envelope super scribing **'Earnest Money for Empanelment of Agency for Supply, Installation, Commissioning and Maintenance of Data Cabling and Power Cabling Work at Branches/Offices of the H.P. State Cooperative Bank Ltd.'**. Name of the bidder and detail of courier service including phone number be written on back side of the Demand Draft. The EMD should be enclosed with the Technical Bid. No interest will be paid on the Earnest Money by the Bank. Earnest Money deposited by the bidder(s) shall be forfeited in the following events, namely:-

- (a) A modification or withdrawal of this document after the deadline for submission

- of document and during the validity period;
- (b) Refusal by the tenderer to accept an arithmetical error or otherwise appearing on the face of this document;
- (c) Failure on the part of the successful bidder to sign the contract in accordance with the terms and conditions stipulated in this document;
- (d) Failure on the part of the successful bidders to provide performance security; and
- (e) Failure on the part of the successful bidders to execute the contract as per terms and conditions stipulated in the document.
- (f) If the bidder withdraws or amends its tender or impairs or derogate from the document in any respect within the period of TENDER.

11. **Submission of Proposals:**

The Bids should be submitted to:

**The Assistant General Manager,
Estate & Procurement Section
The HP State Cooperative Bank Ltd,
Bank Building No.1, Head Office,
The Mall Shimla-171001**

- (a) The bidders should submit proposals in two parts: -
 1. Technical Bid.
 2. Financial Bid.

All bids (Technical & Financial) must be submitted at the same time within the time period specified above. The Technical and Financial Bids shall be sealed by the bidder in separate cover duly super scribed. Cover-I shall contain all required technical documents along with EMD and Cover-II shall contain only Financial Bid. Both the sealed covers shall be put in a bigger cover which shall also be sealed and duly super scribed and captioned as "**Confidential: Bid for Empanelment of Agency for Supply, Installation, Commissioning and Maintenance of Data Cabling & Power Cabling Work at Branches/Offices of the H.P. State Cooperative Bank Ltd.**".

- (b) The **First Envelope** must contain the technical proposal in the prescribed proforma given at **Annexure-2** must be super scribed in bold letters as "**TECHNICAL BID**", and shall contain the documents as prescribed in the Check List for Technical Bid.
- (c) The **Second Envelope** must contain the financial proposal in the prescribed proforma given at **Annexure-3 & 4** (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.
- (d) Bidders/Agency quoting NIL rates/consideration shall be treated as unresponsive and will not be considered.
- (e) The agency/bidder is required to attach copy of first page of Bank Pass Book/statement.
- (f) **The Bidders shall submit separate bids for Power & Data Cabling.** The bidder shall submit only one bid each for Power & Data Cabling. If a bidder submits more than one bid, all such bids shall be disqualified and rejected.

12. 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 agency/Firm.

13. Language of the Bid:

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.

14. Consortium:

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

15. Evaluation Process:

- (a) The Bank shall constitute a Proposal Evaluation Committee to evaluate the responses of the bidders.
- (b) The Proposal Evaluation Committee constituted by the Bank shall evaluate the responses to this document requisite supporting documents / documentary evidence, may lead to rejection.
- (c) The decision of the Proposal Evaluation Committee in the evaluation of responses to this document 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 criterion and requirements specified in this document.

16. Tender Validity:

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

17. Tender Evaluation:

- (a) All the bids received shall first be scrutinized to identify unresponsive bids, if any. A bid may be declared as unresponsive and be ignored during evaluation, if the proposals:
 - The bid is not in the prescribed format or is unsigned or not signed as per the stipulations in this document.
 - The required EMD has not been provided.
 - The bid departs from the essential requirements specified in this document.
 - The bidder has quoted conditional bids/partial offers or more than one bid or alternative bids.
 - Non submission of requisite documents/declarations, as stipulated in this document.
 - Are found with incomplete information, subjective or suppression of details.
 - Received without the Letter of Authorization (Power of Attorney).
 - Have non-compliance of any of the clauses stipulated in this document.
- (b) Only substantively responsive Bids shall be considered for further evaluation as per evaluation process defined in this document. The Bank will prepare a list of responsive bidders, who comply with all the Terms and Conditions of this document. The decision of the Committee will be final in this regard.

