

## **TENDER FOR**

**“Operation & Maintenance Contract for Electrical Installations from 01.08.2025 to 31.07.2026 (Extendable upto another 2 years based on satisfactory performance) at Indian Bank, Head Office, Main Building, No: 66, Rajaji Salai, Chennai 600 001 & Krest Building, Jehangir Street, Chennai 600 001”.**

### **PART 1 TECHNICAL BID**

**Head Office – Main Building,  
Office Manager’s department,  
No: 66, Rajaji Salai,  
Chennai 600 001.  
Ph: 044 – 28134301, 2527 8800**

## NOTICE INVITING TENDER (NIT)

1	Name of Work	Operation & Maintenance Contract for Electrical Installation from 01.08.2025 to 31.07.2026 (Extendable upto another 2 years, based on satisfactory performance) at Indian Bank, Head Office, Main Building, No: 66, Rajaji Salai, Chennai 600 001 & Krest Building, Jehangir Street, Chennai 600 001.
2	Estimated cost of work	Rs 28.64 Lakhs (Exclusive of GST).
3	Earnest Money deposit	Rs 57,280/- to be remitted through NEFT / RTGS. Bank/Branch: Indian Bank, Harbour Branch IFSC : IDIB000H003 A/c Name : HO Expenditure Dept A/c Number : 432438421 . UTR details to be submitted along with Tender.
4	Initial Security Deposit	2% of the Bid Amount (Including EMD amount).
4	Period of AMC contract	01.08.2025 to 31.07.2026 (Extendable upto another 2 years based on satisfactory performance).
5	Last date of submission of Tender documents.	<b>03.07.2025 - 15.00hrs</b> , at OM Dept, Indian Bank, Head Office, Main Building, Ground Floor, No: 66, Rajaji Salai, Chennai 600 001.
6	Date of Opening of Tender.	Will be informed later.
7	Validity of offer	3 months

### Prequalification criteria:

The intending bidders shall fulfill the following minimum **Criteria for pre-qualification** bidding for the above jobs: -

1.0 The bidder should hold valid **EA/ESA** grade license issued by the Electrical Licensing board of Tamil Nadu for carrying out HT & LT works. The copy of the license with expiry date shall be submitted along with quotation. License to be in the name of the Company/Proprietary firm. The contractor should have an Office at Chennai.

### 2.0 EXPERIENCE

S.no	Eligible Work	Value – Rs. (In Lakhs (Per Month))
1	<b>Three</b> similar completed works each costing not less than	<b>0.95 Lakhs</b>
2	<b>Two</b> similar completed works each costing not less than	<b>1.19 Lakhs</b>
3	<b>One</b> similar completed work each costing not less than	<b>1.90 Lakhs</b>

In the Last five years ending 31.03.2025. Similar nature means but not limited to the following:

- 1) Electrical panel fabrication / modification/servicing etc.,
- 2) Electrical Wiring Services.
- 3) Electrical Repairs & Maintenance including Operation & Maintenance.
- 4) Electrical Laying / Cable Jointing.
- 5) Electrical Substation related equipments Supply & Installation Services.
- 6) Electrical Breakdown related Works.
- 7) Interior Electrical related Services.

3.0 **TURNOVER:** Average annual turnover from the works for the last three years ending 31<sup>st</sup> March 2025 should not be less than **Rs. 28 Lakhs** as per the audited balance sheet. If the balance sheet of FY 24-25 is not available, previous three FY balance sheets to be submitted.

4.0 **Profit / Loss:** - Tenderer should be a Net Profit making firm and should not have made losses in the last three continuous financial years. Certificate(s) from Chartered Accountant / Statutory auditors specifying the net worth of the Applicants, as at the close of the preceding financial year.

5.0 **Solvency Certificate:** - The contractor should have a solvency of the amount of **Rs. 11 Lakhs** duly certified by any Scheduled Bank obtained on or after **01.04.2024**.

**Other Conditions :**

- Bank reserves the right to reject any or all tenders/bids without assigning any reason.
- No Joint Venture or consortium of firms shall be allowed. **Only such bidders who fulfill the aforesaid eligibility criteria need apply.**



**Application Form**

1	Name of Tenderer	
2	Head Office Address	
3	Address on which Correspondence should be done.	
	Tel. No.	
	Mobile no.	
	Fax No.	
	E-mail address	
4	Place of incorporation / registration	
5	Constitution of tenderer	
i)	Specify, if the tenderer is	
	a) A proprietary firm	
	b) A firm in partnership	
	c) A Limited Company or Corporation	
ii)	Attach a copy of Proprietorship or Partnership Deed or Article of Association or Incorporation of Company as the case may be .	
6	Bank solvency	
7	Turn Over for the years given below	
	2021 - 2022	
	2022 - 2023	
	2023 - 2024	
	2024 - 2025	
8	Give particulars of registration with Govt. / Semi Govt. / Public Sector Undertakings / Local Bodies.	
9.	Other details: a) EPF No. b) Labour license no c) PAN No. d) GST Registration No. (Copies to be enclosed)	
10.	Any other information considered necessary but not included above	
11.	Names and Titles of Directors and officers with designation to be concerned with this work with Designation of individuals authorized to act for the	
12.	Was the applicant ever required to suspend works for a period of more than six months continuously after commencement of works. If so, give the name of the project and give reasons thereof.	



