



The Ahmedabad District Co-operative Bank Ltd  
Near Gandhi Bridge, Opp. Income Tax Office,  
Ahmedabad-380014  
Email: [info@adcbank.coop](mailto:info@adcbank.coop)  
GSTIN:24AAAAT1067D1ZY

Date: 25/04/2025

**Tender No. ADC/Gift Article/2025-26/019**

Dear Sir/Madam,

On behalf of the Ahmedabad District Co-op Bank Ltd. (Hereinafter referred as ADC Bank), Tenders are invited technical bid for select Gift Article for Sabhasad.

**No manual bids will be accepted.** All tender documents of bids should be submitted in **N-procure e-portal** <https://tender.nprocure.com> through Custom Based Bid

**Details of the activity**

S. N.	Information	Details
1.	Date of Publication	25/04/2025 12:00 pm
2.	Download date	25/04/2025 12:00 pm
3.	Bid submission start date	25/04/2025 12:00 pm
4.	Pre-Bid Meeting Date & time	28/04/2025 02:00 pm
5.	Pre-Bid Meeting Venue	Head Office, The Ahmedabad District Coop. Bank Ltd, 1st Floor Estate Department, "Nr Gandhi bridge, Opp Income tax office, Ahmedabad – 380014, Gujarat.
6.	Bid Submission End date & time	03/05/2025 01:00 pm
7.	Bid Opening Date & Time	03/05/2025 01:30 pm
8.	Document fee (Non-Refundable)	Rs.2,000/- (INR Two Thousand Only) + 18% GST (2,000/- + 360/- = <b>2,360/-</b> ) to be deposited in the Bank Account mentioned below by or before the last date and time of submission of tender. Scanned copy of receipt is to be uploaded on e-procurement site along with the bid. Bids without tender fee will be rejected.  Bank: The Ahmedabad District Co Operative Bank Ltd Account Name: Sundry Creditors Account No: 95092005551 IFSC: GSCB0ADC001
9.	The Proposal should be filled in by the Bidder in English language only.	
10.	The bidder should suggest quote price in Indian Rupees only. The offered price must be as per the Price Bid mentioned in the RFP.	
11.	No Consortium is allowed.	
12.	Proposals/ Bids must remain valid for 365 days from the date of opening of Commercial Bid.	

**GUIDELINES FOR TENDER SUBMISSION IN N-procure <https://tender.nprocure.com> PORTAL THROUGH  
CUSTOM CATALOGUE BASED BID**

Bidders are requested to go through the [www.adcbank.coop](http://www.adcbank.coop) or <https://tender.nprocure.com> Handbook for instructions, preparation of bids and submission of bid.

**General instructions to the Bidders:**

The tenders will be received online in <https://tender.nprocure.com> portal through BOQ Based Bid. In the Technical Bids, the bidders are required to upload all the documents in single pdf file.

**Assistance to Bidders:**

Any queries relating to the process of BOQ Based Bid submission or queries related to <https://tender.nprocure.com> Portal, contact the below mentioned

Email: [info@adcbank.coop](mailto:info@adcbank.coop)