- (c) After the opening of the technical bids, the same will be evaluated by Proposal Evaluation Committee. In case, the Committee decides to seek further information/clarification, the same shall be provided by the bidder.

18. 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.

19. Appointment of successful bidder:

(a) Award Criteria

The "hpsc" 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. In case, two or more agencies are found to have quoted the same rates, the Proposal Evaluation Committee shall decide the bidder to which the offer shall be granted based on the report of length of experience as mentioned in the submitted documents etc. The decision of the Proposal Evaluation Committee shall be final.

(b) Notification of Award:

The successful bidder will be notified by the "hpsc" in writing by a registered letter/mail or any other acknowledgeable method that his bid/proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, the "hpsc" 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 bidder furnishing the signed Service Level Agreement and Performance Security, each unsuccessful bidder will be promptly notified by the "hpsc", and their EMD/bid security shall be returned without any interest.

(c) Failure to Agree with the Terms and Conditions of the TENDER/RFP:

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

20. Performance Security Deposit:

The successful bidder shall have to deposit Rs. 1.00 lakh (Rupees One Lakh Only) as the performance security deposit within one week from the date of receipt of acceptance letter. The Earnest Money deposited earlier shall be adjusted in it. The amount will be refunded on completion of the contractual period successfully or after two months from the payment of last bill whichever is later. No interest will be paid on the performance security deposit by the Bank. The "hpsc" reserves the right to forfeit/en-cash the performance security on failure to provide satisfactory services/works.

21. Procedure for Empanelment:

- (a) Complete documents as requisitioned in this document, duly super scribed as **"Confidential: Bids for Empanelment of Agency for Supply, Installation, Commissioning and Maintenance of Data Cabling & Power Cabling Work at Branches/Offices of the H.P. State Cooperative Bank Ltd."** shall be submitted on or before 16/03/2026 up to 5:00 PM in the office of Assistant General Manager, Estate & Procurement Section, Head Office, The Mall Shimla-171001 (H.P.).
- (b) The entire submission of documents along with relevant support sheets of A4 Size should be properly spiral bound, each page duly serial numbered, and all the pages duly signed by the authorized signatory with company's seal. No loose/separate sheets will be accepted.
- (c) The Bids submitted by the agencies will be opened on (tentative) 18/03/2026 at 11:00 AM in the Head Office, The Mall Shimla. The bidders who wish to attend may be present at the venue.

22. Qualifying/Eligibility Criteria:

The following criteria must strictly be fulfilled by the bidder. The bidder must submit documentary evidence in support of their claim for fulfilling the criteria and they should submit an undertaking on their letter heads to the fairness of these documents while submitting the bid. An agency, not meeting any one of the following criteria shall be summarily rejected and shall not be considered for evaluation:

Sr. No.	Criteria	Supporting Documents
1.	The bidder should be an agency/firm/company registered as per appropriate laws with their full fledged working establishment/office in Himachal Pradesh, particularly in 6 Districts where Bank operates. The bidder must be a single entity only. Consortiums are not allowed.	<ul style="list-style-type: none"> ➤ Certificate of Incorporation /registration. ➤ Latest utility bill like electricity, telephone bill not more than 3 months old.
2.	The average annual financial turnover of the agency should not be less than Rs. 50 lakh per annum during the financial year 2022-23, 2023-24 and 2024-25 as per the annual report(audited balance sheet and Profit & Loss Account) duly authenticated by a Chartered Accountant. The turnover/net worth during these financial years should not be negative and also should have not eroded by more than 30% in the last 3 years.	<ul style="list-style-type: none"> ➤ Copy of Annual Turnover, as per the Income Tax Returns of last 3 years as shown in the audited Balance Sheet: 2022-23: 2023-24: 2024-25: Profit after Tax in last 3 years: 2022-23: 2023-24: 2024-25: ➤ The turnover certificate shall be duly signed & authenticated by the CA shall be attached.
3.	The bidder must be registered with the Indian Goods and Service Tax Department.	<ul style="list-style-type: none"> ➤ Copy of PAN Card and valid GST Certificate in the name of the agency.
4.	The bidders shall have reputed clients with	<ul style="list-style-type: none"> ➤ A list of clients duly