13.	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give the name of the project and give reasons thereof.	
14.	Has the applicant or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details	
15.	Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If So, give details	
16.	Detailed description and value of works successfully completed during the last five years.	
17.	Furnish names and address of previous organization for which you have executed similar work in the recent past (At least three)	

## **INSTRUCTIONS TO THE TENDERERS**

- 1) The work has to be carried out strictly according to the conditions stipulated in tender consisting the following documents and the most workman like manner.
- 2) The period of contract shall be 1 year (Extendable up to another 2 years based on satisfactory performance).
- 3) Tenderers are required to submit the bid in 2 parts namely **Technical bid** and **Financial bid**. The Technical bid containing General Conditions of Contract, Pre-qualification documents are to be submitted **along with copy of EMD payment receipt**. The Financial bid shall be submitted separately. **Sealed and Signed Hard Copies of Technical Bid and Financial Bid to be kept in 2 separate sealed covers (i.e., Technical Bid in one sealed cover, Financial Bid in another sealed cover) and in turn both the sealed covers to be kept in another sealed cover and to be submitted to the following Address\*.**

Indian Bank Head Office Main Building,  
Office Manager's Department,  
Ground Floor,  
No.66, Rajaji Salai, Chennai, 600001.

\* Bids not following the above procedure will be liable for rejection.

- 4) EMD amount will not carry interest. Tender without earnest money will be summarily rejected.
- 5) Conditional tenders, late tenders, tenders without proof of EMD or EMD not submitted will be summarily rejected.
- 6) Site visit to be done during Office hours from 20.06.2025 to 03.07.2025 during 10:00AM to 05:00PM.
- 7) Any tender received late or not meeting all the tender conditions is liable to be rejected.
- 8) The return of EMD of remaining tenderers who were unsuccessful in the tender process will be done within a reasonable time from the date of acceptance of tender/tenders by the L1 bidder. Earnest money will not carry any interest.
- 9) The EMD of Tenderer whose tender is accepted, shall be forfeited in case he does not submit the Security Deposit within the stipulated period.
- 10) Though Contract has called for 1 year, the contract will be renewed every year depending upon the satisfactory service of the agency / contractor for another 2 years. Bank will make an increase of 5% on the quoted amount for 2<sup>nd</sup> year and further 5% increase for the 3<sup>rd</sup> year. The yearly

increment will be based on initial contract amount for 2<sup>nd</sup> & 3<sup>rd</sup> year. Bank also reserves the right to terminate the contract and go for fresh e-tender during the currency of contract.

- 11) No enhancement over and above the quoted rate shall be allowed on any account except the enhancement as per the contract for the 2<sup>nd</sup> & 3<sup>rd</sup> year. In case, there is a revision in Minimum Wages (Basic + DA) by more than 5% notified by the competent authority during the currency of the contract period, the contractor can approach the bank for the difference in rate above 5% in case of 2<sup>nd</sup> year of contract. Similarly, if the difference is more than 5% over the rate approved by bank in the 3<sup>rd</sup> year, the contractor can claim for difference with sufficient proof for the increase. However, for 3<sup>rd</sup> year the difference will be calculated by taking reference as 1<sup>st</sup> year contract value and accumulated yearly increase i.e. 10%.
- 12) In case of difference between rates written in figures and words, the rate in words shall prevail.
- 13) Site Visit: The tenderer must obtain himself on his own responsibility and his own expenses all information and data which may be required for the purpose of filling this tender document and enter into a contract for the satisfactory performance of the work. The Tenderer is requested satisfy himself regarding the availability of water, power, transport and communication facilities, the character quality and quantity of the materials, labour, the law and order situation, climatic conditions local authorities' requirement, traffic regulations etc; The tenderer will be fully responsible for considering the financial effect of any or all the factors while submitting his tender.
- 14) Signing of Contract Documents  
 The successful tenderer shall be bound to implement the contract by signing an agreement and conditions of contract attached herewith within 7 days from the receipt of intimation of acceptance of his tender by the Bank. However, the written acceptance of the tender by the Bank will constitute a binding agreement between the Bank and successful tenderer whether such formal agreement is subsequently entered into or not.
- 15) Contract Period  
 The contract period for the work shall be for one year from 01.08.2025 to 31.07.2026. The contract may be renewed at same terms and conditions for a further period of two years, at the discretion of the Bank.
- 16) Validity of Tender  
 Tenders shall remain valid and open for acceptance for a period of 3 (Three) months from the date of opening price bid. If the tenderer withdraws his/her offer during the validity period or makes modifications in his/her original offer which are not acceptance to the Bank without prejudice to any other right.

17) Rates and Prices:

- 17.1) Though Contract has called for 1 year, the contract will be renewed every year depending upon the satisfactory service of the agency / contractor for another 2 years. Bank will make an increase of 5% on the quoted amount for 2<sup>nd</sup> year and further 5% increase for the 3<sup>rd</sup> year. The yearly increment will be based on initial contract amount for 2<sup>nd</sup> & 3<sup>rd</sup> year. Bank also reserves the right to terminate the contract and go for fresh e-tender during the currency of contract.
- 17.2) No enhancement over and above the quoted rate shall be allowed on any account except the enhancement as per the contract for the 2<sup>nd</sup> & 3<sup>rd</sup> year. In case, there is a revision in Minimum Wages (Basic + DA) by more than 5% notified by the competent authority during the currency of the contract period, the contractor can approach the bank for the difference in rate above 5% in case of 2<sup>nd</sup> year of contract. Similarly, if the difference is more than 5% over the rate approved by bank in the 3<sup>rd</sup> year, the contract can claim for difference with sufficient proof for the increase. However, for 3<sup>rd</sup> year the difference will be calculated by taking reference as 1<sup>st</sup> year contract value and accumulated yearly increase i.e., 10%.
- 17.3) The Tenderers should not change the units as specified in the tender. If any unit is changed the tenders would be evaluated as per the original unit and the contractor would be paid accordingly. The tenderer should not change or modify or delete the description of the item. If any discrepancy is observed, he should immediately bring to the knowledge of the Bank.
- 17.4) Each page of the Tender document, Technical Specifications, Terms & conditions, BOQ, etc. shall be signed by the authorized person and cutting or overwriting shall be duly attested by him.
- 17.5) The price quoted should include mandated wages in line with current Central Govt. Minimum Wages Act, other statutory payments to the labour, profit, Insurance, personal protective equipment, tools required and other charges related to scope of work.
- 17.6) If the rate quoted for the respective category is less than the applicable mandated wages in line with current Central Govt. Minimum Wages Act, tender shall summarily be rejected and shall be deemed invalid. Contractor should deploy following Manpower for rendering satisfactory service:

S.No	Electrician	Requirement	Total
1.	Electrical Supervisor (Highly Skilled category) (Electrical - Grade C license holder )	1 person	1 nos
2.	Electrician (Skilled category) - (Electrical - Grade B license holder)	6 persons	6 nos
	Total		7 nos



17.7) Amount quoted is excluding GST and the same shall be paid extra as applicable on actual.

The rate should be quoted in Indian Currency only.

**17.8) The contractor to bear the additional expenditure arising due to increase in the minimum wages (Basic + DA) notified by Govt. of India during the contract period. This will ensure that the workers are paid with the Minimum wages prescribed by Govt of India from time to time. Hence, the rates quoted by the contractor in the tender is deemed to have provision for the increased rates arising due to change in minimum wages.**

17.9) Proof of payment for Employer contribution on account of ESI & EPF shall be submitted during the monthly bill submission. All the contractors should mandatorily pay ESI, EPF for their employees and no relaxation shall be offered in this regard.

17.10) The Administrative / Service charges quoted for the Manpower under each category shall include all other statutory deductions /payments, profit, lump sum charges, overheads, uniforms, personal protective equipment, tools required and any other charges related to scope of work. There will be no revision in administrative / service charges and cost of consumables & gadgets during the tenure of the contract.

18) The tender is to be submitted in a sealed ENVELOPE duly marked on the outside as

“Operation & Maintenance Contract for Electrical Installation from 01.08.2025 to 31.07.2026 (Extendable upto another 2 years based on satisfactory performance) at Indian Bank, Head Office, Main Building, No: 66, Rajaji Salai, Chennai 600 001 & Krest Building, Jehangir Street, Chennai 600 001”.

19) Bidder should have their established office in Chennai for service support. Credentials showing the above shall be submitted along with the bidding. The bidder having a permanent service facility in Chennai headed by a Qualified Engineer; Address, Phone nos. have to be given also hierarchy of escalation.

20) Company should have a GST registration certificate for their registered offices. PAN Details to be provided.

21) Successful Bidder will have to enter into an agreement with the Bank. The format of the agreement shall be designed drafted based on the Terms & Conditions / Clauses mentioned in this RFP document. However, Bank reserves the right to add / delete any other Clauses in this Agreement.

22) The successful Bidder should forward a letter specifically indicating the names of their personnel who will be providing services in different heads. Along with the letter, the following data should also be provided:

- a. Attested copy of valid Electrician's license of all their personnel who will be providing services.
- b. The Contractor has to submit the Bio-data, Qualification & Experience certificate for all their personnel who will be providing services in this contract.

Bank reserves the right to reject any persons to be employed by the Contractor at the discretion of the Bank. Once the contract is awarded, if they wish to change any of the above personnel, the maintenance contractor will inform the Bank in writing and obtain the Bank's prior approval, one week in advance.

23) After the contract is awarded, the Contractor will carry out the work without raising any preconditions regarding the functioning of any installations of Electrical etc. Irrespective of existing condition of the equipment, circuits, cables etc., the Contractor should carry out all maintenance / rectification works that are necessary to make the system fully operational.

24) Decision of Bank in regard to interpretation of the Tender Conditions, Terms & Conditions, Scope of Work, Agreement, Payment terms, etc. shall be final and binding on the Contractor. In case of any dispute between the Contractor and the Bank, the Bank shall have the right to decide. However, all matters of jurisdiction shall be subjected to courts in Chennai.

25) Bank reserves its right to reject any or all the Tenders / Quotations without assigning any reasons therefore and the Bank's decision shall be final and binding.

26) No deviation of any kind will be allowed in Tender conditions, Scope of work, Terms & Conditions, Payment Terms, etc. after the tendering process are over.

27) The tenders shall summarily reject, if any one of the above said requirements has not been complied with.

28) The date of commencement of the work will be from the date of issue of Work order/LOI. Bank reserves the right to terminate the contract at any time by offering one-month prior notice.

#### **29) Delay in works & penalty**

29.1) If any of the works mentioned in scope of work are not carried out by the Contractor in time or absenteeism of their workmen or non-performance of duties, Bank will arrange to carry out this work through any other contractor at their will and deduct the expenses (decided by the Bank) from the AMC bill.

29.2) In case of absenteeism of the contractor workmen/non compliance of tender scope of works, corresponding amount shall be deducted in the monthly AMC bill with penalty of Rs.5000/- per case.

