



**PREMISES DEPARTMENT
ZONAL OFFICE ALLAHABAD**

TENDER DOCUMENT

**For Rate Contract towards Supply and Installation of Air-Conditioners in various branches of Indian Bank under Allahabad Zone,
(District – Allahabad, Kaushambi, Pratapgarh, Chitrakoot, Raebareli, Sultanpur)**

PART I – TECHNICAL BID

Ref:No : ZOA:P&E:2023-24:01

Date : 16/06/2023

Issued to:

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Last date for submission of Bid	30/06/2023 upto 14:00 HRS at Indian Bank, Zonal Office, Premises Department, 22, PD Tandan Road, Civil lines, Prayagraj- 211001
Date of Opening of Technical Bid	30/06/2023 at 15:00 HRS Indian Bank, Zonal Office, Premises Department, 22, PD Tandan Road, Civil lines, Prayagraj- 211001
Date of Opening of Financial Bid of Firms Qualifying in Technical Bids	30/06/2023 at 14:00 HRS Indian Bank, Zonal Office, Premises Department, 22, PD Tandan Road, Civil lines, Prayagraj- 211001



ZONAL OFFICE – ALLAHABAD

NOTICE INVITING TENDER

For Rate Contract towards Supply and Installation of Air-Conditioners in various branches of Indian Bank under Allahabad Zone, (District – Allahabad, Kaushambi, Pratapgarh, Chitrakoot, Raebareli, Sultanpur)

Indian Bank, Zonal Office Allahabad invites sealed bids under Two Bid System containing Part-I (Technical Bid) & Part –II (Financial Bid) from Established / Authorised Dealers & service provider in the same line of Activity having workman with minimum qualification criteria for Air-Conditioning work as per Tender and having full time local office at Allahabad. We require Supply and complete Installation of Air-Conditioners in various branches of our Bank under Allahabad Zone located in Allahabad, Kaushambi, Pratapgarh, Chitrakoot, Raebareli, Sultanpur districts. The Tender Documents can be downloaded from the Bank's website (www.indianbank.in) under Tender Column.

1.	Name of work	Rate Contract towards Supply and Installation of Air-Conditioners in various branches of Indian Bank under Allahabad Zone (District – Allahabad, Kaushambi, Pratapgarh, Chitrakoot, Raebareli, Sultanpur)
2.	Validity of Tender	Till 90 days from the date of opening
3.	Period of completion	Within 7 days as & when order received. There may be repeated orders for different branches during the Validity of Tender
4.	Interim / Adhoc Payment	No Interim / Adhoc Payment are allowed.
5.	Tender Documents	Tender documents can be obtained from the Bank's website (www.indianbank.in) under Tenders column.
6.	Last date for submission of Bid	30/06/2023 upto 14:00 HRS at Indian Bank, Zonal Office, Premises Department, 22, PD Tandan Road, Civil lines, Prayagraj- 211001
7.	Date of Opening of Technical Bid	30/06/2023 at 15:00 HRS Indian Bank, Zonal Office, Premises Department, 22, PD Tandan Road, Civil lines, Prayagraj- 211001
8.	Date of Opening of Financial Bid of Firms Qualifying in Technical Bids	30/06/2023 at 14:00 HRS Indian Bank, Zonal Office, Premises Department, 22, PD Tandan Road, Civil lines, Prayagraj- 211001
9.	Minimum Eligibility Criteria	<p>1. Should be in same line of activity minimum for the past 5 years in carrying out similar nature of works ending 31.03.2023. <i>Please furnish Purchase Order / Work Order / Client's Completion Certificate / Empanelment Letter issued by PSBs / PSUs / Central Government / State Government to confirm the same.</i></p> <p>Similar works means: Supply & complete Installation of Air-Conditioner including electrical supply, water drainage piping etc for any Public Sector Banks/ Public Sector Units/ Central or State Government Departments</p> <p>2. Should have Registered Office in Allahabad <i>Please furnish requisite document as proof.</i></p>