	state presence and currently empanelled with at least three establishments viz. State PSU/Departments/ Companies.	attested shall be attached.
5.	The bidder must have previously satisfactorily executed the work of Data Cabling and Power Cabling.	<ul style="list-style-type: none"> ➤ The bidders shall have to submit at-least three latest work/ supply / release order for a minimum of Rs. 10.00 lakh each from the clients and self certification that service / supply against said work /supply/release order has been satisfactorily executed. Satisfactory Performance Certificate by the client organization shall also be attached.
6.	The bidder should not be black listed or defaulter from any of Govt. Department / Institution. Any deviation/violation if found later on will attract the forfeiture of EMD/Performance Security and legal action accordingly.	<ul style="list-style-type: none"> ➤ A declaration in this regard should be attached with Technical Bid. ➤ The bidders shall be required to furnish details of litigation, if any, pending before any of the courts in Himachal Pradesh or elsewhere in which it/ he is a party.

23. Evaluation Criteria:

All the applications will be scrutinized to assess their eligibility based on the "Eligibility Criteria" as mentioned at Para 22. The offers not meeting the said criteria shall be summarily rejected.

24. Submission of TENDER/RFP:

The Bidders shall submit the requisite documents complete in all respect, duly supported by the relevant attachments mentioned and certificate duly signed by the Chartered Accountant & Authorized Signatory incorporating all the parameters mentioned in this document at various clauses.

25. Bills and Payment Terms:

- (a) The bill must be raised by the concerned agency for the complete release order as per approved rates. The payment of bills will be made on submission of Ink-signed copy of Tax invoice / Seller's bill.
- (b) The Bank reserves right to disallow a part or full payment against any bill, if any of the general or special condition, is violated.
- (c) The Bank reserve the right to deduct taxes/surcharges imposed by Govt./State Govt./Local Body and penalties imposed by the Bank, etc. which becomes due, directly from the bills submitted by the agency.
- (d) The rates quoted will be exclusive of GST/Taxes and will remain in force for during the tenure of agreement. If, the GST/Tax rates are subsequently revised, the payment shall be released after giving effect of such revised GST/ Taxes, accordingly.

- (e) 80% agreed payment shall be released after successful completion of work duly certified by the Branch Manager concerned. 20% payment shall be released after 3 months of the execution of said work and final report of BM concerned to effect that the work has been executed to the satisfaction.

26. Obligation of the Service Provider:

26.1 Standard of Performance: The Service Provider shall perform the services and carry out their obligations hereunder with all due diligence, efficiency, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Service Provider shall always act, in respect of any matter relating to this RFP or to the Services, as faithful advisers to the Purchaser, and shall at all times support and safeguard the Purchaser's legitimate interests in any dealings with third Parties.

26.2 Prohibition of Conflicting Activities: The Service Provider shall not engage, and shall cause their Personnel as well as and their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this RFP.

- a) The Service Provider shall keep safe, secure and confidential and protect from unauthorized access, loss or damage all demographic information, and all documents, data and information of any nature provided to the Service Provider for the discharge of services.
- b) The Service Provider shall not store, copy, publish, print, interfere, tamper with or manipulate the information/data received from HPSCB, other than required for discharge of services.
- c) The Service Provider shall not give access to the information or data collected and received from HPSCB in the course of discharge of services, to any person who is not authorized to handle the information or data. Information should only be given to authorized personnel and only used in the manner prescribed by the HPSCB.

26.3 General Confidentiality:

The Bidder must undertake that they shall hold in trust any information received by them, under the Contract/Agreement, and the strictest of confidence shall be maintained in respect of such Information. All the material sent to the printer shall be treated as confidential and should not be disclosed in any manner to any unauthorized person under any circumstances. The Bidder has also to agree:

- To maintain and use the Information only for the purposes of the Contract/Agreement and only as permitted by the Bank.
- To only make copies as specifically authorized by the prior written consent of the Bank and with the same confidential or proprietary notices as may be printed or displayed on the original.
- To restrict access and disclosure of Information to such of their employees, agents, strictly on a "need to know" basis, to maintain confidentiality of the Information disclosed to them in accordance with this Clause and to treat all Information as Confidential Information.
- The Selected Bidder shall be required to sign a Non-Disclosure clause with the Bank which will be included in the service level agreement to be executed.

