



ALLAHABAD BANK

Head Office, 2, N. S. Road, Kolkata 700001

NOTICE INVITING TENDER

**Work: Comprehensive Annual Maintenance Of Air-Conditioner Machines
(window & spilt) installed in
Bank's Head Office Building, 14-India Exchange Place, Kolkata-01**

Sealed tenders in two bids system from eligible, experienced AC service providers with Banks, Government Departments, PSUs etc, having office at Kolkata, with minimum 5 years experience in the similar field are invited for Comprehensive Annual Maintenance Of Air-Conditioner Machines (window & spilt) installed in Bank's Head Office Building, 14-India Exchange Place, Kolkata-01. Full details and tender documents are available on Bank's website: www.allahabadbank.in or may be collected from Bank's Premises Department, Head Office at 2, N.S. Road, Kolkata 700 001. Dully filled in tenders in a sealed envelope priscribing name of work / name of firm with address and contact number should be submitted on above mentioned address as per following program.

1	Issue of tender document	From 08.05.2019 to 01.06.2019
2	Last date for Submission of tender	On or before 01.06.2019 up to 15:00 hrs
3	Opening of tender (Part I)	On 01.06.2019 at 15:30 hrs
4	Opening of Tender (Part-II)	To be informed by the Bank separately
5	Prerequisites	Documentary evidence in support of GST registration and experience has to be submitted along with part-I (Technical Bid) in one sealed envelope. Providing GST Number & PAN is a must. Part-II (Price bid) is to be submitted in a separate sealed envelope.

The Bank reserves the right to accept or reject any or all the tender without assigning any reason whatsoever

(M. M. Dharmadhikari)
Chief Manager (CE)



TENDER 1

Allahabad Bank

Head Office, 2, N. S. Road, Kolkata-700 001

**Work: Comprehensive Annual Maintenance Of Air-Conditioner Machines
(window & spilt) installed in**

Bank's Head Office Building, 14-India Exchange Place, Kolkata-01

General conditions and instructions to the contractors

1. Contractors are advised to visit the site and understand the nature and scope of the work and doubts of any nature should be got clarified before quoting price/submitting tender documents.
2. **Eligibility criteria :**
 - i. The agency should have at least **Five years** of experience in the field, as on 31.03.2019.
 - ii. The agency should have successfully executed minimum one AMC for window & split type ACs for a value not less than Rs 100000/- per year or two works of Rs 50000/- per year or three works of Rs 40000/- per year in the Government Department, Public Sector Undertaking, Banks, etc. During the last 3 years.
 - iii. The contractor should use its own equipment, T&P for the jobs.
 - iv. The agency should have valid GST registration & other supporting documents related to GST.
3. **Duration of Contract:**

The AMC will be valid for a period of 1 year. However, if services are not found satisfactory during the said period, the contract will be terminated any time by giving one month notice. The contract may be extended for further one year on same rates at Bank's option.
4. **Payment terms:**
 - 1) Payment will be released on a quarterly basis; after ascertaining the satisfactory performance of contractual responsibility carried out in the said quarter based on the service reports duly signed by concerned Bank's official / PA to GMs / flat occupants and respective bill submitted by the contractor for the said quarter and certified by the Bank's concerned officer to the effect that all the complaint recorded in the register / informed to AMC contractors have been attended to and routine maintenance has been carried out.
 - 2) No advance payments will be entertained.
 - 3) All Taxes as applicable will be deducted at source.
5. **Scope of work**
 - I. Replacement of motors (all type) in AC units, if necessary.
 - II. Replacement of capacitors, Relays and overload relay in AC units, if damaged.
 - III. Rectification of electrical circuits in ACs.
 - IV. Servicing / Overhauling of AC machines (Window & Split) (Once in every 3 months) : Cleaning of filters, cleaning of cooling coil, pressure cleaning by air / water & general cleaning.
 - V. Gas filling / welding / brazing / Compressor changing, etc. including the transportation and carriage charges, whenever necessary.
 - VI. Contractor should ensure to attend the breakdown / complaints within 2-3 hours of information to him in case of minor / major complaints
 - VII. All the AC machines are to be maintained in proper working conditions round the clock including no water leaking, no abnormal sound, proper setting of thermostat and their tripping etc. including functioning of their remotes
 - VIII. All the spares and consumables are to be provided by the contractor.