		<p>3. Should be Authorised Dealers & service provider of Air conditioners (Blue Star Company)</p> <p>4. Should have valid GST No.</p> <p>5. Should be registered with Income Tax Authority</p> <p><i>The bidders must satisfy the above criteria and furnish the relevant documents as proof. If the Vendors fail to provide relevant documents and meet the minimum eligibility criteria as mentioned above, Bank would disqualify the bidder without assigning any reason whatsoever.</i></p>
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Note:

1. Tenderers are required to submit the bid in 2 parts namely Technical bid and financial bid. The Technical bid is to be submitted in sealed cover along with, Necessary documents prescribed in the Bids & forms. The Financial bid shall be submitted in a separate sealed cover. The Technical and Financial bids are to be put in a master envelope (3rd Cover) and sealed and super-scribed "Tender for Rate Contract towards Supply and Installation of Air-Conditioners in various branches of Indian Bank under Allahabad Zone" and addressed to the Zonal Manager, Indian Bank, Zonal Office, Premises Department, 22, PD Tandan Road, Civil lines, Prayagraj- 211001".
2. Conditional tenders, late tenders will be summarily rejected. Any tender received open, late or not meeting all the tender conditions / Bids not filled up in Pen are liable to be rejected.
3. 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.
4. The Bank reserves the right to verify the particulars furnished by the applicant independently.
5. Short-listing of contractors will be finalized after inspection of works and obtaining confidential reports (if required) from previous employers for only those firms who fulfill the aforesaid Pre-qualification criteria and that specified in Technical bid.
6. Bank is not bound to accept the Lowest (L1) bidder and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
7. Submission of this tender 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. Each and every page of the tender documents and correspondences accompanying the tender shall have to be duly signed and stamped by the Bidder / Authorised Signatory before submission.
9. The rates quoted by the bidder shall be based only on the specifications and conditions of the tender documents.
10. Bank is not liable to make any payment to bidders for preparation to submit the bid.
11. Clarifications, if any, pertaining to this bids may be referred to Indian Bank, Premises Department, Zonal Office Allahabad through E-mail Id – zoAllahabad@indianbank.co.in

ZONAL MANAGER



FORM OF TENDER

**The Zonal Manager
Indian Bank
Zonal Office Allahabad
22, PD Tandan Road, Civil Lines,
Prayagraj - 211001**

Dear Sir,

**SUB: Invitation of Tender for Rate Contract towards Supply and Installation of Air-Conditioners
in various branches of Indian Bank under Allahabad Zone
(District - Allahabad, Kaushambi, Pratapgarh, Chitrakoot, Raebareli, Sultanpur)**

Having examined the specifications and conditions prepared by you, and satisfying ourselves as to the location of the sites and working conditions, I/We hereby offer to Supply and Installation of Air-Conditioners at the respective rates which I/We have quoted for the items in the Financial bid.

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

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

In the event of this bid being accepted, I/We agree to enter into and execute the necessary contract required by you.

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 tender.

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

I/We agree to keep our bid open for **90 (Ninety) days** from the date of opening of Tender.

I / We agree that incase 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 Applicant / Firm / Organization	
2.	Registered Address of the Firm (Please attach address proof as supporting document as Annexure - I)	
3.	CONTACT DETAILS Landline No - Mobile No - FAX No - Email Id -	
4.	Year of Establishment (Enclose certified copies of documents as evidence - Annexure - III)	
5.	Constitution of Firm (Enclose certified copies of documents as evidence - Annexure - IV)	Sole Proprietorship / Partnership / Private Ltd. / Public Ltd / Any other (Please specify)
6.	Name of the Proprietor/ Partners / Directors of the Organization / Firm with Qualification (Enclose certified copies of documents as evidence - Annexure - V)	
7.	Name/s of Authorized Signatory/ Directors / Partners with Designation and Contact No.	
8.	Mode of Authorization (Enclose certified copies of documents as evidence - Annexure - VI)	Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other (Please specify)
9.	Details of Registration with Registrar of Companies/ Registrar of Firms. (Enclose certified copies of documents as evidence - Annexure - VII)	

