

INDIAN BANK  
Zonal Office, Midnapore  
Near Old Water Tank, Station Road, Midnapore, Paschim Medinipur - 721101

**NOTICE INVITING TENDER**

Work: Comprehensive Annual Maintenance of Air-Conditioner Machines  
(Window & Split) installed in Midnapore Zonal Office  
& in 84 Branches/Offices under Midnapore Zonal Office

Sealed tenders in two bids system from eligible, experienced AC service providers with Banks, Government Departments, PSUs etc, having its office at Midnapore or in any of the district of Purba Midnapore, Paschim Midnapore & Jhargram, with minimum 5 years' experience in the similar field are invited for Comprehensive Annual Maintenance of Air-Conditioner Machines (Window & Split) installed in Bank's Zonal Office Midnapore and presently 84 branches/offices spread across districts of Purba Midnapore, Paschim Midnapore & Jhargram (List of Offices/Branches as per Annexure-1) for a period of one year.

Full details and tender documents are enclosed (As per Tender 1) or may be collected from Bank's Premises Department, Zonal Office Midnapore, Station Road (Near Old Water Tank), Midnapore, PIN 721101. Dully filled in tenders in a sealed envelope prescribing name of work / name of firm with address, contact number, e-mail ID should be submitted on above mentioned address as per following schedule

1	Issue of tender document	From 26.06.2025 to 02.07.2025
2	Last date for Submission of tender	On or before 10.07.2025 up to 15:00 hrs
3	Opening of tender (Part I)	On 10.07.2025 at 16:30 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

  
**MRUTYUNJAY DAS**  
**ZONAL MANAGER**



INDIAN BANK  
Zonal Office, Midnapore  
Near Old Water Tank, Station Road, Midnapore, Paschim Medinipur - 721101

**Work: Comprehensive Annual Maintenance of Air-Conditioner Machines  
(Window & Split) installed in Midnapore Zonal Office  
& in 84 Branches/Offices under Midnapore Zone**

**General conditions and instructions to the contractors**

1. Contractors may visit the site to understand the nature and scope of the work and doubts of any nature should be clarified before quoting price/submitting tender documents

**2. Eligibility criteria:**

- Experienced AC service providers with Banks, Government Departments, PSUs etc. having its office at Midnapore or in any of the district of Purba Midnapore, Paschim Midnapore & Jhargram, with minimum 5 years' experience in the similar field.
- The Contractors/agency should have at least Five years of experience in the field, as on 31.03.2025.
- The agency should have successfully executed minimum one AMC for window & split type ACs for a value not less than Rs. 100000/- per year or two works of Rs. 50000/- per year or three works of Rs. 40000/- per year in the Government Department, Public Sector Undertaking Banks, etc. during the last 3 years.
- The contractor should use its own equipment T&P for the jobs.
- The agency should have valid GST registration & other supporting documents related to GST.

**3. Duration of Contract:**

The AMC will be valid for a period of 1 year. However, if services are not found satisfactory during the said period, the contract will be terminated any time by giving one-month notice. The contract may be extended for further one year on same rates at Bank's option.

**4. Payment terms:**

- Payment will be released on a quarterly basis after ascertaining the satisfactory performance of contractual responsibility carried out in the said quarter based on the service reports duly signed by concerned Branch Manager for branches & official of Premises department for ZO and respective bill submitted by the contractor for the said quarter and certified by the concerned Branch Manager to the effect that all the complaint recorded in the register/ informed to AMC contractors have been attended to and routine maintenance has been carried out.
- No advance payments will be entertained.
- All Taxes as applicable will be deducted at source.





**5. Scope of work**

- a. Replacement of motors (all type) in AC units if necessary.
- b. Replacement of capacitors. Relays and overload relay in AC units, if damaged.
- c. Rectification of electrical circuits in ACs.
- d. Servicing Overhauling of AC machines (Window & Split) (Once in every 3 months). Cleaning of filters, cleaning of cooling coil, pressure cleaning by air/water & general cleaning.
- e. Gas filling/welding/brazing/Compressor changing, etc. including the transportation and carriage charges, whenever necessary.
- f. Contractor should ensure to attend the breakdown/ complaints within 24 hours of information to him in case of minor/major complaints.
- g. 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. including functioning of their remotes.
- h. All the spares and consumables are to be provided by the contractor.

**6. Penalty:**

While all contractual obligations will be strictly enforced deductions will be made for poor services like

- a. In case the contractor's service personal refusing to do duty assigned in respect of maintenance of air conditioners.
  - b. The contractor's service personal not turning up for service on the appointed day at the appointed time.
  - c. For deficiency in the workmanship and misbehaviour of the staff deployed for supply and service.
  - d. 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 on risk & cost of AMC Contractor and the cost will be recovered from the bill of AMC contractor.
  - e. The penalty will be levied on the basis of assessment by Bank.
7. Rate should include charges for removal of debris out of premises to nearest 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 GST to be mentioned separately. 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 same 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 office/ residents of the building are not affected Contractor is required to take adequate care during progress of work to protect belongings of Office, building, 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.
26. 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.
27. 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.



**PART-I (TECHNICAL BID)**

Particulars of the form to be furnished by the contractor for the purpose of the  
Comprehensive Annual Maintenance of Air-Conditioner Machines  
(Window & Split) installed in Midnapore Zonal Office  
& in 84 Branches/Offices under Midnapore Zone

1. Name of the Organization :
2. Address & Tell/MOB no :
3. Year of Establishment :
4. Status of the firm :  
(Whether Company/Firm/Proprietary) :
5. Name of Directors/ Partners/Proprietor :
  - a.
  - b.
  - c.
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 assessed 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 part-1

PROFORMA-1

**PARTICULARS IN RESPECT OF WORK EXECUTED**

SI No	Name of the work Project with Address	Short Description of work Executed	Name & Address of Owner	Value of work Executed	Stipulated time Completion of with date of commencement	Actual time Completion with date of completion	Name of Architect/ Consulting Engineer
1	2	3	4	5	6	7	

Place :

Date :

Name & Signature with seal



Enclosure to Part-1

**PROFORMA-2**

**OTHER RELEVANT INFORMATION**

**A. WORK FORCE**

Sl no	Permanent/Employee	No	Any other	Years with the firm
1	Technicians			
2	Mate/Helpers			
3	Others			

**B. WORKSHOP FACILITIES**

SL NO	Location	Land Area	Type of Structure	Type of Facilities.
1				
2				
3				

**C. LIST OF MAJOR CONSTRUCTIONAL EQUIPMENT IN POSSESSION OF THE FIRM.**

Place :  
Date :

Name & Signature with seal



**PART-'B' (PRICE BID)**

**Schedule of works for Comprehensive Annual Maintenance of Air-Conditioner  
Machines (window & split) installed in Midnapore Zonal Office  
& in 84 Branches/Offices under Midnapore Zone**

Sl. No	Name of Premises	Type of AC	Number	AMC Rate/year per unit (In Rs.) (Excluding taxes)	Total AMC Amount (In Rs.) (Excluding taxes)
1	Bank's Zonal Office at Midnapore & 84 Branches/ Offices, across district of Purba Midnapore, Paschim Midnapore & Jhargram	Window Type  Split Type			
2	Total Amount (Excluding GST)				
3	GST @-----%  Final Amount including Taxes/GST				

Date :  
Place :