5. **Penalty:** while all contractual obligations will be strictly enforced, deductions will be made for poor services like:
 - i) In case, the contractor's service personal refusing to do duty assigned in respect of maintenance of air conditioners.
 - ii) The contractor's service personal not turning up for service on the appointed day at the appointed time.
 - iii) For deficiency in the workmanship and misbehaviour of the staff deployed for supply and service.
 - iv) In case of delay in attending the work in time, the Bank will be at liberty to get the work done through any other contractor on risk & cost of AMC Contractor and the cost will be recovered from the bill of AMC contractor.
 - v) The penalty will be levied on the basis of assessment by Bank.
7. Rate should include charges for removal of debris out of premises to nearest KMC dump as per local bye laws, removing stains, cleaning the site thoroughly and restoring it to original condition where work is undertaken.
8. Quoted rate should be workable and should include all overheads and profits. GST to be mentioned separately. No variation of rates will be allowed during the execution of work.
9. The contractor should have valid license relating to the contract work all the time and the workmen employed by the contractor should also have the valid license and experience in the trade.
10. The Contractor should observe all the safety precautions for the safety of the labour and the employees of the Bank during execution of works. The contractor should arrange to obtain necessary insurance cover for its employees. The contractor would be responsible for the safety of persons employed by him.
11. The contractor shall be fully responsible and compensate the Bank in the event of any damage to men or material, injury/ damage or death as the case may be, caused directly or indirectly due to the negligence of the contractor or his agents and/ or his employees or workmen. The decision of the Bank in this regard shall be final and binding.
12. The contractor should not employ any person who is prohibited by law from being employed for fulfilling obligations under this contract.
13. Any act of indiscipline/ misconduct/ theft/ pilferage on the part of any employee engaged by the contractor resulting in any loss to the Bank in kind or cash will be viewed seriously and the Bank will have the right to levy damages or fine and/ or even terminate the contract forthwith.
14. In case of any default or failure on your part to comply with all/ any one of the terms and/ or conditions, the Bank reserves to itself the right to take necessary remedial measures befitting to the situation including, inter-alia, the deduction of appropriate amount(s) from dues otherwise payable to you and/ or by taking recourse to appropriate recovery proceedings.
15. If any dispute arises on any matter concerning this contract, the decision of the Bank shall be final and binding.
16. The contractor should not cause or permit any nuisance on the site which shall cause unnecessary disturbances or inconvenience to the employees of the Bank.
17. The workman employed by the contractor should abide by the rules and regulations inside the Bank.
18. The contractor should obtain approvals, if any, necessary for the work from the statutory bodies on behalf of the Bank. The fees, if any, will be reimbursed, based on the original receipts issued by them.
19. The contractor shall not directly or indirectly transfer, assign and sublet the contract or any part of it.
20. The rate quoted in the tender shall be inclusive of all charges of scaffoldings, lifting, tools and plants, freights, labour conditions and fluctuations in rates.



21. Contractors are required to organize the work in such a way that workings of office / residents of flats are not affected. Contractor is required to take adequate care during progress of work to protect belongings of Office, flats, furniture etc. In case any damage, contractors at their own cost shall make the same good. Contractors are to submit time schedule of work. After completion of work, cleaning of floors, furniture, etc are to be done to the satisfaction of occupants.
22. All erasures and alterations to be made while filing the tender must be attested by initials of contractor. Overwriting of figures is not permitted.
23. The bank reserves the right to reject any or all the tender, accept part of any tender, entrust the entire work to any contractor or divide the work to more than one contractor (item wise) without assigning any reason or giving any explanation. The rates quoted by the contractors will help well for bifurcation and no compensation will be paid on this account.
24. The contractor should quote in figures as well as in word the rate and amount tendered by them. The amount of items should be worked out and the requisite total is to be given.
25. The contractor shall provide everything necessary for the proper execution of the work. Bank will not supply any T&P materials or any other material, etc required for AMC work. The contractor shall supply, fix and maintain all the scaffoldings, jhulla, T&P etc. at his own cost during execution of any work and remove them as soon as possible as the work is over.
26. All the defects / replacement of parts etc. caused in the work order period shall be got rectified by the Agency at his own cost and nothing extra shall be payable on this account.

(Signature & Seal of the Contractor)



ANNEXURE-‘I’

Particulars of the form to be furnished by the contractor for the purpose of the Comprehensive Annual Maintenance Of Air-Conditioner Machines (window & spilt) installed in Bank’s Head Office Building, 14-India Exchange Place, Kolkata-01

- 1) Name of the Organization. :-

- 2) Address & Tel/MOB no. :-

- 3) Year of Establishment. :-

- 4) Status of the firm(Whether Company/Firm/Proprietary) :-

- 5) Name of Directors/ Partners/Proprietor.
 - i)

 - ii)

- 6) Whether registered with the Registrar of Companies/ Registrar of Firms. If so, mention number and date.

- 7) Whether registered for Goods and Service Tax. If so, mention number and date. Furnish also copies of GST related documents.

- 8) Whether an assessee of Income Tax. If so, mention permanent account number. Furnish copies of Income Tax clearance Certificate.

Note: Where copies are required to be furnished, these are to be certified copies preferably by the concerned agencies or a Government Officer.

Place _____
Date _____

Name & Signature with seal



Enclosure to Annexure 'A'

PROFORMA -1

PARTICULARS IN RESPECT OF WORK EXECUTED.

S N	Name of work/Proje ct with Address	Short Descripti on of work Executed	Name & Addres s of Owner	Value of work Execut ed	Stipulated time of Completion With date of commencem ent	Actual time of Completi on with date of completio n	Name of Architect / Consulti ng Engineer
1	2	3	4	5	6	7	8

Place _____
Date _____

Name & Signature with seal



PROFORMA-3

OTHER RELEVANT INFORMATION

SL. No.	Particulars
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i) WORK FORCE

<u>Permanently Employed</u>	<u>No.</u>	<u>Any other</u>	<u>Years with the firm.</u>
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- a) Technicians
- b) Mate/Helpers
- c) Others.

ii) WORKSHOP FACILITIES.

<u>Location</u>	<u>Land Area</u>	<u>Type of Structure</u>	<u>Type of Facilities.</u>
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a)

b)

iii) LIST OF MAJOR CONSTRUCTIONAL EQUIPMENT
IN POSSESSION OF THE FIRM.

Place _____
Date _____

Name & Signature with seal



PART-'B'

Schedule of works for Comprehensive Annual Maintenance Of Air-Conditioner Machines (window & spilt) installed in Bank's Head Office Building, 14-India Exchange Place, Kolkata-01

S. No .	Name of Premises	Type of AC	Number	AMC rate (Rs)	Total AMC Amount (Rs)
1.	Bank's Head Office Building, 14-India Exchange Place, Kolkata-01	Window Type	21		
		Split Type	26		
	Total Amount				
	GST @ %				

Place _____

Date _____

Name & Signature with seal

