



**PREMISES DEPARTMENT  
ZONAL OFFICE KANPUR**

**REQUEST FOR QUOTATION**

**SUPPLY, INSTALLATION, TESTING AND COMMISSION OF 11 TR AIR  
COOLED DUCTABLE AC AT INDIAN BANK, ZONAL OFFICE - KANPUR**

**Ref.No : ZO:KNP/PRM/2023-24/01**

**Date. : 19/04/2023**

**Issued to:**

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<b>Last Date for the Submission of Quotation</b>	26/04/2023 upto 15:00 HRS at Indian Bank, Zonal Office, Premises Department, 15/287, Civil Lines, Mall Road, Bada Chauraha, Near Z-Square Mall, Kanpur - 208001
<b>Date of Opening of Quotation</b>	26/04/2023 at 16:00 HRS Indian Bank, Zonal Office, Premises Department, 15/287, Civil Lines, Mall Road, Bada Chauraha, Near Z-Square Mall, Kanpur - 208001

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**INDIAN BANK  
ZONAL OFFICE – KANPUR**

**NOTICE INVITING QUOTATION**

Indian Bank Zonal Office Kanpur invites sealed competitive from Authorized Dealers / OEMs / Agencies / Vendors dealing in Supply, Installation, Testing and Commission of Air Cooled Ductable Split Air Conditioner along with ancillary works as per Schedule of Quantities and Specifications.

1	Name of work	Supply, Installation, Testing and Commissioning of Air Cooled Ductable Split Air Conditioner (11 TR) along with ancillary works in Indian Bank, Zonal Office - Kanpur
2	Time for Completion of Work	15 days to be reckoned from the 5 <sup>th</sup> Day from the date of issue of the Work Order
3	Minimum Eligibility Criteria	<p><b>1.</b> Should be an Authorized Dealer / OEM / Distributor / Authorized Vendor dealing in SITC of Air Conditioning Works of preferred Brands like Carrier / Daikin / Hitachi / Blue Star / Mitsubishi.</p> <p><b>Please note that the bidder must provide Valid Dealership Certificate of above mentioned brands.</b></p> <p><b>2.</b> Should be in business minimum for the past 5 years in carrying out similar nature of works ending 31.03.2023. <b>Please furnish Purchase Order / Work Order / Client's Completion Certificate issued by PSBs / PSUs / Reputed IT Firms / Central Government / State Government to confirm the same.</b></p> <p><b>3.</b> Should have carried out similar work of value in the last 5 years (ending 31.03.2022). At least :</p> <ul style="list-style-type: none"> <li>• One similar works of value not less than Rs. 3.60 Lakhs each (OR)</li> <li>• Two similar works of value not less than Rs.2.25 Lakhs each (OR)</li> <li>• Three similar works of value not less than Rs.1.80 Lakhs each</li> </ul> <p><b>Experience Certificate / Order showing value of work satisfying the above eligibility criteria is to be enclosed.</b></p> <p>Similar works means: SITC of Air Cooled Ductable AC System with any of Public Sector Banks, Central/State Govt Dept, Central Autonomous Body, PSUs or Reputed Institutions.</p> <p><b>4. Should have valid GST No.</b></p> <p><b>5.</b> They should not have incurred loss in the last 3 Financial years (Please attach 3 years (2019-20, 2020-21, 2021-22) Profit &amp; Loss statement duly authorized by Chartered Accountant).</p> <p><b>6.</b> Should have an minimum yearly turnover of Rs.4.5 Lakhs during the last three financial years (2019-20 , 2020-21 &amp; 2021-22). Please attach audited balance sheets.</p> <p><b>7.</b> Should have Office in Kanpur or Lucknow for rendering after sales service during warranty and AMC in future.</p> <p><b>8. Should provide catalogues and name of OEM along with technical details of proposed system.</b></p>

		<b>The bidders must satisfy the above criteria and furnish the relevant documents as proof. If the Vendors fails to provide relevant documents and meet the minimum eligibility criteria as mentioned above, Bank would disqualify the bidder without assigning any reason whatsoever.</b>
5	Validity of Quotation	30 Days from the date of Opening of Bids
6	Defects Liability Period	12 Months from the date of completion or commissioning and handover of the work
7	Earnest Money Deposit (EMD)	Rs.4500/- by way of DD in favour of "Indian Bank" payable at Kanpur. <i>*Firms registered with MSME / NSIC with valid certificates issued by GOI are exempted from submitting EMD along with bid.</i>
8	Retention Money(RM)	<b>5% of the Bill Amount excluding Taxes which will be refunded after completion of defect liability period.</b>
11	Payment Terms	<ul style="list-style-type: none"> <li>• No Advance Payment</li> <li>• No Interim Payment</li> <li>• Final Payment after satisfactory completion of the work subject to deductions as applicable</li> </ul>
1	Liquidated Damages	If the Work is delayed beyond the scheduled completion date, then 0.50% of the total value of the Contract per week of delay will be deducted from the final bill value subject to maximum of 5% of the value of work.
13	Quotation Documents	Quotation Documents can be obtained from Indian Bank, Zonal Office, Premises Department, 15/287, Civil Lines, Mall Road, Near Z-Square Mall, Kanpur - 208001 from 19/04/2023 to 26/04/2023 on all working days during office hours and / or can be downloaded from the Bank's website ( <a href="http://www.indianbank.in">www.indianbank.in</a> ) under Tenders column.
14	Last date & Time for the submission of Quotation	26/04/2023 upto 15:00 HRS at Indian Bank, Zonal Office, Premises Department, 15/287, Civil Lines, Mall Road, Bada Chauraha, Near Z-Square Mall, Kanpur - 208001
15	Date & Time of Opening of Bids	26/04/2023 upto 15:00 HRS at Indian Bank, Zonal Office, Premises Department, 15/287, Civil Lines, Mall Road, Bada Chauraha, Near Z-Square Mall, Kanpur - 208001