## TERMS AND CONDITIONS OF TENDER

1	<p><b>Marking on Technical Bid</b></p> <p>i. The pre-qualification criteria, technical specification of the item for this tender is given in <b>Annexure A</b>. The Bidders shall go through the pre-qualification criteria, technical specification and submit the technical bid in the proforma given in <b>Annexure A</b> in the tender document along with the supporting documents.</p> <p>ii. The Technical bid should be submitted in <b>pdf format only</b> through <a href="https://tender.nprocure.com">https://tender.nprocure.com</a> <b>only. No manual submission of bid will be entertained.</b></p> <p>iii. The technical bid should have the page-wise <b>heading as “Technical Bid” and page no.</b> in all pages with seal and signature of authorized signatory. The total no. of pages should be mentioned at the last page of the documents.</p> <p>iv. The technical bid should consist of</p> <ol style="list-style-type: none"> <li>Document proof for Tender Fee payment.</li> <li>Technical Compliance sheet as per proforma given in Annexure-A.</li> <li>Document proof for pre-qualification criteria, technical details along with catalogue/ brochure and other technical, commercial terms and conditions.</li> </ol>
2	<p><b>Preparation of Tender:</b></p> <ul style="list-style-type: none"> <li>The bids should be submitted through online only.</li> <li>The bidder has to submit the tender document duly signed on all pages by an authorized person and his/ her full name and status shall be indicated below the signature along with official seal/ stamp of the firm. Submission of wrong/ forged information/ document will be liable to legal action, and rejection of the bid submitted by the firm.</li> <li>The bids of the agency/ firm/ company not in possession of valid statutory license/ registrations are liable for rejection.</li> <li>If any relative of the bidder is an employee of the ADC Bank, the name, designation and relationship of such employee shall be intimated to the ADC Bank in writing while submitting the bid.</li> <li>No bidder will be allowed to withdraw/ alter/ modify the bid during the bid validity period.</li> </ul>
3	<p><b>Signing of Tender:</b></p> <p>The bid is liable to be rejected if complete information is not given therein or if the particulars asked for in the schedule to the tender are not fully filled in or not duly signed/ authenticated.. <b>Each page of the bids shall be duly signed with the official seal of the Bidders.</b></p> <p>If the bid is submitted by a firm in partnership, it shall be signed (with seal) by all the partners of the firm above their full typewritten names and current addresses. Alternatively it shall be signed by a partner holding power of attorney for the firm in which case a certified copy of the power of attorney shall accompany the bid. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the bid.</p> <p>If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the bid, in which case a certified copy of the power of attorney shall accompany the bid. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The bidder shall also furnish a copy of the Memorandum of Articles of association duly attested by a Notary Public.</p>
4	<p><b>Period for which the offer will remain open:</b></p> <p>The bids shall remain valid for acceptance/ validity till : <b>90 days from the date of opening of the tender.</b></p>
5	<p><b>Bidder shall submit along with this Bid:</b></p> <p>Name and full address of the Bidder. PAN, GST and Valid shops &amp; establishment (Gumasta Dhara/ Incorporation) registration (Necessary document proof should be attached).</p>
6	<p>Purpose of the bid is only selection of Gift Article.</p>
7	<p><b>Jurisdiction :</b></p> <p>All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction of the courts in Ahmedabad under the jurisdiction of High Court of Gujarat.</p>

