



# ALLAHABAD BANK

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

Phone No.033-22422980, 22319463

## NOTICE INVITING TENDER

Sealed tenders in two bids system from experienced contractors for maintenance of Chiller AC Plant and enlisted 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 Contract of the existing Chiller AC Plant 80 x 3 Tr Voltas Make installed in Bank's Building at 14-India Exchange Place, Kolkata -700001. Full details and tender documents are available on Bank's website: [www.allahabadbank.in](http://www.allahabadbank.in) or may be collected from Bank's Estate Management Department, Head Office at 2, N.S. Road, Kolkata 700 001. Dully filled in tenders should be submitted as per following program.

1	Issue of tender document	From 18.05.2019 to 03.06.2019
2	Last date for Submission of tender	On or before 03.06.2019 up to 15:00 hrs
3	Opening of tender (Part I)	On 03.06.2019 at 16:00 hrs
4	Opening of Tender (Part-II)	To be informed by the Bank separately
5	EMD	Rs 15,000/- in form of DD / Bankers cheque in favour of Allahabad Bank payable at Kolkata
6	Others	Documentary evidence in support of GST, Registration certificates and experience certificates have to be submitted along with part-I (Technical Bid) in one sealed envelope. Providing PAN is a must. <b>Part-II (Price bid) is to be submitted in a separate sealed envelope.</b>

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

(M.M. Dharmadhiakri)  
Chief Manager (C.E.)



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

**Work: Comprehensive Annual Maintenance Contract of the existing Chiller AC**  
**Plant 3 x 80 Tr Voltas Make installed in Bank’s Building at**  
**14-India Exchange Place, Kolkata -700 001**

**General conditions and instructions to the contractors**

1. The tender documents can be collected from the office of the Allahabad Bank, Head Office, Estate Management Department, Ground Floor, 2 N.S.Road, Kolkata-700001. Tender documents can also be down loaded from the web site of the Bank, [www.allahabadbank.in](http://www.allahabadbank.in).
2. The tender documents shall be submitted in three sealed envelopes on or before the due date of receiving the tenders in the Tender box as follows:
  - i) **Envelope - 1** shall contain Earnest Money. Qualification Documents such as proof of eligibility i.e. Enlistment, Annual Financial Turnover and Completion Certificates of similar works as per Annexure A.
  - ii) **Envelope - 2** shall contain Financial Bid on the prescribed Tender form duly signed by contractor on each page.
  - iii) All the above two envelopes shall be placed in an envelope properly sealed and addressed to the Chief Manager (CE), super scribing on the top of the cover “Tenders for Comprehensive Annual Maintenance Contract of the existing Chiller AC Plant 3 x 80 Tr Voltas Make installed in Bank’s Building at 14-India Exchange Place, Kolkata -700 001.”
5. **The Envelope – 2** shall be opened only of those contractors whose earnest money is found to be in order and technically qualified for the work.
6. 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.
7. **Eligibility criteria** :
  - i. The agency should have at least **five** years of experience in the field, as on 28.02.2019
  - ii. The agency should have successfully executed minimum ONE (1) similar work for value not less than Rs. 4,56,000/- OR TWO (2) similar works for value not less than Rs.2,85,000/- OR THREE (3) similar works for value not less than Rs.2,28,000/- in Government Deptt., Public Sector Undertaking, Banks etc. during last five years.
8. The contractor should use its own equipment, T&P for the maintenance jobs.
9. The agency should have valid PAN, GST number and submit the assessment of TDS, other taxes (including service tax and VAT) of the previous 3 years.
10. **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.



### **11. Payment terms:**

- I. 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 bills submitted by the contractor and certified by the Bank's concerned officer to the effect that all the complaints recorded in the registers have been attended to and routine maintenance has been carried out.
- II. No advances will be paid and no running bills will be entertained.
- III. All Taxes as applicable will be deducted at source.

### **12. Details of the Machines Installed:**

<b>S.No</b>	<b>Details Of Machine</b>	<b>Quantity</b>	<b>Capacity</b>
1	<b>AC Chiller Plant Voltas Make</b>	<b>03</b>	<b>80Tr</b>
1.1	Air Handling Unit Voltas Make	02	20000FMBD
1.2	Cooling Tower for AC Chiller plant	02	150Tr
1.3	Compressor Motors	02	100HP