29.3) If the Contractor does not fulfill the minimum qualifications of the manpower provided by them, then proportionate maintenance charges from the monthly AMC bill will be deducted by the Bank.

29.4) That if the Contractor does not fulfill the provisions of the clauses mentioned, the proportionate maintenance charges for those months will not be payable by the Bank. The Bank shall then carry out the repair/ maintenance work and any loss borne by the Bank would be recovered from the charges payable to the Contractor.

29.5) While executing the maintenance / breakdown works Contractor has to take necessary precautions to avoid any damage to Bank's property. In case of any property damage, the Contractor has to repair/replace the same at no extra payment. If the Contractor fails to repair/replace, then the same work shall be carried out through other agency and the expenditure incurred shall be debited from the AMC amount payable to the Contractor.

### 30) Protection of works and property

The contractor shall continuously maintain adequate protection, of all his work from damage and shall protect the INDIAN BANK's properties from injury or loss arising in connection with contract. He shall make good any such damage, injury, loss due to his fault or negligence except which are due to causes beyond his control. He shall take adequate care and steps for protection of the adjacent properties. The contractor shall take all precautions for safety and protection of his employees on the works and shall comply with all applicable provisions of Government and local bodies' safety laws and building codes to prevent accidents, or injuries to persons or property of about or adjacent to his place of work. The contractor shall take insurance covers at his own cost.

### 31) Manpower, Wages, etc.

- a) The Contractor should ensure to comply with all the provisions of Labour Act / State / Central Govt. agreed procedures. The Contractor shall be solely responsible for compliance to provisions of Various labour and industrial laws and all statutory obligations such as minimum wages as per Central Govt. rules, allowances, compensations, EPF, Bonus, gratuity, ESIC, etc. relating to workers provided to the Bank. The Bank shall have no liability in this regard.
- b) The Contractor shall ensure to get the police verification for all the manpower deployed by them and the contractor should ensure that the manpower deputed should bear good moral character.
- c) All personnel provided by the Contractor will be on the payrolls of the Contractor / Company and there will be no Employee and Employer relationship between the personnel engaged by the Contractor and the Bank.
- d) That the Contractor will not sub-contract or permit any other person to perform any of the work or services agreed to without prior permission from the Bank.
- e) The Contractor shall ensure the availability of a reliever for weekly off and a substitute is provided if a person is absent. The Contractor should arrange for replacing his workmen to give weekly off to his workmen as per the labour rules.
- f) Contractor's personnel or their family members shall not be allowed to stay / reside at site.
- g) Contractor should arrange for uniforms (dress code to their Staff).
- i) The contractor shall strictly comply with all Labour and such other statutory laws in relation to the services to be provided and the personnel engaged by the contractor and they shall be solely responsible for all acts of the said personnel so enrolled and there shall and will not be any privity of contract for any purpose and to any intent between the Bank and said personnel so engaged by the Contractor. The Bank shall not be liable nor answerable in respect of any claims or demands in respect of any matter or on any account which may be raised by the said personnel so engaged by the Contractor and it shall be the sole responsibility and liability of the Contractor to answer all such claims or demands of the said personnel so engaged, under any law for the time being in force.
- J) The contractor shall be responsible for the training, allotment of duties, hours of work and timings to the engaged personnel for the purpose. The contractor shall alone have the right to exercise control, give directions and manage the personnel engaged for the purposes.
- k) The contractor should possess, for the entire duration of these contract, all licenses and

registrations as may be required under any law and shall be responsible to register her/ himself and obtain a valid license under Contract Labour (Regulation and Abolition) Act 1950 and rules there under. The Contractor shall comply with all rules and regulations in force under the said Act and Rules. The Contractor shall comply with all applicable laws, Rules and Regulations relating to Provident Fund, Payment of Bonus, Minimum Wages or any other Statutory / Regulatory requirements. Any dispute regarding such dues shall and be dealt with and settled by the contractor.

- l) In terms of provisions of the aforesaid Contract Labour (Regulation & Abolition) Act, 1970 and Rules 72 and 73 of the Rules framed there under, in case the same are applicable to the Contractor, the Contractor shall disburse the minimum wages payable to its personnel only in the presence of the Authorized representatives of the Bank and shall obtain due certification to that effect from the said Authorized representative of the Bank. Any violation of the aforesaid provisions of the Law will entail forthwith termination of this Contract in addition to such penal consequences.
- 32) The Contractor shall be responsible for any loss due to theft / pilferage and / or damage to the Bank's property when such damage is, in the opinion of the Bank, caused due to negligence, carelessness or any fault on the part of the Contractor or his workmen / employees engaged for the Services. The Contractor shall ensure that the character and antecedents of the personnel engaged by them are duly verified before such engagement.
- 33) **Safety, Security, etc.** That the Bank shall not be liable for any compensation in case of any fatal injury /death caused to any other Contractor's employees while performing / discharging their duties / visiting Bank's premises for inspection or otherwise. The contractor shall alone be fully responsible for safety and security & insurance or life insurance of their personnel who is working on the operation and maintenance works.
- 34) In no case, safety norms shall be violated. Even in case of urgency, when temporary rectification is done, etc. no such compromise is allowed as regards to safety provisions.
- 35) The Contractor agrees that its personnel shall comply with security regulations in effect from time to time at Bank's premises and externally for materials belonging to INDIAN BANK at all times. The Contractor alone shall be fully responsible for safety and security & insurance or life insurance of their personnel who are working at site.
- 36) The Contractor should issue a valid Company Identity cards to all their staff personnel who will be providing services under this contract.
- 37) The Contractor shall provide and ensure sufficient personal protection gears like safety shoes, hand gloves, full body safety belts, ladders, umbrella, rain coat, temporary platform, first-aid box, etc. are being used by their workers while carrying out works.
- 38) The Contractor shall ensure that necessary tools and equipment like Clamp Meter, Multi-Meter, Earth Megger, phase sequence meter, Insulation Megger, Tongue tester, lug crimping machines, Spanner Kit, Screw Driver Kit, Ladders, Ratchet Kit, etc.& all allied equipments required for 11 KV maintenance works are always available at site for the purpose of attending breakdowns on emergency basis. All the tool kits and meters should be of an ISI marked wherever applicable and the required numbers are to be made available by the Contractor.
- 39) The Electrician shall report to the Security while entering & exiting the premises. All personnel of Contractor will be subjected to a thorough physical checking while coming and leaving the building. Those persons so deputed will sign in the Register for arrival and departure at the site.