10.	Whether empanelled with Public Sector Banks / Public Sector Undertakings / Central Govt Department / State Govt. Departments or any other Government Organization and if so, in which class and since when? <i>(Enclose Empanelment letters issued by the Organizations - Annexure - IX)</i>	YES / NO
11.	Number of years of experience in this field. <i>(Enclose evidence to meet the eligibility criteria as Annexure - X)</i>	
12.	Banker's Details – <i>(Please attach copy of cancelled cheque as proof - Annexure - XI)</i> (i) Banker's Name : (ii) Account No. : (iii) Type of Account : (iv) IFSC :	
13.	Registration with the Government Authorities <i>(Enclose certified copies of documents as evidence - Annexure - XII)</i> If firm is exempt from ESI & EPF registration as per extant guidelines, fill N.A. and an undertaking is to be submitted stating the same.	
14.	a) Income Tax (PAN) No. ii) Goods & Service Tax (GST) No. iii) Labour License iv) ESI v) EPF	
15.	Name & Value of Major Works Completed during the last 5 years. <i>Please fill up the details in the format enclosed as Form - A & enclose copies of work order issued by Client, etc with this tender as Annexure - XIII.</i> <i>Please enclose documentary proof to satisfy minimum eligibility criteria as mentioned in NIT (Point No. 9)</i>	

16.	Furnish the names of -3- responsible persons along with their designation, address, contact no., etc., for whose organization, you have completed the above-mentioned jobs and who will be in a position to certify about the quality as well as performance of your organization.	<i>Please fill up the details in the format enclosed as Form - E and enclose the details as Annexure - XVII</i>
17.	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed of during the last five years by an arbitrator. If so, the details of such litigation are required to be submitted.	<i>Please fill up the details in the format enclosed as Form - F and enclose the details as Annexure - XVIII</i>
18.	Has the applicant or any constituent partner in case of partnership firm/ Company, ever abandoned the awarded work before its completion? If so, give the name of the project and give reasons thereof.	
19.	Has the applicant or any constituent partner in case of partnership firm / Company, ever been debarred/black listed for tendering in any organization at any time? If so, give details	

DECLARATION -

1. All the information furnished by me/us here above is correct to the best of my knowledge and belief.
2. I/We have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/ annexures.
3. I/We agree that the decision of Indian Bank in selection of tenderers will be final and binding to me/ us.
4. I/We hereby confirm that our firm/agency/company has not been disqualified / debarred / blacklisted by any Governments, Semi-governments, PSUs, and Banks including any of the Offices / Branch of Indian Bank Pan India during last 5 year from the date of application.
5. I/We hereby confirm that all information, particulars, copies of certificates and testimonials in connection with my/our empanelment are correct and genuine. I am / We are, therefore, liable to face appropriate actions as deemed fit by the Indian Bank in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine. I/We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, the empanelment shall be cancelled at the discretion of the Indian Bank.

PLACE -

DATE -

SIGNATURE OF CONTRACTOR

NAME & DESIGNATION -

SEAL OF ORGANISATION -

FORM - A

LIST OF MAJOR WORKS COMPLETED IN LAST 5 YEARS

S.NO	NAME OF CLIENT	NATURE OF WORK	ESTIMATED VALUE	DATE OF COMPLETION	FINAL VALUE OF THE PROJECT	REASONS FOR THE VARIATION (IF ANY)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(Add Separate Sheet if required)

NOTE -

- The supporting documents like Work Order & Completion Certificate issued by the Clients shall be enclosed.**

Name of Authorized Signatory

Sign & seal of the applicant



FORM - E

**DETAILS OF THREE RESPONSIBLE CLIENTS / PERSONS TO WHOM THE
MAJOR WORKS CARRIED OUT BY THE APPLICANT**

S. No.	Name of the Official	Organization & Address	Contact Numbers	E-mail ID

(Add separate sheet if required)Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory

Sign & seal of the applicant



FORM - F

**DETAILS OF LITIGATION / ARBITRATION CASES RESULTING FROM THE CONTRACTS EXECUTED IN THE LAST
FIVE YEARS OR CURRENTLY UNDER EXECUTION**

Year	Award for or against Applicant	Name of Client	Cause of Litigation & Matter of Dispute	Disputed Amount	Actual Awarded Amount

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory

Sign & seal of the applicant



GENERAL TERMS AND CONDITIONS

1. Fluctuations in the prices of any materials or equipment or labour etc; shall not be taken into account either for compensation for damages or for extras. The validity of the tender shall be 90 days for acceptance.
2. Watch and ward in respect of all plants, machinery and materials at site for use in work shall be the contractor's sole responsibility.
3. The contractor shall have to make his own arrangements to house his labour and staff, and for their services.
4. All instructions regarding the execution of the work shall be received from the Bank only. Any other instruction issued directly to the contractor by anyone else shall not be binding on the bank.
5. The contractor shall be responsible for all the errors and will have to rectify all defects at his own cost, failing which the bank reserves all the rights to get the same rectified at the risk and the cost of the contractor.
6. The contractor entrusted with the work shall indemnify the Bank against theft, mishaps in contract and injury to workmen, damage to persons, property etc. He shall make good the damage at his own expenses.
7. The Bank shall have the power to omit or cancel; any item of work without assigning any reason whatsoever and no claim for compensation for damage will be entertained for such omissions and cancellations.
8. Time is the essence of the work. The work order will be issued for each site as and when site is made ready. All the works shall have to be completed within 7 Days from the date of work order. If the work is not completed within the aforesaid period, the contractor shall pay the bank or the bank shall be entitled to deduct from the payment due to the said contractor the sum of ½% of contract value per week of delay or part thereof, subject to a maximum limit of 5% of the contract amount other than the unavoidable condition acceptable to the bank.
9. In case the Bank is not satisfied with the quality of materials used by the contractors they reserve the right to direct the contractor to procure such supplies from agencies they deem fit.
10. It is agreed that if the works are delayed (1) by force-majeure or (2) by reasons of any damage by exceptionally inclement weather or (3) by reasons of loss or any damage by extensive fire not caused by an act or a default on the part of the contractor, by earthquake or civil commotion, strikes or lockouts affecting any of reasonable extension of completion of works. Upon the happening of any such event, causing delay, the contractor shall immediately give notice thereof in writing to the bank and the bank in all such eventualities agrees, without accepting any contractual obligations in this behalf, to assist the contractor to the utmost extent possible to meet the situation. If no such



notice as mentioned above is given within 7 days of happening of such event, no claim for damage or compensation will be entertained on all parties.

11. The contractor shall submit the bills for payment along with detail statement showing the actual works carried out under different heads of items.
12. The contractor shall clear the site of works as per the instructions of the bank. The site of works shall be cleared of all men, materials etc. belonging to the contractor. The site should be delivered in a broom clean and neat condition, after completion of the days work by the contractor.
13. The contractor shall not without the written consent of the bank, assign the work or subcontract any portion of works.
14. The final bill from the contractor shall not be entertained under any work found any circumstances without completion of all the items of works any work found defective or wrongly carried out, and instructed by the bank to be rectified or replaced shall be rectified or replaced prior to submission of the final bill. It is to be expressly noted that no final bill will be held valid in the event of non - rectification of the defective or wrongly carried out items and completion date shall not this account be extended. Defects liability period will be effective from the day of satisfactory completion of all the items of work.
15. Utmost care to be taken for not to disturb to normal working of Branch.
16. While executing the work, considerable amount of shifting and re-shifting of several furniture like Tables, Chairs, Steel Cupboards, Filing Cabinets, Side Units, Safes etc. Grills, Door frames, Windows, Partitions & Glass etc. items are Likely to be involved. It is also likely that some of the items might be required to be temporarily shifted elsewhere in the premises on any other floors. These shall be done by the contractor, and no payment against these works shall be separately paid for by the Bank. As the work is to be carried out and completed in the working Bank Branch, the contractor shall be responsible for maintaining the premises in clean condition every morning.
17. The contractor and / or his authorized representative will attend all the meetings whenever called for and the decisions taken in the meeting will be binding on the contractor.
18. The rates shall be entered in figures as well as words.