8	<p><b>Dispute Settlement:</b></p> <ul style="list-style-type: none"> <li>It is mutually agreed that all differences and disputes arising out of or in connection with this agreement shall be settled by mutual discussions and negotiations. If such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the Chief Executive Officer of ADC Bank whose decision shall be final and binding on both the parties.</li> <li>It is also agreed that in case of any disagreements/ disputes in connection with the Arbitrator's award, the same shall be settled under the Court of Law with its jurisdiction at Ahmedabad, Gujarat. The resultant contract will be interpreted under Indian Laws.</li> </ul>
9	<p><b>Right of The ADC Bank</b></p> <ul style="list-style-type: none"> <li>The Chief Executive Officer of ADC Bank reserves right to withdraw/ relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.</li> <li>The Chief Executive Officer of ADC Bank reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his decision shall be final and binding on the tenderer.</li> <li>The Chief Executive Officer of ADC Bank reserves the right to suitably increase/ reduce the scope of supply put to this tender. In case of any ambiguity in the interpretation of any of the clauses in tender document interpretation of the clauses by the ADC Bank shall be final and binding on all parties.</li> </ul>
10	The bidder shall certify that the tender document submitted by him/ her are of the same replica of the tender document as published by The ADC Bank and no corrections, additions and alterations made to the same. If any deviation is found in the same at any stage and date, the bid will be rejected/terminated and actions will be initiated as per the terms and conditions of the contract.
	The bidder shall study the Technical Bid in detail as given in <b>Annexure-A</b> before submitting the bid.
11	<p><b>Number of Bids and their Submission:</b> The bidders should submit the bids as detailed below:</p> <p><b>Technical Bid:</b> The technical bid should consist of Pre-qualification Criteria, Bidder Eligibility Criteria and Technical Specification compliance sheet (proforma is given in Annexure-A).</p> <p>The bidder should go through the Pre-Qualification Criteria, Bidder Eligibility Criteria and Technical Specification given in Annexure-A of the tender document, understand the requirement of ADC Bank and submit their technical bid along with all relevant document proof.</p>
12	The ADC Bank reserves the right to carry out the negotiation process through its evaluation committee with vendor to ensure about gift article before final recommendation to the Competent Authority.
13	<p><b>Selection of successful Article for Purchase</b></p> <p>The bidder should submit a sample for observation before final selection of gift article.</p>
14	It is an online tender through N-procure <a href="https://tender.nprocure.com">https://tender.nprocure.com</a> portal, the opening of the bids may be checked by using the respective logins of the bidders.
15	The pre-bid meeting will be conducted at ADC Bank Head Office Ahmedabad at <b>28/04/2025 02:00 pm</b> . Bidders can also submit their queries and doubts to the email id: <a href="mailto:info@adcbank.coop">info@adcbank.coop</a> on or before <b>28/04/2025 02:00 pm</b> . Clarification to the queries and doubts raised by the bidders will be issued as a corrigendum/ addendum in the nprocure portal and Bank's Website ( <a href="http://www.adcbank.coop">www.adcbank.coop</a> ). For the bidders, submitting bids on downloaded tender documents, it is 'bidders' responsibility to check for any amendment/ corrigendum on the website of The ADC Bank or check for the same nprocure Portal before submitting their duly completed bids. <b>After the pre-bid meeting, queries/ clarification if any will not be considered.</b>

Sd/-  
Chief Executive Officer

## **SCHEDULE OF TENDER**

### **1. Selection of Gift Article for Sabhasad.**

Tender No. ADC/Gift Article/2025-26/019

Name of Organization	The Ahmedabad district Co-op Bank Ltd. (Also referred as The ADC Bank)
Tender Type	Open
Tender Category	Goods (Price of Gift Article must be under Value of Rs.3,000/- with GST)
Type of Contract	Supply
Name of the Tender	Procurement of Gift Article for Sabhasad
Source of Fund	The ADC Bank
Date of Issue/Publishing	<b>25/04/2025 12:00 pm</b>
Document Download Start Date	<b>25/04/2025 12:00 pm</b>
Pre-Bidding Meeting Date	<b>28/04/2025 02:00 pm</b>
Document Download End Date	<b>03/05/2025 01:00 pm</b>
Last Date and Time for Uploading of Bids	<b>03/05/2025 01:00 pm</b>
Date and Time of Technical Bid Opening	<b>03/05/2025 01:30 pm</b>
No. of Cover	1
Bid Validity days	<b>90 Days</b>
Address for Communication	The Chief Executive Officer The Ahmedabad District Co-operative Bank Ltd, Near Gandhi Bridge, Opp. Income Tax Office, Ahmedabad-380014
Email Address	<a href="mailto:info@adcbank.coop">info@adcbank.coop</a>