- 40) The Contractor undertakes, accepts and admits absolute and complete responsibility for the service conditions, claims, damages and other compensations of the personnel enrolled by them and will be liable for and unequivocally assume responsibility for due compliance with all the requirements of all statutory obligations, duties and liabilities (including insurance) and to pay all such claims, costs, damages, expenses, fines, penalties and compensation which may arise out of any claim, suit or prosecution for contravention thereof. The contractor shall indemnify and keep the Bank indemnified from and against all such claims, demands, costs, charges, fines or penalties and compensations etc if any as aforesaid.
- 41) The Contractor shall obtain adequate Insurance Policy in respect of his workmen engaged for the service towards meeting the Liability of Compensation arising out of death, injury / disablement at work etc and shall regularly and punctually pay each and every premium as and when the same shall become due during the currency of these presents.
- 42) **Payment Terms:** Payment of AMC shall be made post monthly basis. Copy of the routine Maintenance works have to be submitted along with the Bills & mandatory enclosures.
- 43) Payment of wages to all the workers engaged by the contractor should be through an Account maintained with any Scheduled / Commercial Bank. Amount quoted is excluding GST and the same shall be paid extra as applicable on actuals. \* **The contractor to bear the additional expenditure arising due to increase in the minimum wages (Basic + DA) notified by Govt. of India during the contract period. This will ensure that the workers are paid with the Minimum wages prescribed by Govt of India from time to time. Hence, the rates quoted by the contractor in the tender is deemed to have provision for the increased rates arising due to change in minimum wages.**

The Administrative / Service charges quoted for the Manpower under each category shall include all other statutory deductions / payments, profit, lump sum charges, overheads, uniforms, personal protective equipment, tools required and any other charges related to scope of work.

- 44) The Contractor should submit Bank statement of account of previous month with respect of employees engaged for maintenance of the Bank's premises showing details of payment made as per the current Minimum Wages along with the bill for the succeeding month. Under no circumstances, process to make payment for succeeding month shall be initiated without the required statement of account. Failure to submit the statement shall be construed as breach of contract and shall lead to termination of the contract overriding all provision of the agreement whatsoever. This agreement is for providing the services and is not for supply of Contract Labour and that the persons employed by them for providing the services more fully described in the Schedule shall be the employees of the contractor and not of the Bank.
- 45) All questions relating to the performance of the obligations under this agreement and to the Quality of materials used in respect of the services and all the disputes and differences which shall arise either during or after the agreement period or other matters arising out of or relating to this agreement or payment to be made in pursuance thereof shall be referred to Assistant General Manager (Estate) in the Bank, whose decision shall be final, conclusive and binding on the contractor.
- 46) All the taxes which the Bank may be liable to deduct or called upon to so deduct during the Currency of the arrangement which are liable to be payable by the contractor under the law but no So paid, shall be set-off against the bills raised by the contractor and paid to the respective Government Departments or authorities as may be required under law and the contractor shall have no claim against the Bank in

respect of any or all such payments.

- 47) The Contractor shall in terms of the provisions of Sections 16,17 and 18 of the Contract Labour (Regulations & Abolition) Act, 1970 and the Rules framed under said Act Provide the prescribed amenities to its personnel. In case of failure of the contractor in complying with the said provisions, the Bank may provide the same when called upon to do so by the Competent Authorities and deduct the expenses incurred thereof from the bills of the Contractor without prejudice to its other rights and remedies under these present. The Contractor shall be responsible for proper maintenance of all Registers, Records and Accounts so far these relate to the compliance of any and all statutory provisions / obligations.

#### **48) Spares**

- 48.1 Spares required for routine/breakdown maintenance of electrical equipment like switching accessories, lighting accessories, switch gears, cables & wires, etc. shall be supplied/ borne by Bank. However, weekly demand of materials has to be projected by the Contractor to the Bank.
- 48.2 In case of any materials are not available in the stock for preventive/breakdown maintenance, the Contractor should immediately arrange for purchase of the materials from the market after obtaining approval from the Bank. The cost of such material purchased by the contractor shall be reimbursed by the Bank. While submitting such purchase bills, the contractor has to enclose the purchase bill along with their bill.
- 48.3 All necessary components required for the breakdown maintenance of all equipment shall be arranged by the Contractor at the market rate and same shall be reimbursed by Bank on submission of original bill along with the acknowledgement of having done the work from individual occupants User department.
- 48.4 All the materials used for services should be certified ISI mark and as per the brand makes as may be specified by the Bank. Materials should be of high quality satisfactory to the Bank and shall be procured from reputed dealers / shops with prior approval from the Bank.