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

DATE:

PLACE:

SIGNATURE OF THE TENDERER WITH STAMP/ SEAL.



FORM OF AGREEMENT

Article of agreement made at this day of _____, 2023 ____ between **INDIAN BANK**
(herein after called “ The Bank”) of the one part and _____

_____ of (or whose registered office is situated at _____

_____ (hereinafter called “the contractor”) of the other part.

WHEREAS the Bank is desirous of **Supply and Installation of Air-Conditioners in various branches of Indian Bank under Allahabad Zone (District – Allahabad, Kaushambi, Pratapgarh, Chitrakoot, Raebareli, Sultanpur** and has caused schedule and Rates showing and describing the work to be done. **The Air Conditioning work will be done by the contractor at the same rates for repeated orders upto 90 days from opening of tender.**

AND WHEREAS the contractor has supplied the Bank with a fully priced copy of the said schedules of rates (which copy is herein after referred to as “the contract”) and the contract bill have been signed by or on behalf of the parties hereto:

Now it is hereby agreed as follows:

1. For the consideration herein after mentioned the contractor will upon the subject to the condition annexed carry out and complete the work shown up[on the contract and describe by or referred to in the contract bill and in the said conditions.
2. The said condition and Appendix thereto shall be read and constructed as forming part of this agreement, and the parties here to shall respectively abide by, submit themselves to the conditions and the perform the agreements on other parts respectively in such conditions contained.

AS WITNESSED the hands of the said parties.

SIGNE BY THE SAID IN THE
PRESENCE OF

CONTRACTOR

Witness:

Name:

Address:



TECHNICAL SPECIFICATIONS

01 SCOPE

The scope of this section covers the supply, installation, testing & commissioning of split Air-Conditioning unit, false roofing and partition works.

02 GENERAL

The split air-conditioners shall be completely factory assembled, wired, tested & shall generally comprise the following:

- a) The indoor unit shall comprise of the cooling coil, evaporator blower with motor & drive, thermostats, thermostatic expansion valves, filters etc.
- b) The drain tray shall also be adequately insulated to ensure no sweating / condensation at the bottom of the tray.
- c) Timer should be provided to stagger & sequence the operation of evaporator fan & the Compressor.

03 TESTING

Each unit shall be factory assembled tested. A test certificate will have to be furnished with each unit on delivery.

04 SPLIT TYPE AIRCONDITIONERS:

These shall be similar in construction to the split A.C.'s mentioned above:

- They shall be suitable for 230 V \pm 10% single phase a.c. supply.
 - The evaporator fan shall be capable of 300 CFM/TR with no duct connection. ☐
- The design for the indoor shall be Hi-Wall type unless specified otherwise.

05 CODES & STANDARDS:

The design, manufacture, performance of the air-conditioners shall comply with all currently applicable statutes, regulations & safety codes in the locality where the equipment is being installed. The equipment, its components as well as accessories shall confirm to the latest applicable IS (Indian Standard).

Signature of contractor with Stamp/ Seal.

APPROVED MAKES FOR AIRCONDITIONING SYSTEM

<u>ITEM</u>	<u>MAKES</u>
1.Split Type Air-conditioners	Blue Star
2.Electric Cables	Polycab/Havells
3. Copper piping	Branded (Ryoku) Pressure tested Tubes.
4.Nitrile Insulation	‘O’Class branded.
5.MCB	L&T / Havells
6.Stablizer	V-Guard / Blue Bird / Blue Star
7. Timmer	Blue Star

- NB. 1) The contractor should obtain prior approval from bank / its Consultants before placing order for any specific materials.
- 2) All materials should conform to relevant standards and codes of BIS.
- 3) Materials with I.S.I. mark only should be used

Note:

The Brands/ Make mentioned in the following List should be used by the contractor and Rate quoted should be based on the same. In case of the brand / make is not available, material of other make should be used with prior approval of Bank. The rates will be revised, based on the difference in the basic rates of the make brands / name mentioned below:

Signature of contractor with Stamp/ Seal.