**TECHNICAL BID****I. Selection of Gift Article for Sabhasad.**

Tender No. ADC/Gift Article/2025-26/019

Pre-Qualification and Bidder Eligibility Criteria

- Neither the tender participating firm nor any of its partner has been blacklisted/ debarred/ involved/ convicted in any criminal case/ economic offence nor any criminal case/ economic offence is pending against firm or any partner of the firm before any Court of Law/ Police. A self-declaration format given in **Annexure –B**.
- The bidder should have GST, PAN and Valid shops & establishment (Gumasta Dhara/ Incorporation) registration (Necessary document proof should be attached).
- Bidders Regional territory must be Ahmedabad & Gujarat
- Company / Distributor's service center must be located in Ahmedabad.
- Replacement should be complaint in 24 hours.
- Bidder can offer for any number of articles in one bid.
- Each article's value must be upto Rs.3,000/- including GST.
- Bidder can use table II-Technical Specification for offered multiple Gift Article.
- Bank can decide / procure one or more than one Gift Articles, whose total value is upto Rs.3,000/-.
- It is compulsory to provide Brochure.**
- The bidder should submit a sample for observation before final selection of gift article.**
- The Bidder shall bear all transportation cost to submit samples.**

**II. Technical Specification for Gift Article for Sabhasad.**

Sr.No.	Item Name	Name of Manufacturer Company	Rate Per Unit with GST
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**III. Sample Submission.**

Sample Submission of Gift Article for Sabhasad	<p>The bidder should submit a sample for the Gift Article for Sabhasad which is offered by bidder in bid on or before the due date <b>03/05/2025 01:00 pm</b> at the address given below. The samples should be submitted free of charge and collected back at the supplier's expense at a later date. <b>If the bidder quotes the item without samples, then that bid will be summarily rejected.</b></p> <p>The Chief Executive Officer The Ahmedabad District Cooperative Bank Ltd, "Nr Gandhi bridge corner, Opp. Incometax Office Ashram road Ahmedabad-380014</p>
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The proof attached should be included and page number of the attached proof should be clearly mentioned in the Technical Bid format.

Sd/-  
Chief Executive Officer

Tender acceptance letter & Price bid undertaking (To be given on Company Letter Head)

Date:

To,  
The Chief Executive Officer,  
The Ahmedabad Dist. Co-operative Bank Ltd,  
Gandhi Bridge Corner,  
Opp. Income Tax Office,  
Ashram Road,  
Ahmedabad – 380014,

Sub: Acceptance of Terms and Conditions of Tender under taking.

Tender Notification No. ADC/Gift Article/2025-26/019

Dear Sir,

I ..... S/o .....

R/o ..... police station ..... District ..... Director

/ partner/ sole proprietor (Strike out whichever is not applicable) of .....

..... (Firm or Company) do hereby declare and solemnly affirm :

- I. That the Firm ..... has not been Blacklisted or declared insolvent by any of the Union or State Government / Organization.
- II. That none of the individual / firm / Company Blacklisted or any partners or shareholder thereof has any connection directly or indirectly with or has any subsistence interest in the deponent business / firm company.
- III. That neither the Firm nor any of its partner has been involved / convicted in any criminal case / economic offence nor any criminal case / economic offence is pending against firm or any partner of the Firm before any Court of Law / Police.

Place:

Date:

Signature of the Tenderer

Name & Address of the

Tenderer with Office Stamp

Tender No. ADC/Gift Article/2025-26/019

Dated:

**PARTICULARS OF BIDDER (On Letter Head)**

1	Name of the Bidder and Profile	
2	Type of entity – proprietorship firm/ partnership firm/ or pvt. ltd. Company	
3	Address of the company/firm	
4	Telephone No.	
5	Fax No.	
6	Mobile No.	
7	Email id -	
8	Name of the contact person	
9	Telephone no. / Mobile no of contact person	
10	<b>Legal certificates to be enclosed and details in this regard to be provided</b>	
	PAN details	
	GST registration details	
	Valid shops & establishment (Gumasta Dhara / Incorporation)registration details	
11	Whether any employee of the ADC Bank is on your board or shareholder in contractor's entity/firm	YES/NO, If Yes, please provide details
12	Has any of your director/ partner/ entrepreneur ever been convicted under any law	YES/NO, If Yes, please provide details

**Note: Please attach necessary support documents****DECLARATION**

I/We hereby certify that information furnished above is true and correct to the best of my/our knowledge and belief. I/We understand that if any deviation/mis-statement is found in the abovestatement at any stage, I/We shall be blacklisted and will not have any dealings with the Bank infuture.