**Note:**

- Vendors are required to submit the bid in sealed cover along with, necessary documents prescribed in the Bids, Forms and EMD and super-scribed **"Quotation for Supply, Installation, Testing and Commissioning of Air Cooled Ductable Split Air Conditioner along with ancillary works in Indian Bank, Zonal Office – Kanpur"** and addressed to **"The Zonal Manager, Indian Bank, Zonal Office, 15/287, Civil Lines, MG Road, Kanpur – 208001, UP"**
- Conditional quotations, late quotations, quotations without EMD will be summarily rejected. Any bid received late or not meeting all the conditions or Bids not filled up in Ink are liable to be rejected.
- Earnest money will not carry any interest.
- If any information furnished by the applicant is found incorrect at a later stage, he shall be liable to be debarred from taking up the work in Indian Bank.
- The Bank reserves the right to verify the particulars furnished by the applicant independently.

6. Bank is not bound to accept the Lowest (L1) bidder and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
7. Submission of this quotation document by a bidder implies that he/she has read this notice and other contract / documents and has made himself aware of the scope, specifications, conditions, liabilities and duties bearing on the execution of the contract.
8. Return of EMD of remaining bidders who were unsuccessful in the bidding process will be done within a reasonable time say not exceeding 14 days from the date of acceptance of quotation submitted by the L1 bidder.
9. Each and every page of the quotation documents and correspondences accompanying the RFQ shall have to be duly signed and stamped by the Bidder / Authorised Signatory before submission.
10. The rates quoted by the bidder shall be based only on the specifications and conditions of the quotation documents.
11. Bank is not liable to make any payment to bidders for preparation to submit the bid.
12. Clarifications, if any, pertaining to this bids may be referred to Indian Bank, Premises Department, Zonal Office Kanpur through E-mail Id – **[zokanpur@indianbank.co.in](mailto:zokanpur@indianbank.co.in)**

**ZONAL MANAGER**



**FORM OF SUBMISSION**

**The Zonal Manager  
Indian Bank  
Zonal Office Kanpur  
15/287, Civil Lines,  
Bada Chauraha,  
Kanpur Nagar – 208001**

Dear Sir,

**SUB: Invitation of Quotation for (SITC ) of Air Cooled Ductable AC  
Along with ancillary works to be carried out in Indian Bank, Zonal Office - Kanpur**

Having examined the specifications, conditions and schedule of quantities prepared by you, and satisfying ourselves as to the location of the site and working conditions, I/We hereby offer to execute the above works at the respective rates which I/We have quoted for the items in the Schedule of Quantities.

I/We further agree to complete the work within the stipulated time as specified in the Quotation Document.

I / We understand that Indian Bank is not bound to accept the lowest bid or bound to assign any reasons for rejecting our bid.

In the event of this quotation being accepted, I/We agree to enter into and execute the necessary contract required by you. I/We do hereby bind myself/ourselves to forfeit the aforesaid Earnest Money Deposit of **Rs. 4500/- (Rupees Four Thousand Five Hundred Only)** in the event of our refusal or delay in signing the Contract Agreement.

I / We understand that Indian Bank may award the work to more than one Contractor and I / We shall make no claims whatsoever if Indian Bank accept only a part of my / our bid.

I / We unconditionally agree to Indian Bank's conditions as stipulated in the Documents.

I/We agree to keep our bid open for **30 (Thirty) days** from the date of opening of quotation.

I / We agree that in case of my / our failure to execute the work in accordance with the specifications and instructions received from the Bank during the course of the work, Bank reserves the right to terminate my work order and recover all the dues to the Bank from the payment receivable by me. Further, I may also be barred from participating in any type of bid invited by Bank or its subsidiaries in future.

Thanking you,

Yours faithfully,

[To be signed by the Authorized Representative  
of Firm who has the Power to do so]

Place:

Date :

Name:

Address:

Seal:

### **GENERAL INFORMATION OF THE FIRM**

1. Name of the firm :  
 Address (Head Office) :  
 Telephone No.:  
 Office :  
 Mobile :  
 E-Mail :  
 Address (Branch Office) :  
 Telephone No.:  
 Office :  
 Mobile :  
 E-Mail :
2.
  - a) Whether Proprietary/ Partnership/ Pvt. Ltd. / Public Ltd. :  
 (Certificate of registration / partnership deed to be enclosed as Annexure-I)
  - b) Name of the Proprietor, Partners, Directors :  
 I.  
 II.  
 III.
  - c) Year of establishment :
3. Registration with Tax Authorities
  - i) Income-tax (PAN No.) :
  - ii) GST No. :
  - iii) EPF Regn. No. :

(Copies of certificates of registration with relevant authorities to be enclosed as Annexure-II-A, II-B, II-C)
4. Names of the Bankers with address & telephone Numbers:  
 I)  
 II)  

(Copy of Cancelled Cheque to be enclosed as Annexure – III)
5. Enclose copies of audited balance-Sheet and Profit & Loss A/C. for the last 3 financial years, i.e. 2019-20, 2020-21, 2021-22 :  
 (Copies to be enclosed as Annexure IV -A, IV-B and IV-C)

6. Certificate of Registration with Govt. / Public Sector / Banks

Name of the Organization	Year since empanelled

*(Certificate of Registration if any is to be enclosed as Annexure V)*

7. Details of Similar Work executed during the last 5 Financial Years:

Work executed for (name of the Institution/ Body)	Nature of work (in brief)	Location	Value Rs.	Duration of work with date of Commencement and date of Completion		If work left complete or terminated (give reasons)

