

ALLAHABAD BANK

HO: 2, N.S.Road, Kolkata

NOTICE INVITING TENDER

Work: Maintenance and Operation of electrical installation & AC Plant in Bank's Head Office Buildings

Sealed tenders in two bids system from empanelled electrical contractors having minimum three years of experience of doing similar type of electrical maintenance job are invited for maintenance of electrical installations in Bank's Head Office Building at 2, N.S. Road, and 14, India Exchange Place, Kolkata 700001 & operation of AC at 2-NS Road by providing services of minimum **four** qualified electricians and **four** helpers along with proper supervision. Tender documents may be collected from and to be submitted at Bank's Premises Department, Head Office, 2, N.S. Road, Kolkata 700001 as per following programs:

1	Issue of tender document	From 11.06.2019 to 25.06.2019
2	Submission of tender	On or before 25.06.2019 up to 15.00 hrs
3	Opening of tender (Part –I)	On 25.06.2019 at 16.30 hrs
4	Opening of Tender (Part-II)	To be informed by the Bank separately
5	Prerequisites	Documentary evidence in support of GST and experience has to be submitted along EPF, ESI registration certificates with part-I (Technical Bid) in one sealed envelope. Providing GST number, PAN, EPF registration no. and ESIC no. along with certificates is a must . Part-II (Price bid) is to be submitted in a separate sealed envelope.
6	Payment terms	Payment will be made on monthly basis on production of bill on satisfactory execution of the works. EPF & ESI will be reimbursed to the eligible firms for which documentary proof of deposit of EPF & ESI with concerned authority is to be furnished along with monthly bill.

The firms submitting their tenders must submit the proof of their experience, EPF & ESIC in a separate sealed envelope.

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

Chief Manager (CE)

TECHINICAL BID (Part-1)

Work: Maintenance and Operation of electrical installation & AC Plant in Bank's Head Office Buildings

Terms & Conditions:

1. FOUR Electricians and FOUR helpers, having sufficient qualification & experience in the field, should be provided for doing electrical wiring, checking, maintenance and operational works as per schedule given below.

Monday to Saturday

- | | |
|------------------------|-----------------------------|
| i) 6 A.M. to 2 P.M. | - 1 Electrician + 1 Helper |
| ii) 10 A.M. to 6 P.M. | - 1 Electrician + 1 Helper |
| iii) 2 P.M. to 10 P.M. | - 1 Electrician + 1 Helper |
| iv) 10 P.M. to 6 A.M. | - 1 Electrician OR 1 Helper |

Sunday

- | | |
|------------------------|-----------------------------|
| i) 6 A.M. to 2 P.M. | - 1 Electrician + 1 Helper |
| ii) 2 P.M. to 10 P.M. | - 1 Electrician + 1 Helper |
| iii) 10 P.M. to 6 A.M. | - 1 Electrician OR 1 Helper |

2. Change in duty Hours and place of work

The above mentioned duty hours are subject to change from time to time depending upon requirement of the Bank. Premises Department may also ask the electricians & helpers, any time, to take up electrical jobs in the Bank's residential buildings in its purview, during their duty hours.

3. Brief details of activities to be undertaken by the electricians & helpers

(For all present electrical lines and gadgets as well as to be installed / replaced in future)

Daily-

- (a) Checking of entire Electrical lines / points, transformers, water coolers, VLEs, Invertors, OCBs, Switchgears, Bus-bar, Motors, DBs, Generators, UPS, Pumps Radiator water, Mobil, batteries, microphone sets etc. complete in all respects towards preventive maintenance works.
- (b) Operation of water pumps, water coolers, room ACs, AC plants, generator sets, microphone sets, invertors sets etc.
- (c) Attending to all major & minor breakdowns, repairing works, replacement of damaged tube lights & bulbs, light fittings and fans with new one to be supplied by the Bank as & when required.

- (d) Keeping the all electrical installations in order for protecting possibilities of short-circuits, overheating of lines or fire hazards.
- (e) Providing new electrical points, wiring etc. (material to be provided by bank) as and when required.
- (f) Any other electrical work if necessary but not mentioned above.

Fortnightly-

Cleaning of fixtures & fittings of all electrical installations including lights, fans, filters, water coolers, generators, transformers, VLEs, invertors (cleaning material is to be provided by the Bank).

Note: Item no. 3, includes all present electrical lines and gadgets as well as to be installed / replaced in future.

4. **Supervision of work**

The aforesaid works performed by the electricians & helpers and their attendance as per above mentioned time schedule, is to be supervised by the contractor regularly. In case of absence of any electrician / helper, alternate electrician / helper of equivalent qualification by the firm is to be deputed. The name of qualified and experienced supervisors will be advised to the Premises Department. The department will also be informed before hand by the contractor about change in any electrician, helper and supervisor.

5. **Megger testing & Load Testing and distribution (quarterly)**

Megger testing & Load Testing and distribution of electrical lines and MCBs & DBs is to be done by the contractor and report is to be submitted with specific comments on the condition of the wiring / switches / electrical gadgets on Quarterly basis. Phase wise equivalent load distribution is to be done in case any DB or MCB is having uneven load distribution

6. **Labour rules & minimum wages**

Contractor has to follow all labour rules applicable about engagement of services of electricians, helpers and supervisors and payments are to be made to all engaged persons as per Minimum Wages Act applicable at that time.

(Contractor)
Sign Along with Seal

Schedule of Work

**Maintenance and Operation of electrical installation & AC
Plant in Bank's Head Office Buildings**

<u>SN</u>	<u>Description</u>	<u>QTY</u>	<u>Unit</u>	<u>Min. wage as per min. Wages act (per day)</u>	<u>Total Amount per month (Rs)</u>
1	Electrical maintenance work to be done by supplying <u>4 (four) electricians & 4 (four) helpers</u> as per time schedule & details of work given in the Technical Bid of tender enclosed in sheet.				
	(a) Labour Charges: To be reimbursed by Bank as per Minimum Wages Act & other allied applicable Acts of Govt. of India.	4	ELECTRICIAN		
		4	HELPER		
	TOTAL AMOUNT				
	(b) Service charge for supplying manpower (to be quoted in % terms of item 1 (a) above.	@ _____ %			
2	GST as applicable on above charges	@ _____ %			
3	TOTAL AMOUNT (including GST and Service Charges)				

Note: Contractor may visit and inspect the Electrical installations and enquire any other information required by them to participate in the tendering process.

Address & Contact No. of the Firm

(Seal & Signature of the Contractor)

Date: