

INDIAN BANK (e-AB)
KMO, 2, N.S. Road, Kolkata
Notice Inviting Tender

Work: Tender for Engagement of Outsourcing Agency for Maintenance and Operation of Electrical Installations & ACs in Bank's Building at 14-India Exchange Place, Kolkata

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 & operation of AC systems (Ductable / Cassette / Split / Window etc) in Bank's Building at 14, India Exchange Place, Kolkata. Tender documents may be collected from and to be submitted at Bank's Premises Department, Kolkata Main Office, 2, N.S. Road, Kolkata 700001 as per following programs:

1	Issue of tender document	From 29.10.2020 to 13.11.2020
2	Earnest Money	Rs.25,000 by Demand Draft / IOI favoring INDIAN BANK payable at Kolkata.
3	Submission of tender	On or before 13.11.2020 up to 3.00PM
4	Opening of tender (Part -I)	On 13.11.2020 at 03.30PM
5	Opening of Tender (Part-II)	To be informed by the Bank separately.
6	Prerequisites	Documentary evidence in support of GST and previous 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 . <u>Part-II (Price bid)</u> is to be submitted in a separate sealed envelope.
	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.
	Period of contract	The contract will be valid for a minimum period of one year . If services are not found satisfactory, the contract may be terminated by the Bank giving one month notice.

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.

Assistant General Manager

TECHINICAL BID (Part-1)

Work: Tender for Engagement of Outsourcing Agency for Maintenance and Operation of Electrical Installations & ACs in Bank's Building at 14-India Exchange Place, Kolkata

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 + 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 + 1 Helper |

2. **Change in duty Hours and place of work**

The above mentioned duty hours however may change time to time depending upon requirement of the Bank. Bank 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. **SCOPE OF WORK:**

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).

3(a) DAILY-

- (a) Checking of entire Electrical lines / points, transformers, water coolers, VLEs, Invertors, OCBs, Switchgears, Bus-bar, Motors, DBs, Generators, UPS wiring, 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, fans, MCBs, Main Switches, switch-sockets, etc, 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.

3(b) FORTNIGHTLY-

Cleaning of fixtures & fittings of all electrical installations including lights, fans, AC 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.

3(c) 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 is to be deputed. The name of qualified and experienced supervisors is to be advised to the Bank. The Bank should be informed about change in any electrician, helper and supervisor, at any point of time.

3(d) QUARTERLY:

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

4. 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.

Date:

**(Contractor)
Sign Along with Seal**

ANNEXURE-II

Financial Bid(Part-II)

**Maintenance and Operation of electrical installation & AC in Bank's Building
at 14-India Exchange Place**

<u>SN</u>	<u>Description</u>	<u>QTY</u>	<u>Unit</u>	<u>Min. wages(Rs.) 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.

Date:

Address & Contact No. of the Firm

(Seal & Signature of the Contractor)