*[Copies of Work Orders / Completion Certificate obtained from the Client to be enclosed as Annexure- VI. Please enclose work orders keeping in mind the number of works and amount as mentioned in the Notice to satisfy the minimum eligibility criteria]*

8. Details of works **in hand** preferably in Banks, PSUs , Govt., Semi-Govt. Bodies

Type of work	Work executed for (Name of the Institution / Body)	Nature of work (in brief)	Location	Value In Rs.	Duration of work, stipulated time	Present stage of work

*(Copies of Work Order issued by the Client to be enclosed as Annexure – VII)*

9. Turnover in last 3 years :

Sr. No.	Year	Turnover (Rs.in lacs)	Professional Fees.	Income-tax paid	GST paid
1	2019-20				
2	2020-21				
3	2021-22				

Copies of income-tax returns / assessment orders for each year to be enclosed as Annexure-VIII A, B, C)



**10. LIST OF ENCLOSURES:**

ANNEXURE NO.	PARTICULARS	TICK IF ENCLOSED
I	Certificate of registration of Company / partnership deed.	
IIA, IIB, IIC	Certificates of registration with Income Tax, GST, EPF authorities, Proof for address such as documents and certificates issued by Government agencies, registered rent/lease deeds etc.	
III	Cancelled Cheque	
IVA, IVB, IVC	Audited Balance Sheet & Profit & Loss A/c. Statement for 2018, 2019 and 2020.	
V	Certificates of Registration with Govt. / Public Sector / Banks.	
VI	Copies of Work Order / Completion Certificate mentioning the amount of Work and Other Details to meet Eligibility Criteria Mentioned in the Notice. Please enclose Work Order of only completed work	
VII	Copies of Work Orders of the Work in Hand issued by Banks, PSUs, Govt., Semi-Govt. Bodies	
VIIIA, VIIIB, VIIIC	Copies of income-tax returns/assessment orders for each FY from 2018-19 TO 2020-21	

*Note: In absence of any of the above enclosures, your application is likely to be rejected.*

Place :

Date :

SIGNATURE  
NAME & DESIGNATION  
SEAL OF ORGANISATION

### **GENERAL RULES AND INSTRUCTIONS**

1. Quotations, which should always be placed in sealed cover, with the name of the work written on the envelope "Supply, Installation, Testing & Commission of Air Cooled Ductable AC in Indian Bank, Zonal Office - Kanpur" will be received by Chief Manager (P&E), Indian Bank, Zonal Office , Premises Department, Kanpur.
2. The bidder is advised to inspect the site and satisfy himself on his own responsibility and his own expenses all the following information and data which may be required for the purpose of preparation and submission of quotation:
  - Location of Indoor and Outdoor Units of the proposed ACs (Indoor Unit is ceiling concealed while the outdoor unit is to be kept on terrace)
  - Maximum utilization of existing duct and connecting the main duct with the other duct.
  - Feasibility for laying the refrigerant pipes and its route
  - Availability of drain water point at the site
  - Availability of power point near the proposed AC locations
  - Storage Space for New ACs
  - Any Other Adverse Condition or hindrance to the installation
  - Condition of Existing ACs in Buyback.

3. Earnest money amounting to Rs.4500/- (Rupees Four Thousand Five Hundred Only) in the form of Demand Draft drawn in favour of "Indian Bank", payable at Kanpur must accompany each bid. EMD amount will not carry interest. Bids without earnest money will be summarily rejected.

***Please note that firms registered with MSME / NSIC under single point registration with valid certificates issued by GOI are exempted from submitting EMD. Necessary Certificates must accompany bid. No other type of certificate is acceptable. The exemption and relaxation in EMD is subject to the validity & acceptance of their registration certificate on the date of opening of Quotation.***

4. The Indian Bank does not bind itself to accept the lowest bid or any bid and reserves to itself the right of accepting the whole or any part of the bid and the bidder shall be bound to perform the same at the rate quoted.
5. The rate quoted by the bidder shall be net (excluding GST), up to the stage of incorporation and handing over site. All taxes including (excluding GST) or any other tax on material or on finished works like Turn-over Tax, including taxes that may be newly introduced subsequent to the bid etc. in respect of this contract shall be payable by the Bidder and the Indian Bank will not entertain any claim whatsoever in this respect.

The rate quoted should be excluding GST.

The bidder who wishes to quote for the bid should have GST registration and should mention the registration number.

6. The bidder shall give a list of his relatives working with the Indian Bank along with their designations and addresses.
7. No employee of the Indian Bank is allowed to work as a contractor for a period of two years of his retirement from Indian Bank service, without the previous permission of the Indian Bank. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Indian Bank as aforesaid before submission of the bid.
8. This quotation shall remain open for acceptance for a period of 30 days from the date of opening of bid. If any bidder who withdraws his bid before the said period, then the Indian Bank shall be at liberty to forfeit Earnest Money paid along with the bid.

9. It will be obligatory on the part of the bidder to bid and sign the documents for all the component parts.
10. Transfer of bid documents purchased by one intending Bidder to another is not permitted.
11. **The Bidder must pay the amount of Earnest Money as mentioned in the Notice of Quotation Invitation by Bank Demand Draft payable to Indian Bank at Kanpur. No interest on Earnest Money deposited by the Bidder shall be allowed. The Bidder should attach the Bank Draft along with the bid failing which the bid will not be considered. No other mode of payment shall be accepted.**
12. The Earnest Money Deposit of unsuccessful bidders shall be refunded within two weeks of award of contract to the successful bidder or within one week of actual commencement of work whichever is earlier and in any case not later than two weeks.
13. The EMD of the bidder, whose bid is accepted, shall be forfeited in full in case he does not start the work by stipulated date mentioned in the award letter.
14. **The retention amount at 5% on the value of the bill paid will be held by the Indian Bank which will be released at the end of Defect Liability Period (12 Months), subject to satisfactory rectification of defects noticed, if any. Retention Amount held in our Bank's Book will not carry any interest.**
15. The acceptance of a bid will rest with the Indian Bank and the Indian Bank reserves to itself the authority to reject any or all of the bids received without the assignment of a reason. Bids in which any of the prescribed conditions are not fulfilled (or) are incomplete in any respect are liable to be rejected. The Indian Bank reserves the right to accept the bid in full or in part and the bidder shall have no claim for revision of rates or other conditions if his bid is accepted in parts.
16. Canvassing in connection with bids is strictly prohibited and the bids submitted by the bidders who resort to canvassing will be liable to rejection.
17. All rates shall be quoted on the proper form. **All the entries to be made legibly in ink only.** Rates written in pencil or any other mode shall not be considered for evaluation and will be rejected.
18. On acceptance of the bid the name of the accredited representative(s) of the firm who would be responsible for taking instructions from the Indian Bank shall be communicated to the Indian Bank.
19. Special care should be taken to write the rates in figures as well as in words and the amounts in figures only, in such a way that interpolation is not possible. The total amount should be written both in words and in figures.
20. During evaluation of bids, the Bank may, at its discretion ask the bidders for clarification of its bid. The request for clarification shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification at the initiative of the bidder shall be entertained.
21. Award of Works
  - Bank will award the Contract to the successful bidder whose bid is the lowest evaluated bid. However, it is not bound to accept the Lowest (L1) bid and reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.
  - The Bank reserves the right at the time of award of Contract to increase or decrease the quantity of goods and / or services from what was originally specified in the Schedule of Quantities without any change in unit price or any other terms and conditions.
22. The Contractor shall comply with and give all notices required under any law, rules, regulations, or bye-law of Parliament, State Legislature or Local Authority relating to works.

The Contractor shall before commencing the execution of work issue a certificate to the Employer that he has obtained all the permissions Registrations and give all the notices as are required to be obtained or given under law particularly blasting permission, Police permission etc.

23. The Contractor shall be required to maintain the site and the building areas in a neat and clean condition at all times to the satisfaction of the Employer.
24. Debris and items removed from the building have to be neatly stacked at site and then periodically removed (maximum of one week), carried away by the Contractor and disposed off as per the rules and regulations of the Local Authorities concerned. No debris shall be thrown loose from upper floors. No floor, roof or other part of the building shall be over-loaded with debris or materials as to render it unsafe.
25. Employer reserves the right to insist on selection of material, workmanship, detailing and finishes, which they consider, is appropriate, and suitable for the intended use. The contractor is not eligible to claim extra on this account.
26. The Bidder should note that he should execute his part of work without causing any damage to any component of the building and also without disturbing the occupants. Any damage so caused shall be made good at the cost & risk of the bidder.
27. The successful bidder shall also be responsible for the safety and security of all their materials and also for ensuring fire prevention steps at all times in the working premises including their part of the work. The successful contractor has to place full time representative at site, the representative should have thorough subject knowledge.
28. The work shall be carried out without disturbing the existing occupants of other offices. Necessary barricading of the area, if required from the rest of the area shall have to be arranged by the successful contractor at no extra cost. The work is to be organized and executed so as to have least disturbance to the occupants of other offices.
29. No interim payment / Adhoc Payment will be entertained in any case
30. **The contractor should ensure payment of minimum wages + VDA to all labourers / workmen staff employed by him in line with central/ state labour wage act whichever higher.**

The Contractor shall at all times indemnify and keep indemnified the Employer against all losses, claims, damages or compensation including under the provisions of the payment of the Wages Act 1936, Minimum Wages Act 1948, Employer's Liability Act 1938, Workman's Compensation Act 1923, the Maternity Benefit Act 1961, the Bombay Shops and Establishments Act 1947, Industrial Disputes Act 1947, and Contract Labour (Regulation and Abolition) Act 1970 and Employees State Insurance Act 1948, Motor Vehicles Act 1988 or any modifications thereof or under any other law relating thereto and rules made thereunder from time to time or as a consequence of any accident or injury to any workman or other person in or about the work whether in the employment of the Employer or Contractor or not, and also against all costs, charges and expenses of any suit, action or proceedings whatsoever out of such accident or injury or combination of any such claims.

31. From commencement to completion of works, the Contractor shall take full responsibility for the care of the work and for taking precautions to prevent loss or damage to the work to the maximum extent possible and shall be liable for any damage or loss that may arise to the works or any part thereof from any cause whatsoever including causes of fire, lightning, explosion, earthquake, storm, hurricane, floods, inundation, subsidence, landslides, rock slides, riots (excluding civil war, rebellion, revolution and insurrection) or any latent defect or damage and shall at his own cost repair and make good the same so that at all times the work shall be in good order and condition and in conformity in every respect with the requirements of the Contract.

For the purpose of this condition this expression "from commencement to completion of works" shall mean the period starting with the date of issue of Work Order or date of handing

over of site whichever is later and ending with issue of Virtual Completion Certificate.

32. The Contractor shall take all precautionary measures to ensure the safety of the workmen employed by it. The contractor shall be fully responsible for the any injury or damage caused to the workmen deployed by him at site for carrying out the work and Bank has nothing to do with such happenings and in no way shall be held responsible for the same.
33. The contractor shall maintain all registers as required by the Regional Labour Commissioner and should furnish the same to the Bank or its representative as and when required.
34. If the work is not started within **7 days** from the date of issue of work order then Employer may terminate the work order without assigning any reason. If during the execution of the work, the progress of work is not considered to be satisfactory and is not consistence to be in contingent with the period of the completion of the work then the Bank may terminate the work order by giving a 5 days notice to the contractor. In such case the contractor shall be liable to pay the employer any extra cost involved for the completion of the said work and will not obstruct any way in completing the work through other agency. After completion of entire work the contractor shall be paid for the actual work executed by him at the quoted rates after deducting any claims, damages.
35. The time allowed for completing the works is **15 days** to be reckoned from **5<sup>th</sup> day** from the date of Work Order / date of handing over site whichever is later.
36. If the Contractor fails to complete any or all the works by the date/s named in **Clause 36** (Date of Completion) or within any extended time (permitted by Bank) then the Contractor shall pay or allow the Employer the sum to be worked out at **0.5%** of contract value per week to be recovered as Liquidated Damages (and not by way of penalty) for the delay, beyond the said date or extended time, as the case may be, during which the works shall remain unfinished and such damages may be deducted from any moneys due or which may become due to the Contractor. The maximum amount of Liquidated damages shall be **5%** of contract value.
37. **Extension of time:** If in the opinion of the Employer, the works be delayed (a) by reason of any exceptionally inclement weather or (b) by reason of instructions from the employer in consequence of proceedings taken or threatened by or disputes, with adjoining or neighbouring owners or (c) by the works, or delay of other contractors nominated by the employer and not referred to in the specification or (d) by the reason of authorized extra and additions or (e) by reason or any combination or works men or strikes or lock-out affecting any of the building trade or (f) from other causes which the employer may consider are beyond the control of the contractor, the employer at the completion of the time allowed for the contract shall make fair and reasonable extension of time for completion in respect therefore. In the event of the employer failing to give possession of the site upon the day specified above, the time of completion shall be extended suitably.  
In case of such strikes or lockouts as are referred to above, the contractor shall, immediately give the employer, written notice thereof. Nevertheless he shall use his best endeavours to prevent delay, and shall do all that may be reasonably required, to the satisfaction of the employer for any extension of time for completion hereunder (which shall be final and binding on the contractor) shall be promulgated at the conclusion of such strike or lock-out and the employer shall then, in the event of an extension being, granted, determine, and declare the final completion date. The provision in clause 41 with respect to payments of liquidated damages shall be construed as if the extended date fixed by the employer was substituted for and the damages shall be deducted accordingly.
40. The successful bidder shall be required to execute an Agreement in the proforma attached with this document within **5 days** from the date of receipt of the notice of acceptance of bid. In the event of failure on the part of the successful bidder to sign the agreement within the above stipulated period, the earnest money will be forfeited and the acceptance of the quotation shall be considered as cancelled.
41. The final bill will be released on satisfactory completion of the entire work and on completion

of all the terms and conditions / obligations spelt out and on proper submission of the bill together with the measurements. Final Bill settlement is within 7 days from the date of proper submission of bill & measurements.

42. At any stage i.e. during the execution of work, any kind of change required, whether it is in design or specification, the contractor must inform the concerned Department of the Bank and after getting the approval, the same has to be incorporated by the contractor.
43. The contractor shall not directly or indirectly sublet the work to other party without written permission of the bank.
44. The Bank reserves the right to distribute the work for which quotation has been called, among more than one parties, if found necessary. No claim in this respect shall be considered and the contractor agrees to cooperate with other agencies appointed by the Bank.
45. Bank shall not be responsible for any lose or damage to the contractor/ labour due to any natural calamity during the course of construction. Contractor is liable to make good all the damages if any, till the work is completed and handed over to the Bank authorities
46. No advance payment shall be made to the contractor on supply of any material supplied at site for execution; Payment shall be made only after completion of the work , submission of proper bills and measurement and checking at the site by Bank's Engineer.
47. Contractor agencies are advised (before quoting the rates) to inspect the site of the proposed work. They must go through specifications and documents. Any clarification, if required, may be taken from the Bank before submitting the quote.
48. The quantities mentioned in schedule are provisional and likely to increase /decrease to any extent or may be omitted thus altering the aggregate value of the contract. No claim for loss of profit/business shall be entertained on this account.
49. The contractor /vendor failed to carry out the works as per schedule/Quality, the same shall be carryout with different agencies and the actual amount will be deducted from the contractor bills.
49. The contractor agency shall keep particular vigil on his workers to maintain very good workmanship of all items, failing which no payment shall be made and no claim of material/labour used shall be made to him in any case, and the same work shall be executed by him again without charging any extra cost.
50. The Bank reserves the right to accept/reject any quotes without assigning any reasons.

**DECLARATION :**

I / We hereby declare that I / We read and understood the above terms and conditions and that we shall abide by them if the work is awarded to us.

Signature & Seal of the Bidder





## ARTICLES OF AGREEMENT

**THIS AGREEMENT** is made on this ..... day of .....month of ..... between Indian Bank and having its Zonal Office at 15/287, Civil Lines, Mall Road, Kanpur – 208001 (hereinafter referred to as the “Employer”) which expression shall include its successor, legal heirs and assignees of the one part.

**AND** M/s. .... having its office at .....  
..... (hereinafter referred to as the “Contractor”) which expression shall include its successor, legal heirs and assignees of the second part.

**WHEREAS** the Employer has caused quotation documents for “Supply, Installation, Testing and Commissioning of Air Cooled Ductable Split Air Conditioner (11 TR) along with ancillary works in Indian Bank, Zonal Office - Kanpur”

**AND** whereas the Employer has called for RFQ vide ref. no. .... dated.....

**AND** whereas the contractor has submitted the Quotation ref. no. .... dated ..... to the Employer on .....

**AND** whereas the Employer has issued the work order ref ..... dated..... to the contractor to do the work.

**AND** whereas the Contractor has agreed to execute the work as per specifications, conditions of contract and Work Order.

**AND** whereas the Employer has accepted the Contractor’s bid as aforesaid and whereas the bid submitted by the contractor has been accepted for such sum as may be ascertained to be payable in terms of the Bill of Quantities and which sum is estimated to be Rs. .... (Rupees ..... ) hereinafter referred to as the said “Contract Agreement”.

### **NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:-**

- 1) In consideration of the said Contract Sum to be paid at the times and in the manner set forth in the said Conditions the Contractor shall carry out and complete the Works in terms and conditions herein contained and according to the general conditions of the contract, notice inviting quotation, special conditions of contract, general scope of work, technical specifications, schedule of rates and instructions to be given by and the supervision of and to the entire satisfaction of the Employer.

#### **2) Contract Price, Taxes and Payment Terms :**

Total contract price is Rs. .... which is inclusive of cost of materials, equipment, installation charges and tools and tackles required for execution of the job. Above price is inclusive of all taxes & duties including excise duty, GST, income tax, octroi etc. in respect of this contract. No claim in this respect will be entertained. Income tax on payments will be deducted and deposited by Employer in accordance with the sales tax law of the state and the provisions of tax deductions at source under income tax act 1961.

#### **3) Completion Period:**

**Time is the essence of the Contract.** The work is to be completed in all respects within **15 days** reckoned from 5<sup>th</sup> day from the date of issue of the Work Order or handing over of site whichever is later. If the Contractor fails to complete the job within the agreed time period the Contractor will have to bear liquidated damages as per the relevant clause mentioned in the RFQ Documents.

4) **Earnest Money:**

The Contractor has deposited an amount of **Rs.4500/- (Rupees Four Thousand Five Hundred only)** as earnest money.

5) **Inspection of Site:**

The Contractor has inspected the site before submitting his quotation and has satisfied himself as to the nature of the work to be executed on the site. Any difficulties which the Contractor may come across in the course of the work shall in no way relieve the contractor to claim or receive extra payment unless the Employer is of the opinion that such difficulties could not have been foreseen and the Employer consents in writing.

6) **Supply of Material and Labour:**

The Contractor shall arrange all labour, materials, equipments, tools, tackles and everything necessary for the completion of the work. The Contractor will assume all responsibility for the safety, protection and accounting of all material and equipment and the work during construction. All materials used by the Contractor shall be of the best quality conforming to the required specification mentioned in the Quotation document and will be subject to the approval of the Employer. All such materials not approved by the Employer shall be removed at once by the Contractor at his own expense. The Contractor shall also at his own expense arrange for carrying out any test of materials which the Employer may from time to time require or if so desired by the employer.

7) **Defective Work / Materials:**

If any part of the work done by the Contractor is found defective in workmanship or if bad or inferior materials have been used the Contractor shall at his own risk and cost demolish all such defective work and rebuild the same and / or replace the bad or inferior materials used within a time frame mentioned to the satisfaction of the Employer. The decision of the Employer in this regard shall be final and binding on the Contractor. In case of default of the contractor to remove the defective work and rebuild the same or replace bad or inferior materials as directed by the Employer, the Employer shall be entitled to employ anyone else to carry out the same at risk and cost of the Contractor and recover all expenses incurred in this regard from the contractor.

8) **Inspection of Work:**

During progress of the work the Employer shall be entitled at all times to have access to and inspect the work.

9) **Supervision:**

The Contractor shall provide one or more competent and technical qualified engineers duly and fully authorized to act on his behalf in all matters relating to the works to be carried out under or any other matter concerning this agreement and who shall at all times be present at the works while any work is in progress as per directions, explanations & instructions of Employer.

10) **Compliance with Statutory Regulations & Work Rules:**

The Contractor shall be responsible for complying with the applicable laws / bye laws / Regulations in force from time to time and shall have to bear all statutory liabilities to the workers / personnel engaged for the job. Nothing will be paid extra in this regard. If any amount is paid by the Employer with this regard the same amount shall be deducted from the Contractor's dues. The Contractor shall have to arrange insurance cover for the workers /





personnel engaged by him for the job.

**11) Determination of Contract:**

In the event of Contractor failing to keep / adhere to agreed schedule of work, or in the event of the Contractor failing to comply with the provisions of this contract by default and / or negligence and / or suspension of work or in the event of Contractor failing to complete the work within the stipulated period, the Employer may terminate this Agreement forthwith and employ, at the Contractor's risk and cost, another contractor or sufficient number of workmen to complete the work.

**12) Force Majeure:**

This clause will be operative only if the work is delayed by

- a. Acts of God
- b. Earthquake or floods or similar natural calamities.
- c. Serious loss or damage by fire or lightning.

In case any Force Majeure condition herein mentioned occurs and continues for a period exceeding 15 days the parties hereto undertake to sit together and devise ways for expeditious and proper performance of the obligations of the parties under this order.

**13) Arbitration:**

“ In the event of any dispute or difference relating to interpretation and application of provisions of the contract and all disputes/ claims whatsoever which shall either during the continuance of the contract or afterwards either between the parties to the contract or the respective representatives touching the construction/ application of any provision/ clause mentioned in the contract or any account or liability between the parties to the contract or as to any act or deed or omission of any party to the contract, in any way relating to these presents, shall be first at the discretion of the Bank attempted to be resolved in good faith by mutual discussion within 30 days of the dispute or question being raised failing which the same shall be settled by arbitration in accordance with provisions of Indian arbitration and Conciliation act 1996.

The Parties concerned shall designate an arbitrator on mutual consent/ consensus. The venue of the arbitration shall be exclusively at Kanpur and any award passed by arbitrator shall be final, conclusive and binding upon the parties and shall be deemed to have been made between parties themselves. The parties to the dispute shall share equally the cost of arbitration as intimated by the arbitrator”.

**IN WITNESS** whereof the said contracting parties have set their hands and seals on the day and year first hereinabove witness.

Witness Address

Employer

Witness Address

Contractor

## **SCOPE OF WORK & TECHNICAL SPECIFICATIONS**

### **1. BRIEF OUTLINE –**

It has been proposed to replace the old 11Tr Ceiling Concealed Ductable AC installed in our Zonal Office, Kanpur. However, it has been decided to utilize the existing duct already laid in that particular with some minor modifications. Hence, the contractors are advised to visit the site and get acquainted themselves with site conditions before quoting the rates.

The scope of work includes necessary piping works, additional refrigerant charging if required (as recommended by manufacturer), cabling from outdoor unit to indoor unit, sealing gaps in the holes made in the walls to prevent entry of dust and moisture, transportation of all materials to site, loading and unloading charges, scaffolding charges if any, labour charges for installation etc.

The vendor shall give performance test for one hour in the presence of the Bank's Engineer. The drain lines from unit should be taken to the ground level. All wires/cables used should be FRLS PVC insulated.

**Defect liability period (DLP):** The units supplied shall be guaranteed against all types of defects for a period of one year from the date of commissioning. Any defects in the system/sub-assemblies/ individual components, found within the guarantee period//DLP, shall be rectified/ replaced by the tenderer without any additional cost to the Bank. **The rate should include for servicing of all the AC units including supply grills, diffusers etc. at interval of four months during the defect liability period.**

### **2. REFRIGERANT PIPING & CONTROL CABLING:**

Supply, Installation, Testing, and Commissioning of refrigerant pipes for following units; of sizes approved by manufacturer, insulated with 12mm thick closed cell Nitrile Rubber Tubular Insulation with GC cloth and coated with polyshield / Polybond coating, between indoor to outdoor units, neatly laid in GI powder coated perforated tray with cover, secured with GI clamps and wall brackets. The pipe supports as per technical specifications shall be provided at every 3.0-meter interval and at bends. The length of piping (both suction & liquid) shall be measured as one set.

### **3. FACTORY MADE RECTANGULAR GI DUCTING:**

Supply, installation, testing and commissioning of factory-made lock-forming quality rectangular GI ducting, complying with IS: 277 and having 120 GSM coating classification. The price includes the cost of necessary accessories & supports (like TDF flanges, MS angle flanges, neoprene gaskets, threaded rod, corner saddles, guide vanes as per SMACNA standards, joints, labelling etc.

#### **ERECTION REQUIREMENTS:**

1. All ducts shall be fabricated and installed in workman like manner, generally conforming to the relevant ISI codes.
2. Ducts shall be straight and smooth on the inside with neatly finished joints. Joints shall be made airtight.
3. Changes in dimensions and shape of ducts shall be gradual. Curved elbows shall have a center line radius equal to one and a half times the width of the duct. Air turns shall be installed with vanes, arranged to permit the air to make the turn without appreciable turbulence.
4. All ducts shall be rigid and shall be adequately supported and braced where required with standing seams, tees or angles, of ample size to keep the ducts true to shape and to prevent buckling, vibration and breaking.
5. All branch take-offs and collars shall be provided with turning vanes.

6. All necessary allowances and provisions shall be made by the contractor for beams, or other obstructions in the building. Where necessary to avoid beams or other structural work, plumbing or other pipes and or conduits, the ducts shall be transformed, divided or curved to one side, the required area being maintained, all as per the site requirements.
7. All duct work shall be independently supported from building construction.
8. The ducts shall not be supported from false ceiling hangers or be permitted to rest on false ceiling.
9. All ducts shall be totally free from vibration under all conditions of operation. Whenever duct work is connected to fans, air handling units or blower coil units that may cause vibrations in the ducts, ducts shall be provided with flexible connections, located close to the unit. Sleeve shall be made smooth, and the connecting duct work rigidly held by independent supports on both ends. The flexible connection shall be suitable for pressures at the point of installation.
10. The air distribution system comprises with all supports like anchor fasteners and tie-rods, cradles, angle iron supports, bolts and nuts, 4mm thick self-adhesive neoprene rubber gasket, stiffeners, zinc chromate painted angle iron flanges, chipping and plastering of openings made for duct supports etc., filling the gap with fibre glass wool and with fire sealant complete as per specification.

#### **4. INSULATION:**

##### **Acoustic Insulation**

The ducts shall be provided with acoustic insulation on supply air duct (inside of the duct) lining using 25 mm nitrile rubber insulation with ultra-fresh antimicrobial protection. The density of the same shall be within 140-180 Kg/m<sup>3</sup>. The material should have a thermal conductivity not exceeding 0.050 W/mK. The maximum surface temperature the material should withstand is 105°C and minimum temperature should be -20°C. The material should conform to Class 1 rating for surface spread of Flame as per BS 476 Part 7.

##### **Thermal insulation**

Factory Mutual Laboratory (FM) approved closed cell nitrile rubber foam, temperature range from - 10°C to +40°C, Class O fire category and as per specification. The Thickness of the material shall be 19mm. The contractor needs to submit the certificate/document in proof of this approval.

**Signature and Seal of the Tenderer**

**Technical Specifications to be filled by the Tenderers**

Sr. No.	PARTICULARS	SPECIFICATIONS PROPOSED BY FIRM
1	<b>MAKE</b>	
2	<b>MODEL</b>	
3	<b>Cooling Capacity of the Unit in Tr / Btu per Hr</b>	
4	<b>Refrigerant Type</b>	
5	Power Supply	
6	Type of compressor	
7	No. of Outdoor Units	
8	No. of Compressors in each Outdoor unit	
9	Power consumption of the Outdoor unit in Watts	
10	Power consumption of the Indoor unit in Watts	
11	Total consumption	
12	<b>Warranty on Compressor</b>	
13	<b>Warranty on the whole Unit</b>	
14	Nominal Air flow	
15	Indoor Unit Weight	
16	Outdoor Unit Weight	
17	Any other feature which tenderer intends to specify	

The technical details called for to be furnished by the firms without fail. If the firm does not furnishing the above data, their bid may be is rejected. Replies like ‘as per manufacturers standard’, ‘shall be furnished later”, ‘as per propriety design” etc. shall not be considered as it will not help in evaluation of the bid and bid will be considered incomplete.

**Signature and Seal of the tenderer**

**LIST OF PREFERRED MANUFACTURERS TO BE USED IN AIR CONDITIONING WORKS SUBJECT TO THE APPROVAL OF SAMPLES BY BANK**

Ductable Units	BLUE STAR / HITACHI / DAIKIN / MITSUBISHI / CARRIER
Duct – Factory Fabricated	Rolastar / Celsair / Venus
Insulation – Pipes & Ducts	Aeroflex / Superlon / K-Flex
Copper pipes	Totalline / Rajco / Mandev / Uniflow
PVC pipes	Finolex / Astral / Ashirvad / Supreme
FRLS Copper cable	Finolex / Polycab / Anchor / Havells

**NOTE :** The Contractor shall use only above mentioned material or equivalent make to be approved by Bank. All other materials shall confirm to the specifications laid down. The bidder shall take this into account while quoting rates and prices

**Date:**

**Signature of Contractor  
(With Seal)**

**PRICE BID**  
**(On Letter Head of Contractor)**

To,

**The Zonal Manager  
Indian Bank,  
Zonal Office,  
15/287, Civil Lines,  
Bada Chauraha,  
Kanpur – 208001**

Dear Sir,

We have gone through the details of terms / conditions and nature of services to be provided. We have visited the site and got all necessary details. Accordingly, our rates for supply, installation and commissioning of Ductable AC along with other ancillary works are as follows :

S.NO	PARTICULARS	UNIT	QUANTITY	Rate Per Unit in Rs. (Excluding GST)	Amount in Rs. (Excluding GST)
<b>A</b>	<b>EQUIPMENT</b>				
1	Supply of minimum 11 TR capacity, ceiling suspended air cooled split type Ductable air-conditioners with multi-scroll compressors compatible with eco-friendly refrigerant (R410A / R407C / R32) operating at AC 3 phase, 415V, 50HZ etc. complete. The unit should be complete with all required components such as air cooled condenser with blower fan, copper refrigerant coil, anti-corrosion condenser fins, conformal coated PCBs, remote control, etc. The fan for outdoor unit shall be selected for low noise and the motor etc. shall be housed in a powder coated casing with anti-vibration mounts etc. Indoor unit shall be acoustically treated and shall be controlled with remote based wired/wireless microprocessor intelligent system with single phase prevention, reverse phase protection etc. Outdoor units will be placed at the roof-top on suitable size angle iron standduly painted as directed.  (Approved Make – Blue Star / Daikin / Carrier / Hitachi / Mitsubishi )	Set	1		
<b>B</b>	<b>ANCILLARY WORKS</b>				
1	Installation, testing and commissioning of ductable split ACs mentioned at item no.1 with initial charge of refrigerant, hardware, labor, tools etc. This job includes initial charge of required Refrigerant gas for Ductable Unit (11 Tr) and fixing IDU in the concealed ceiling and loading ODU on the terrace	Job	1		
2	Supply and Installation of hard drawn Copper Refrigerant with 12mm thick nitrile tubular installation covered by Gc cloth, fittings, elbows, bends including supporting arrangement for interconnecting outdoor and indoor units and shall	Meter	25		

	be laid in GI powder coated perforated tray as directed. Size of the pipes shall be as per manufacturer standards.				
3	Supply and Installation of heavy duty PVC pipe for drain piping of size 40/50 mm dia. with 9 mm thick aluminum foil faced- nitrile rubber insulation complete with supports, sleeves, hangers etc.	Meter	20		
4	Supply and Installation of 4 Core 2.5 sqmm FRLS Copper control cables for supply and control from outdoor unit to indoor unit and from panel.	Meter	30		
5	Complete Testing of Existing GI Duct along with supply and installation of new GI Duct required for minor modifications and connect two separated ducts and indoor unit with the duct. This includes complete thermal and acoustic insulation of duct.	LS	1		
6	Dismantling and Reinstallation after spray painting of Grill and Diffusor	LS	1		
7	Supply and Installation of fire retardant Canvas Connector for Ductable Unit	No	1		
<b>C</b>	<b>BUY-BACK OF OLD AC</b>				
1	Dismantling and taking away existing 11 TR Ductable unit under Buy-back scheme.	Set	1		

#### SUMMARY –

S.NO.	PARTICULARS	BASIC AMOUNT (X)	GST (Y)		TOTAL AMOUNT (Z = X+Y)
			<b>Rate</b>	<b>Amount</b>	
A	EQUIPMENT		28%		
B	ANCILLARY WORKS		18%		
C	BUY BACK OF OLD AC		28%		
<b>D</b>	<b>GROSS AMOUNT (D = A+B-C)</b>				
	<b>IN WORDS : RUPEES</b>				

#### NOTE:

1. Works shall be carried out by using approved brand of the material only and specifications and quality. No deviation is permitted without the approval of the bank.
2. Rates/ Amount of items shall include cost of the material, loading, unloading, charges for tools /machineries, labour, taxes etc.
3. Rates/amount quoted shall valid for all floors of the building. No extra charges shall be paid for lifting of material for any height.
4. No extra payment shall be made for carrying out the works in holiday/Sunday/ Saturday/ night etc.
5. The contractor makes their own arrangement for safety /security of the material staked at the site. The Bank will not responsible for any theft/mishandling of the material.
6. The Contractor shall obtain necessary labour license, insurance, and permission/ approval from local authorities/ society if required to carry out the works.

Date: \_\_\_\_\_

(Signature of the Contractor with Seal)