27. 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 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 bidder shall have to take the "B class nominal membership" of the bank by depositing of Rs. 500/-. The venue of the arbitration shall be at Shimla.

28. Force Majeure:

Neither Party shall be responsible for any failure or delay in the performance of any of its obligations under this agreement, which were due to, any unforeseeable cause beyond the reasonable control of the party shall promptly inform the other of the existence of a Force Majeure Event " means any event due to any cause beyond the reasonable control of either party, including, without limitation, unavailability of any communication system, virus in processes, an endemic, epidemic, or pandemic, sabotage, fire, flood, explosion, acts of God, civil commotion, strikes or industrial action of any kind, riots, insurrection, war, acts of government which restrict the performance of any obligations under this agreement which restrict the performance of any obligations under this agreement.

29. Fraud and Corrupt Practices

The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the selection process. Notwithstanding anything to the contrary contained in this RFP, "hpscb" shall reject a proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the selection process. In such an event, "hpscb" shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Bidders Proposal.

For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

- "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of "hpscb" who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOI or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of "hpscb", shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging

in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of "hpscb" in relation to any matter concerning the Project;

- "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any persons participation or action in the Selection Process;
- "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by "hpscb" with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

30. Other Terms and Conditions:

- (a) The rates offered by the vendor shall be valid for 3 years. The empanelled firm shall claim GST in the bill as per actual rates applicable. The Bank will not make any payments over and above those as quoted in this document.
- (b) Conditional tenders will not be entertained and shall summarily be rejected.
- (c) Alternate bids shall not be considered. Only one tender can be applied by the person/agency/bidder or in partnership. Failure to comply this condition will attract the cancellation of participation of concerned agency and forfeiture of EMD.
- (d) Even after awarding the said contract, the Bank reserves the right to terminate the award of contract, if the services of contractor are not as per the required standard or specified quality. The entire expenses for TENDER/RFP will be recovered from the contractor who committed default and the work will be entrusted to another contractor.
- (e) No query shall be entertained after the last date mentioned for submission of TENDER/RFP quotations.
- (f) Any alteration, change, modification, deletion or omission in these conditions may be done by the mutual consent of the both the parties.
- (g) Every page of this document 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/RFP. Cutting and overwriting should be avoided, however, if any, shall be signed.
- (h) A Service Level Agreement (SLA) will be executed with the agency to whom the contract is awarded, outlining the scope of services to be provided and other terms and conditions.

Sd/-
Assistant General Manager

Annexure 1**GENERAL TERMS AND CONDITIONS**

1. The vendor shall have to execute the work in six districts viz. Kinnaur, Sirmour, Bilaspur, Mandi and Chamba falling under area of operation of the Bank.
2. The Vendor warrants that the products supplied under the Contract are new, unused, of the most recent or current model and they incorporate all recent improvements in design and / or features. The Vendor further warrants that all the Products supplied under this Contract shall have no defect, arising from design or from any act of omission of the Vendor that may develop under normal use of the supplied products in the conditions prevailing in India.
3. Warranty for Data/Power Cabling Components: On site comprehensive warranty for all the hardware components including free replacement of spares, parts, kits as and when necessary will be as per the manufacturers.
4. During the term of the contract, the VENDOR will maintain the equipment in perfect working order and condition and for this purpose will provide the following repairs and maintenance services:
 - (a) Qualified maintenance engineers totally familiar with the equipment shall perform all repairs and maintenance service described herein. The Vendor shall carry out minor repair work on the approved rates, if so required by the Bank.
 - (b) Free maintenance services during the period of warranty. Professionally qualified personnel who have expertise in the hardware and system software supplied by the vendor will provide these services.
 - (c) The Bidder shall rectify any defects, faults and failures in the equipment and shall repair/replace worn out or defective parts of the equipment during working hours on all working days. In case any defects, faults and failures in the equipment could not be repaired or rectified during the said period, the engineers of the VENDOR are required to accomplish their duties beyond the said schedules in case of any situation if it warrants. In case where unserviceable parts of the equipment need replacement, the VENDOR shall replace such parts, at no extra cost to the BANK, with brand new parts or those equivalent to new parts in performance.
 - (d) The maximum response time for a maintenance complaint from the site of installation (i.e. time required for Vendor's maintenance engineers to report to the installations after a request call is made or letter is written) shall not exceed 72 hours.
 - (e) The entire activity shall be completed within a period of 15 days from the date of issuance of order or the time specified by the Bank in the order, if any. Any defect or delay in completing the work shall attract penalty @Rs. 1000/- per day subject to maximum of Rs. 20000/- for one order.
 - (f) The VENDOR shall ensure that the full configuration of the equipment is available to the BANK in proper working condition viz. uptime of 95% of the time on a 24x7x365 basis.
 - (g) The VENDOR shall conduct Preventive Maintenance including but not limited to inspection, testing, satisfactory execution of all diagnostics procedures, and necessary repair of the equipments.