### **13. Scope of work:**

- IV. Quarterly checking for said plant and monthly checking of all other units of the plant and do the necessary repairing / services and Quarterly servicing of all the plants for preventive maintenance as per standard practice.
- V. Attending to the plant when called upon by the Bank or in case of any breakdown.
- VI. Checking the refrigerant system, motors and starters for performance and ensuring healthy condition of the plant.
- VII. Checking the system for any leaks and rectification of the same if found and replenish the refrigerant.
- VIII. Quarterly cleaning of cooling coils of Air Handling Units.
- IX. Yearly de-scaling of condensers and cooling tower PVC fills.
- X. Quarterly inspection of the belts, adjusting the tension and replacement of worn out belts, if found necessary.
- XI. Quarterly inspecting the bearings, adjusting the tension and replacement of worn out bearings, if found necessary.
- XII. Lubricating the bearings of the cooling tower motor and fans when found necessary.
- XIII. Quarterly cleaning of air filters and replacement of same if found defective.
- XIV. Annual overhauling of compressor of central plant and package units including replacement of defective spare parts.
- XV. Replacement of compressor if burnt out from the loan stock of the company.
- XVI. Rewinding of pump, compressor motors and cooling tower motor if burnt out.
- XVII. Annual replacement of compressor oil in compressor unit.
- XVIII. Inspection of the cooling tower structure & Bearing housing arrangement and repairing any of the required equipment for efficient functioning of the Cooling Tower Structure.



- XIX. Annual overhauling of Cooling Tower Structure of 9-package units and the central plant and repair and replacement of the defected parts if found necessary.
- XX. Quarterly cleaning of cooling tower sump & pot strainer.
- XXI. Quarterly servicing of cooling tower motor.
- XXII. Replacement of strainer of pot strainer of cooling tower if found damaged.
- XXIII. Replacement of belts and bearings of cooling tower.
- XXIV. Inspection of the fan blade angles and repairing if found necessary.
- XXV. Checking of shaft alignment including repairing of the same.
- XXVI. Inspection and lubricating of the gear box including repairing.
- XXVII. Overhauling of the condenser pump motors with material and spare parts.
- XXVIII. Checking & repairing of all safety devices.

**14. Two persons (in shift arrangement) are to be deputed for Day to day / routine maintenance and operation and housekeeping of the plant from (8 A.M. to 8 P.M.).**

- 15. Rate should include charges for removal of debris out of Bank's 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.
- 16. Quoted rate should be workable and should include all overheads and profits. Rates should include GST. No variation of rates will be allowed during the execution of work.
- 17. 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.
- 18. 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.
- 19. 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.
- 20. The contractor should not employ any person who is prohibited by law from being employed for fulfilling obligations under this contract.
- 21. 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.
- 22. 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.
- 23. If any dispute arises on any matter concerning this contract, the decision of the Bank shall be final and binding.
- 24. 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.



25. 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, GST of carrying out the works.
26. Contractors are required to organize the work in such a way that workings of residents of flats are not affected. Contractor is required to take adequate care during progress of work to protect belongings of 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.
27. All erasures and alterations to be made while filing the tender must be attested by initials of contractor. Overwriting of figures is not permitted.
28. 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.
29. The contractor should quote in figures as well as in word the rate and amount tendered by them. 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 Contract of the existing Chiller AC Plant 3 x 80 Tr Voltas Make installed in Bank's Building at 14-India Exchange Place, Kolkata -700 001**

- 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 for sales tax purposes. If so, mention number and date. Furnish also copies of sales tax clearance certificate.
- 7) Whether an assessee of Income Tax. If so, mention permanent account number. Furnish copies of Income Tax clearance Certificate.
- 8) Furnish copies of audited Balance Sheet and Profit & Loss Account (Audited) for the last three years.

Place \_\_\_\_\_  
Date \_\_\_\_\_

Name & Signature with seal



Enclosure to Annexure 'A'

**PROFORMA -1**

**PARTICULARS IN RESPECT OF WORK EXECUTED.**

<b>S N</b>	<b>Name of work/ Project with Address</b>	<b>Short Description of work Executed</b>	<b>Name &amp; Address of Owner</b>	<b>Value of work Executed</b>	<b>Stipulated time of Completion With date of commencement</b>	<b>Actual time of Completion with date of completion</b>	<b>Name of Architect / Consulting Engineer .</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>

**Name and Signature with Seal**



**PART-'B'**

**Financial Bid**

**Schedule of works for Comprehensive Annual Maintenance Contract of the existing Chiller AC Plant 3 x 80 Tr Voltas Make installed in Bank's Building at 14-India Exchange Place, Kolkata -700 001**

<b>SN</b>	<b>Description</b>	<b>Amount (Rs.)</b>
1	Comprehensive Annual Maintenance Contract of the existing <b>Chiller AC Plant</b> 3 x 80 Tr capacity and corresponding cooling tower including all spares, AHUs, compressors, motors, all materials, gas filling, spare parts, all other components etc. as per detailed scope of work mentioned in general conditions of the contract including the cost of salary of Two persons engaged for day to day maintenance of AC Chiller Plant.	
3	GST Amount	
4	Total Amount:	
5	Amount in words:	

Name, Address & contact No. of the Firm :-

(Authorized Signatory of the firm)