Name & Signature with seal





PURBA MIDNAPORE			
SL NO	NAME OF BRNACH	NO AC	TYPE OF AC
1	ALANKARPUR	4	SPLIT
2	ANNAPURNA	4	SPLIT
3	BALIGHAI	1	SPLIT
4	BARDABAR	3	SPLIT
5	BIDYAPITH ( AJANBARI )	1	SPLIT
6	BURARIHAT	8	SPLIT
7	CHAIPUR BAZAR	4	SPLIT
8	CHIRANJIBPUR	4	SPLIT
9	CHOWKHALI	5	SPLIT
10	CONTAI	4	SPLIT
11	DAKSHIN KALAMDAN	3	SPLIT
12	DHOLMARI	8	SPLIT
13	DUBDA	5	SPLIT
14	EGRA	2	SPLIT
15	GOPALNAGAR	5	SPLIT
16	GOPALPUR	5	SPLIT
17	HALDIA BASUDEVPUR	4	SPLIT
18	HALDIA Ealb	4	SPLIT
19	HANSCHARA	0	SPLIT
20	ILLASPUR	0	SPLIT
21	JAHANABAD	0	SPLIT
22	KAMARDA	4	SPLIT
23	KHATIAL	2	SPLIT
24	KOLAGHAT	5	SPLIT
25	KUMARGANJ	4	SPLIT
26	MECHHEDA	4	SPLIT
27	PARMANANDAPUR	3	SPLIT
28	RASULPUR	0	SPLIT
29	SITALPUR	4	SPLIT
30	SRIKRISHNAPUR	5	SPLIT
31	SULOCHANA	4	SPLIT
32	TAMLUK MAIN	6	SPLIT
33	TAMLUK NIMTALA	4	SPLIT
34	TERAPAKHIA	4	SPLIT
35	UDBADAL	0	SPLIT
	<b>TOTAL</b>	<b>123</b>	



WEST MIDNAPORE			
SL NO	NAME OF BRNACH	NO AC	TYPE OF AC
1	AMLASULI	3	SPLIT
2	AMRAKUCHI	4	SPLIT
3	BISWANATHPUR	2	SPLIT
4	CHUTERGERIA	2	SPLIT
5	DHALHARA	1	SPLIT
6	DHAMTORE	4	SPLIT
7	DURLLAVGANJ	6	SPLIT
8	GARBETA	3	SPLIT
9	GHATAL	4	SPLIT
10	GOPALI	4	SPLIT
11	GOPEMAHAL	3	SPLIT
12	JHENTLA	1	SPLIT
13	JIRAPARA	1	SPLIT
14	KAMALPUR	4	SPLIT
15	KHARAGPUR INDA	7	SPLIT
16	KHARAGPUR KHARIDA	5	SPLIT
17	KHARAGPUR RAILWAY MARKET	6	SPLIT
18	KRISHNA NAGAR	4	SPLIT
19	KUKAI	2	SPLIT
20	MAKLI	4	SPLIT
21	MANSUKA	3	SPLIT
22	MIDNAPORE MAHATABPUR	4	SPLIT
23	MIDNAPORE MAIN BRANCH	8	SPLIT
24	PINGLA	3	SPLIT
25	RADHAMOHANPUR	3	SPLIT
26	RAJNAGAR	4	SPLIT
27	RANICHAK	4	SPLIT
28	RMPC	3	SPLIT
29	RSETI DEBRA		SPLIT
30	SABANG	4	SPLIT
31	SAGARPUR	4	SPLIT
32	SANKOA	4	SPLIT
33	SARISHAKOLA	2	SPLIT
34	SINGHAGHAI	4	SPLIT
35	TALIBHATA	4	SPLIT
36	TEGHARI	3	SPLIT
37	TRILOCHANPUR	4	SPLIT
38	ZO MIDNAPORE	14	SPLIT
	<b>TOTAL</b>	<b>145</b>	





WEST MIDNAPORE			
SL NO	NAME OF BRNACH	NO AC	TYPE OF AC
1	BAKRA	1	SPLIT
2	CHHATINASOLE	4	SPLIT
3	CHORCHITA	1	SPLIT
4	DHANSOLE	0	SPLIT
5	HARDA	4	SPLIT
6	JHARGRAM	7	SPLIT
7	KALMAPUKHURIA	1	SPLIT
8	KANKO	0	SPLIT
9	KHARBANDHI	2	SPLIT
10	NOTA	3	SPLIT
11	RANTUA	4	SPLIT
12	TOPSIA	4	SPLIT
	<b>TOTAL</b>	<b>31</b>	