I hereby confirm that I am authorized to sign the Tender Document.

Date:

Place:

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



**(DULY STAMPED ON 300 RS STAMP PAPER/E-STAMPING)**

**DECLARATION**

- 1) I, ..... Son/ Daughter of  
Mr. .... Proprietor/ Partner/ CEO/ MD/ Director/  
Authorized Signatory of M/s. .... am competent  
to sign this declaration and execute this tender document.
- 2) I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
- 3) The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
- 4) I/we am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
- 5) Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

Authorized Signatory (Seal of the Company)

**List of Clients**

(From whom works of supply of NSMs completed in the last three years)

Sr.No.	Details	Name of client	Name of client	Name of client
01	Complete postal address, fax and telephone numbers			
02	Name of the Bank, Location and address			
03	No. of Machines supplied			
04	Capacity of each machine			
05	Value of work			
06	Date of award of work			
07	Date of completion of work (Copies of Certificates)			
08	Delay if any, in completing the work			

**(Add more columns in case of more than 3 clients.)**

## ANNEXURE-F

Sr. No.	Details of required documents [Pre-Qualification Criteria(PQC)]	Page No
1	Tenderer Company Name and Profile	
2	Firm/Limited Company/Agency/Proprietorship/Partnership Firm/L.L.P etc.(registered for supply Gift Article.	
3	Tenderer's Registered Office in Ahmedabad/Gandhinagar (Address Proof)	
4	Shop Establishment License / Incorporation Certificate / Registration details - should be minimum 03 (three) years or more	
5	PAN No. Details	
6	GST No. Details	
7	Whether the Vendor is the manufacturer of authorized dealer (Submit your item List with manufacturer name on letter pad.)	
9	Notarized Affidavit on the stamp paper of Rs.300/-(As per format mentioned in Annexure-D)	
10	Annexure A, Annexure B, Annexure C, Annexure E, & Annexure F	
11	<b>Annual turnover at least Rs.1 crore</b> (during Last three financial years i.e. F.Y. 2021-22, 2022-23 & 2023-24) details.	
	a) Balance Sheet – (F.Y. 2021-22, 2022-23 & 2023-24) with sign & seal	
	b) C.A Certificate for annual turnover	
13	Submit Purchase Order Copy. a) Single Order of <b>Rs.10/- lakhs</b> and above	
	b) Three Order of <b>Rs.5/- lakhs</b> and above {submit 1+3 work/purchase order with said amount}	
14	Tender fee details (Rs.2,000/- + GST)	
15	List of Client ( Preferably from the banking sector)	
16	Other information's applicant might like to give in support of the application.	

**Note:**

The parties willing to participate in the above tender are requested to take the following steps so that the technical phase of the tender can be easily verified.

- Documents required against the tender (pre-qualification criteria) have to be prepared as per Sr. No. -1 to 16 of the index mentioned above.
- Page number should be given against it.
- The documents as per the title/details mentioned in the index have to be submitted without fail.
- The tender documents shall be classified under the following covers and submitted within the prescribed time limit on or before **03/05/2025 01:00 pm**.  
Cover: 1 – Technical documents.

**All the parties have to strictly follow the above instructions.**

### **Contact Information**

For any clarifications, vendors may contact: Computer Department  
The Ahmedabad Dist. Co-operative Bank Ltd.  
Head Office, Gandhi Bridge Corner,  
Opp. Income Tax Office,  
Ashram Road, Ahmedabad – 380014,  
Gujarat.

Email : [info@adcbank.coop](mailto:info@adcbank.coop)  
Contact : 079-27540371