- (h) All engineering changes generally adopted hereafter by the VENDOR for equipment similar to that covered by this AGREEMENT, shall be made to the equipment at no cost to the Bank.
- (i) The Bank shall maintain a register at its site in which, the Bank's operator / supervisor shall record each event of failure and / or malfunction of the equipment. The VENDOR's engineer shall enter the details of the action taken in such register. Additionally every time a preventive or corrective maintenance is carried out, the VENDOR'S engineer shall make, effect in duplicate, a field call report which shall be signed by him and thereafter countersigned by the Bank's official. The original of the field call report shall be handed over to the Bank's official.
5. Any worn or defective parts withdrawn from the equipment and replaced by the VENDOR shall become the property of the VENDOR and the parts replacing the withdrawn parts shall become the property of Bank.
 6. The materials used should be strictly in accordance with the specifications mentioned in the Annexure-3 & 4. In case, it comes to the notice of the Bank that materials used is not as per specification, it reserve the right to cancel empanelment out rightly amount of EMD of empanelled agency/firm shall be forfeited besides canceling the empanelment.
 7. The VENDOR's maintenance personnel shall be given access to the equipment when necessary, for purpose of performing the repair and maintenance services indicated in this agreement.
 8. No term or provision thereof shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to or waiver of a breach by other, whether express or implied, shall not constitute a consent to or waiver of or excuse for another different or subsequent breach.
 9. On account of any negligence, commission or omission by the engineers of the VENDOR and if any loss or damage caused to the Equipment, the VENDOR shall indemnify/pay/reimburse the loss suffered by the BANK.
 10. The bidders shall provide e-mail and list of engineer/technical person with their contact number. The bidder shall also provide one specific contact number and e-mail for making complaints.

Annexure-2**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 opened only of those bidders who qualify the technical parameters based on the following documents. All the documents must contain in envelope-I.

Sr. No.	Documents required	Attached (Yes/No)
1.	Earnest Money Deposit (EMD)	
2.	Copy of GST Certificate	
3.	Copy of PAN	
4.	Details regarding permanent business address, complete networking in the country, audit accounts for the past three years, experience in the field of printing, as stipulated.	
5.	Self Declaration regarding not black listed from Govt. Department/Institution etc. and details of litigation, if any, as stipulated.	
6.	Copy of 1 st page of Bank Passbook/Statement	
7.	Experience Certificates, as required (relevant documents)	
8.	Copy of Annual Turnover, as per the Income Tax Returns of last 3 years as shown in the audited Balance Sheet: 2022-23: 2023-24: 2024-25: Profit after Tax in last 3 years: 2022-23: 2023-24: 2024-25	
9.	Copy of Latest utility bills, as required.	
10.	Duly attested list of reputed clients with state presence and currently empanelled with at least three establishments viz. State PSU/Departments/ Companies.	
11.	At-least three latest work/supply/release orders from the clients and self certification that service/supply against said work/supply/release order have been satisfactorily executed. Satisfactory Performance Certificate by the client organization.	
12.	Copy of Tender/RFP documents duly signed each page with stamp/seal of agency/firm.	
13.	Power-of-attorney in the name of the signatory of the Proposal issued by the agency/Firm, as stipulated.	

