



ALLAHABAD BANK

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

NOTICE INVITING TENDER

Work: Comprehensive Annual Maintenance Of Air-Conditioner Machines (window, spilt & tower type) installed in Bank's different offices/Residential complexes at Kolkata

Sealed tenders in two bids system from reputed & experienced contractors are invited for Comprehensive Annual Maintenance of Air-conditioner (Window & Split) installed in Bank's different offices / Residential Complexes at Kolkata. Contractors enlisted with Banks, Government Departments, PSUs etc having office at Kolkata with minimum 5 years experience in the similar field may apply. 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 should be submitted as per following program.

1	Issue of tender document	From 08.05.2019 to 23.05.2019
2	Last date for Submission of tender	On or before 23.05.2019 up to 15:00 hrs
3	Opening of tender (Part I)	On 23.05.2019 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 & tower type) installed in
Bank's different offices/Residential complexes at Kolkata**

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 1,63,200/- per year or two works of Rs 1,02,000/- per year or three works of Rs 81,600/- 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 shall be valid initially 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 period on same terms & conditions on satisfactory services.

4. **Payment terms:**

- 1) Payment will be released on quarterly basis on satisfactory services and all the complaints recorded in the registers have been attended to and routine maintenance has been carried out.
- 2) No advances will be paid and no running bills will be entertained.
- 3) All Taxes as applicable will be deducted at source.

5. **Scope of work**

- I. Repair / 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 of AC: Cleaning of filters, cleaning of cooling coil, pressure cleaning by air / water & general cleaning.
- V. Overhauling of AC machines (Window & Split) once in every 3 months.
- VI. Gas filling / welding / brazing / Compressor changing, etc. including the transportation and carriage charges as and when necessary.
- VII. Attending the breakdown call within 2-3 hours.
- VIII. 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.
- IX. 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) Deductions will be made for poor services like not carrying out fortnightly services, 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 and the cost may be recovered from the bill of AMC contractor.
 - v) The penalty will be levied on the basis of assessment by Bank.
6. **Two persons are to be deputed for Day to day / routine maintenance of the ACs on DAILY basis at Head Office Building, 2-NS Road, Kolkata 700001.**
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. Rates should include GST. 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 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.
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 & tower type) installed in Bank’s different offices/Residential complexes at Kolkata

- 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 Organisation with Address	Short Description on of work Executed	Value of work Executed	Completion certificated enclosed or not	
1	2	3	4	5	7

Place _____
Date _____

Name & Signature with seal



PROFORMA-3

OTHER RELEVANT INFORMATION

SL. No.	Particulars
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i) WORK FORCE

Permanently Employed No. Any other Years with the firm.

- a) Technicians
- b) Mate/Helpers
- c) Others.

ii) WORKSHOP FACILITIES.

Location Land Area Type of Structure Type of Facilities.

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, split & tower type) installed in Bank's different offices/Residential complexes at Kolkata

S. No	Name of Premises	Type of AC	Number	AMC Cost per AC per month	GST	Annual Amount
1.	Bank's Head Office 2-NS Road, Kolkata-01	Window Type	32			
		Split Type	62			
		Tower Type	00			
2.	Bank's Building 14-India Exchange Place Kolkata-01	Window Type	21			
		Split Type	26			
		Tower Type	00			
3.	Bank House, 1A Ronaldsay Road, Alipore, Kolkata- 27	Window Type	08			
		Split Type	01			
		Tower Type	03			
4.	Bank' residential Building Preetam, 65-Southern Avenue, Kolkata-29	Window Type	27			
		Split Type	00			
		Tower Type	00			
5.	Flat No. 9 and Flat No.11 Middleton Mansion, Kolkata-71	Window Type	06			
		Split Type	00			
		Tower Type	02			
6.	Bank' residential Building 2/1 Nandy Street, Kolkata-29	Window Type	12			
		Split Type	00			
		Tower Type	00			
	TOTAL AMOUNT	Window Type	106			
		Split Type	89			
		Tower Type	05			
	Gross Amount					
	Amount(in words)					

Place _____
Date _____

Name & Signature with