#### **49) Termination of the Contract**

The Bank reserves the right to terminate the agreement in case of breach of any terms and conditions of this agreement by the Contractor, with 24 hours notice. The Bank also reserves its right, to claim damages for such breaches and the decision of the bank in this regard shall be final. Bank can terminate the agreement if the services provided by the Contractor are found to be dissatisfactory. Either party can terminate the agreement by giving 30 days notice in writing to the other.

#### **50) Business Termination**

In the event that the contractor shall close conducting business in the normal course or wind up, make a general assignment for the benefit of creditors, suffer or permit the appointment of a receiver for its business or shall avail itself or become subject to any proceeding under any Act or statute of any country or state relating to insolvency or protection o rights of creditors, then (at the option of the Bank notwithstanding clause 1.0 of the agreement) this agreement shall terminate and be of no further force and effect and any property or rights of such other party tangible or intangible shall forthwith be returned to it.



### **51) Force Majeure**

Neither party shall be liable for delay in performing obligations if the delay or failure is due to any of the following force majeure i.e. Act of God or any Government Act, fire, earthquake, explosion, strikes/ Bandh, civil commotion or anything beyond the control of either party. The party shall use all reasonable endeavours to minimize any such delay.

### **52) Local Laws, Acts, Regulations**

The contractor shall strictly adhere to all prevailing labour laws inclusive of contract labour (regulation and abolition act of 1970) and other safety regulations. The contractor shall comply with the provision of all labour legislation including the latest requirements of all the Acts, laws, any other regulations that are applicable to the execution of the project.

- i) Minimum Wages Act, 1948 (Amended)
- ii) Payment of Wages Act 1936 (Amended)
- iii) Workmen's Compensation Act 1923 (Amended)
- iv) Contract Labour Regulation and Abolition Act 1970 and Central Rules 1971(Amended)
- v) Apprentice Act 1961 (Amended)
- vi) Industrial Employment (Standing Order) Act 1946 (Amended)
- vii) Personal Injuries (Compensation Insurance) Act 1963 and any other modifications
- viii) Employees' Provident Fund and Miscellaneous Provisions Act 1952 and amendment thereof

### **53.0 Applicable Law**

The Contract shall be interpreted in accordance with the laws of the Union of India and shall be subject to the exclusive jurisdiction of courts at **Chennai**

### **54.0 Workmen Compensation Insurance:**

The Contractor shall take workmen compensation policy for the workers/supervisor engaged in the work for this contract and shall provide certified copies of the insurance policies to the Bank. The contractor shall take workmen compensation policy as per Govt. norm along with ESI.

**Seal & Signature of Bidder**

**AGREEMENT FOR “Operation & Maintenance Contract for Electrical Installations from 01.08.2025 to 31.07.2026 (Extendable upto another 2 years based on satisfactory performance) at Indian Bank, Head Office, Main Building, No: 66, Rajaji Salai, Chennai 600 001 & Krest Building, Jehangir Street, Chennai 600 001”**

This Operation & Maintenance Contract for Electrical Installations Agreement executed on..... between Indian Bank, a body Head constituted under Banking Companies (Acquisition & transfer of undertakings) Act, 1970 having its Corporate Office at No:254-260, Avvai Shanmugam Salai, Royapettah, Chennai 600 014 hereinafter called the Bank on the one part, which term shall mean and include its successors and assignees and..... represented by.....hereinafter called the contractors on the other part, which term shall mean and include its successors and assignees.

**WHEREAS Indian Bank is housing its old Head Office at No: 66, Rajaji Salai, Chennai – 600 001 & Annexure building (Krest Building) at No: 2, Jehangir Street, Chennai – 01.**

WHEREAS The Bank has decided to entrust the work of Operation & Maintenance Contract for Electrical Installations of the old Head Office Main Building & Krest Building premises to outside agency.

The Bank has called for tenders from eligible entities vide tender reference No.....dated.....and from out of the Tenders received the tender submitted by the Contractor for Rs..... (Rupees..... only) is accepted by Bank.

The Bank and the Contractor have decided to enter into Operation & Maintenance Contract and that they intend to reduce to writing the terms and conditions of the said contract as hereinafter appearing:

**Now, this deed of agreement witnesseth that in consideration of the above premises, the parties hereby covenant with each other to observe and perform and adhere to the following terms and conditions that is to say:**

The terms and conditions of the tender documents shall form part of this agreement.

- a) The contractor shall provide Operation & Maintenance of Electrical Installation services as per the conditions mentioned in the tender document & as per the scope mentioned in the Tender document.
- b) The Bank agrees to pay the contractor on time as on performance of the work to the satisfaction of the Bank.
- c) The contractor is liable for the following:



- i) The contractor shall fully indemnify the bank for any default or non-observance by the contractor or any of his representatives of any terms of this contract and any other provisions of the applicable enactments and the rules / notifications framed there under.
- ii) The contractor shall, whenever required by the bank, produce for inspection of all forms, registers and other records required to be maintained under various statutes.
- iii) In the event of cessation of the contract due to any reason whatsoever, the security deposit will be refunded only after due satisfaction of the Bank about the full compliance by the contractor of the contractual, statutory and other legal obligations.
- iv) The contractor shall provide their workmen with necessary safety appliances at his own cost.
- v) The contract will be in force for a period of 1 year from \_\_\_\_\_ to \_\_\_\_\_ .
- vi) Bank reserves the right to terminate the services of the contractor at any point of time by giving one-month notice, if the services are not found to be satisfactory.
- vii) On expiry / termination of the contract, the contractor shall handover the assets of the bank, subject to normal wear and tear, peacefully and obtain acknowledgement from the Bank.
- viii) **Payment Terms:**  
The Contractor has to make the payment to their Workers engaged for the above work on or before 8<sup>th</sup> day of the succeeding month during working hours on working day and the payment shall not be less than the MINIMUM WAGES stipulated by the Ministry of Labour, Government of India, or Government of Tamil Nadu whichever is higher as applicable for the entire work force, from time to time.
- ix) The Contractor shall not engage any subcontractor for rendering the services mentioned in this contract, without the prior written consent of the employer, and no undertaking shall relieve the contractor from the full and entire responsibility of the contract or from active superintendence of the works during their process. Prior approval for sub-contractor for AMC should be taken from the Bank.
- x) The Staff deployed to Indian Bank should include technical, administrative personnel and others as follows (Min requirement) for proper execution of contract:

S.No	Description of Manpower	Head Office
1	Electrical Supervisor	1
2	Electricians	6
	Total	7

- xi) All disputes and differences arising out of or in any way concerning the contract shall be settled after holding necessary discussions between the parties. However, in the event of any dispute / difference remaining unsolved, the same shall be referred to a sole Arbitrator to be appointed by the Bank for this purpose. The decision of the Arbitrator shall be final and binding on both parties. In case of any dispute, the jurisdiction shall be the Courts at Chennai “Submitting to arbitration may be considered as an additional remedy and it does not preclude the Parties to seek redressal / other legal recourse.”

All litigations in respect of this contract are subject to the jurisdiction of the Courts in Chennai only.

- xii) In case of absenteeism of the contractor workmen/noncompliance of tender scope of works, corresponding amount shall be deducted in the monthly AMC bill with penalty of Rs.5000/- per case
- xiii) The Contractor shall indemnify the Bank against any claims, damages, loss or penalty including the costs thereof arising out of any breach or violation of any of the provisions of all the laws including the labour laws as applicable from time to time governing the employees employed by the contractor.

In case of any loss, damage, pilferage, theft etc., occurs in the premises or for any of the losses or damages either liquidated or un-liquidated, the Bank can initiate proceedings against the Contractor for the recovery of damages / losses and the Bank can, in addition to all such remedies, forfeit the security deposit. On the question whether loss or damage is caused or not, the decision of the Bank shall be final. Security deposit or balance of security deposit after recoveries shall be returned within one month after termination / cancellation / end of contract.

xiv) **CONFIDENTIALITY:**

“The Supplier / Service Provider shall not, without the Bank’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Bank in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purpose of such performance.

The Supplier / Service Provider shall not, without the Bank’s prior written consent, make use of any document or information pertaining to this contract except for purposes of performing the Contract”

- xv) The Office Manager of Indian Bank Head Office shall be the Nodal Officer. The contractor should report to him only and act per his directions.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands the day and year first above written.

<p>Signed and delivered by the hands of Shri _____ its _____ and constituted attorney in the presence of:</p> <p>1.</p> <p>2.</p>	<p>Signed and delivered by the hands of Shri _____ partner of _____ in the presence of:</p> <p>1.</p> <p>2.</p>
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### **SCOPE OF WORK – ELECTRICAL**

#### **1.0 ELECTRICAL – DAILY OPERATION & ROUTINE MAINTENANCE**

- 1.1 **All the Electrical works should be carried out through qualified & licensed** Electricians only. Contractor should deploy Electricians with Govt. issued Electrician's license and having experience in handling High Tension Electrical equipment. The Contractor shall carry out all operation and maintenance services in agreed to with the help of qualified persons who are totally familiar with the work they are required to perform.
- 1.2 **For HO: Main Building & Krest Building:** Supply of manpower is daily (including Holidays and Sundays) for 24 hours (comprising of three shifts) on all the 365 days for daily routine / preventive / breakdown maintenance of electrical installations and equipment. The Contractor personnel should be available in the premises all the 365 days. However, if the maintenance contractor feels that more expertise is required to carry out the above work, they may deploy additional experts at their discretion. Bank will not pay any additional amount for the additional manpower. Bank's Near Online Data Center is functioning in the premises, hence there should be NIL power breakdown & 24x7x365 monitoring to ensure that the power is available throughout the year.
- 1.3 The contractor shall arrange to attend the complaints relating to repair & replacement such as fused bulbs, tubes, fuses, damaged MCB, sockets, wiring, switches, connections, fans, exhaust fans, etc. in the entire campus.
- 1.4 The Contractor shall maintain the Lifts, pumps, motors and electrical installation to keep them in working condition, every day.
- 1.5 The Contractor personnel shall maintain the complaint log registers of preventive/breakdown maintenance registers for DG sets, Transformers, HT & LT panels, Capacitor Bank panels, UPS, Lifts, etc., etc. After completion of every preventive (Routine) maintenance work by the OEM authorized personnel, the report should be submitted to the competent authority of Bank.
- 1.6 The scope of work covers the operation & maintenance of complete Electrical system including operation & maintenance of all other equipment not covered here but forms a part of the campus.
- 1.7 The Contractor's personnel shall work in close co-ordination with other agencies such as OEM's authorized agencies for Transformers, HT panel, LT panels, Diesel Generators panels, DG sets, Housekeeping contractor, plumbing agencies, Air-conditioning, UPS, Lifts, etc. Also, while dealing with the Bank's employee/ their family members the contractor's personnel shall be courteous
- 1.8 The contractor personnel shall take all pre-monsoon and other seasonal precautions, to protect the electrical installation. In case of any expenditure towards purchase of materials in carrying such precautions, the Bank shall be consulted beforehand.
- 1.9 Routine and preventive maintenance of electrical power for the Electrical equipment, power / lighting fixtures, monitoring and recording of meter readings. Replacement of defective components (bulbs, tubes, chokes, fuses, etc.), cleaning / dusting of interiors / exteriors of equipment, checking of