14.	Certificate duly signed by Authorized Signatory regarding correctness of the information, as stipulated.	
15.	Details as required under Annexure-1	
16.	Details as required under Annexure-2	
17.	Details as required under Annexure-3	
18.	Details as required under Annexure-4	
19.	Details as required under Annexure-5	
20.	Details as required under Annexure-6	
21.	Details as required under Annexure-7	

Note: All the papers should be self attested.

Date:
Place:

**Signature of Authorised Signatory
(Name of Company/Firm/Agency)**

Seal of Company/Firm/Agency

Annexure-3 (Sheet-1)

Financial Proposal Template-Data Cabling (Envelope –II)

The bidders shall be required to quote the rates of following items (additional sheets may be added).

S. No.	Item	Specification	Standard Reference	Notes	Base rates	Applicable GST	Total Cost
1	Applicable Standards	IS/IEC 11801 (Generic Cabling)	BIS adoption of ISO/IEC 11801	Mandatory			
		TIA-568.2-D (Twisted Pair Cabling)	International	Industry best practice			
		IS 3043(Earthing)	BIS	For racks and bonding			
		TIA-606-C (Labelling)	International	For labelling/admin			
2	Cabling Category	Cat6/Cat6A UTP	IS/IEC 11801 Class E/EA	As per project			
3	Cable Conductor	23/24 AWG Solid Bare Copper	TIA-568.2-D	No CCA allowed			
4	Cable Sheath	LSZH/FRLS	Local Fire Norms	As required			
5	Frequency	Cat6:250 MHz Cat6A:500 MHz	IS/IEC				
6	Horizontal Cabling Length	90m Permanent+10 m Patch	IS/IEC 11801	Max allowed			
7	Patch Panel	24-Port Modular, Cat6/Cat6A	TIA-568.2-D	With rear management			
8	Information outlets	RJ45, Shuttered, Cat6/Cat6A	TIA-568.2-D	One per data point.			
9	Patch Cords	Factory-terminated Cat6/Cat6A	TIA-568.2-D	Length:1/2/3 m			
10	Network Rack	12U/24U/42U, 600 mm depth	IS 3043 (earthing)	Lockable doors			
11	Rack accessories	PDU, Cable Managers, Fan Tray	OEM	Mandatory			
12	Pathways	GI Trays/FRLS PVC Conduits	TIA-569-E	Separate from power			
13	Separation from Power	300 mm minimum	IS/IEC 60364	To reduce EMI			
14	Bend Radius	≥4x Cable Diameter	IS/IEC 11801				
15	Pulling Force	As per OEM limits	Manufacturer	No kinks allowed			
16	Earthing & Bonding	Rack, Trays bonded	IS 3043/TIA-607-D				
17	Testing	Level-III/VI Field Tester	ISO/IEC 11801	Full Test Report			
18	Mandatory Tests	Wiremap, NEXT,RL,IL,ACR-N/F	ISO/IEC Test Parameters	Digital proof			
19	Documentation	As built drawings, labels	TIA-606-C	Excel +PDF			
20	Warranty	25 year system warranty	OEM	Structured Cabling end-to end.			

Annexure-4 (Sheet-1)

Financial Proposal Template-Power Cabling (Envelope –II)

The bidders shall be required to quote the rates of following items (additional sheets may be added).

S. No.	Description	Make	Base Rate	Applicable GST	Total Cost
SUB HEAD 1: Computer Points & Distribution					
1.	Supply all material, storing, handling, fixing and laying of 2x15 Sq. mm of PVC insulated and fixing of cable on wall with suitable size of clamps/saddles or laid in floor/recess wall including cutting of wall/floor and making good the damages etc. for computer points in suitable size of MODULAR box fabricated with MS sheet/PVC including providing MODULAR TPE 3 nos. 5 amps 3 pin sockets controlled by 1 no 5A MODULAR switch AND indicator etc complete as required. Note: Only two computer points are to be provided on one circuit.	Havells			
2.	As per item 1 above but with 2 Nos. 15A 5-pin socket controlled by 1 no 15A switch and indicator with wire 2x2.5 mm PVC insulated.	Havells			
3.	As per item1 above for air conditioning points complete with Supply installation testing and commissioning of 3 pin 20/25 A3 pin metal clad industrial type plug and socket arrangement with plug top, cap and chain controlled by 1 no 32A SP MCB.	Havells (with 2x2.5 mm2			
	-do-	Havells (with 2x4 mm2			
4.	Providing and laying following sizes of PVC insulated copper conductor cable of 1100 V in flexible/PVC conduit pipe with accessories such as glands bends etc (as per requirement) including making necessary interconnection etc. complete as required. a) 2x65 Sq. mm with 1 no suitable insulated earth wire.	Havells			
5.	Supply, installation, testing and commissioning of factory fabricated distribution board rust inhibited powder coated sheet fabricated comprising of incoming and outgoing isolator & MCBs neutral link or neutral bus, top and bottom detachable entry earthing bolts interconnection and grouting bolts etc complete as required as per details below: a) Sway SPN MCBDB Double Door in recessed wall including cutting of wall and making good the damages comprising 1 no 63A DP Isolator and 6 Nos. 6/10A MCBs complete as required. 12 way SPN MCBDB Double Door comprising 1 no 63A isolator and 10 Nos. 6/10A MCBs	Havells			
6.	Supply, installation, testing and commissioning of: a)3pin 20/25A industrial type plug and socket arrangement with plug top, cap and chain with 1 no 20/25 A SP MCB for UPS.	Havells			
7.	Providing and fixing of suitable size MS box fabricated with 16G MS sheet either in recess wall or on surface to				

	accommodate dedicated earth from earth electrode and further distribution of earth to computer points including providing of 5mm Bakelite on base connector strip and painting of box etc as required.				
8.	Providing and fixing the following switch on suitable size of MS base and angle iron frame of suitable size and strength for installation on wall/floor including grouting of frame & painting etc. compete as required.	3'x2.5' size			
	1 no 2 pole Amps capacity changeover switch				
	EARTHING				
1.	a) Supply and fix copper plate earth station with 600x600x3 mm copper plate including fixing of 8 SWG Copper earth wire in the recess for loop earthing etc. as required and all accessories such as watering pipe and funnel and providing masonry enclosure at top with cover plate i.e. excavation of pit, supplying and filling of salt charcoal, refilling of pit etc. complete as required as per IS 3043-1987. The voltage between neutral and earth must be below 1V				
Note: Conduit should be Diplast or Finolex make only.					

Date:
Place:

Signature of Authorised Signatory
(Name of Company/Firm/Agency)

Seal of Company/Firm/Agency

Annexure-5**Pre-Bid Queries Form:**

Sr. No.	Clause No. and Page No.	Content of TENDER/RFP requiring clarification(s)	Points of clarification
1.			
2.			
3.			



Annexure-6

CERTIFICATE OF ACCEPTANCE

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

Date:

Place:

**Signature of Authorised Signatory
(Name of Company/Firm/Agency)**

Seal of Company/Firm/Agency

Annexure-7**Undertaking of Authenticity**

With reference to the Data Cabling and Power Cabling charges being quoted to you vide our Quotation No: _____ dated _____, we hereby confirm that all the components /parts /assembly etc. used in Data/Power Cabling to be supplied shall be original new components/ parts/assembly/ from respective OEMs of the products and that no refurbished/ duplicate / second hand components/parts/assembly/ shall be supplied or shall be used. We also undertake to produce certificate from the Original Equipment Manufacturers (if required by you) in support of the above statement at the time of delivery/installation.

In case of default and the Bank finds that the above conditions are not complied with, the vendor must take back the equipment/ components supplied and return the money to Bank which is paid to you, in full within seven days of intimation of the same by the Bank, without demur or any reference to a third party and without prejudice to any remedies the Bank may deem fit.

We also take full responsibility of both parts & Service SLA as per the content even if there is any defect by our authorised supplier/Reseller etc.

Date:
Place:

**Signature of Authorised Signatory
(Name of Company/Firm/Agency)**

Seal of Company/Firm/Agency