tightness of fasteners, greasing / oiling of moving parts in motors / generators, pumps, lifts, UPS input and output.

- 1.10 Consumables like lint free cleaning cloth, Banian waste, grease and petroleum jelly, etc. are to be provided by the contractor. The Contractor has to arrange for carrying out necessary repairs/replacements of motor pumps, Electrical panel components, etc. Payment of the consumables for the breakdown maintenance shall be paid by the Bank as per the clause 'Spares'. Monthly projection of the list of components required for preventive maintenance should be provided by the Contractor to Caretaker Office.
- 1.12 The contractor will be coordinating with Lift and fire protection agencies in ensuring availability of power at the point of supply to these Equipments.
- 1.13 Documents: Following documents shall have to be maintained by the contractor.
  1. Attendance register
  2. Complaint register.
  3. Equipment recording registers on daily/weekly/monthly basis
  4. Diesel / material stocks register.
- 1.14 The Contractor workmen are required to perform the duties without waiting for specific directions/intimations from Bank. That the contractor shall also provide service in response to oral including telephonic notice by the Bank whenever necessary. No supervision will be provided by the Bank for any works. The Bidder is solely responsible to ensure that no accident / damages occur to the installations / personnel during the operation and maintenance work.
- 1.15 All debris resulted out of performing the work has to be removed out of Bank's premises and disposed as directed by Municipality / Corporation authorities immediately after completion of the job. No bills will be considered before such site clearance. If any repair is carried out, the waste created during such repairs like cartons, boxes, broken pieces of wires, tapes, and such other material etc., shall be immediately removed out of site by the contractor as it creates a fire hazard. The Bank's saleable scrapped materials shall be kept by contractor in place designated for it by the Bank.
- 1.16 Operation of lighting installations (Street poles, Common areas), water fountain, etc. in the evening and morning. All the external lights such as street lights, area lights, garden lights, and common area lights, pump room lights, internal premises lights, shall be cleaned once in three months by the Contractor personnel. However, if any such light is too dirty so that illumination of light is restricted or filled with insects, then it shall be cleaned by the Contractor personnel immediately, whether falling in three months' schedule or not and if any defect noticed, then it should be rectified to prevent entry of dirt, insects etc. The contractor should maintain the Electrical fixtures and circuits installed inside the Signage boards.
- 1.17 The Contractor personnel should deliver the communications to offices of TANGEDCO, Lift Inspectorate, CEA, etc. and vice versa.
- 1.18 The Contractor should install additional lighting fixtures and operate public announcement systems, conference room equipment, etc. for the official functions organized by the Bank. No additional charges shall be payable by the Bank for this work.
- 1.19 If required, the contractor has to provide additional manpower and the payment for the same shall be made as per the per day rate quoted in this tender.

## **2.0 LIAISON WITH STATUTORY AUTHORITIES**

The Bidder has to maintain liaison with the TANGEDCO, Lift Inspector, PWD, Electrical Inspectorate, CEA and other Government Agencies, etc. related to all electrical matters in the campus.

Attend to State/Central Electrical Inspectors and arrange their annual electrical inspection of the building and sub-station and any other related work if necessary. It is the Bidder's responsibility to obtain the clearance / approval from the State Electrical Inspector during his annual inspection of electrical installations of this building. Any objections / irregularities pointed out by the Electrical Inspection will be rectified by the Contractor within seven days from date of inspection and produce the approval from the Inspector to the Bank if necessary. In the event of failure or delay in the above, the Bank will arrange it through any other contractor and will deduct the whole expenditure from the operation & maintenance contractor's bill. Amount decided by the Bank for the same will be final.

## **3.0 ELECTRICAL – ROUTINE PREVENTIVE MAINTENANCE**

All the electrical equipment shall be operated and maintained by the contractor personnel in a specific and phased manner as per the schedule of work to avoid frequent break-down and to ensure maximum utilization of the equipment generally. The following activities are to be done during routine maintenance. The operation & maintenance procedures, components which are not specified here but form a part of standard procedures are required to be carried out by the Contractor.

### **3.1 OIL & DRY TYPE TRANSFORMERS**

Oil Type Transformers – 500 KVA -1 no & 250 KVA – 2 nos & Dry Type Transformer – 500 KVA- 01 no (Head Office Main Building) & 315 KVA Oil Type Transformer & allied all the electrical equipments (present & to be installed in the future) at HO Main & Krest Building. (The contractor should visit the site and take stock of the entire equipments before quoting for the work).

To check noise/ humming sound, temperature rise (over heating) during the entire operation of the Transformers.

General cleaning of transformer to keep it free from dust and soot's once in a quarter.

Recording the condition of transformer in transformer log book including load on the Transformers. If any abnormality is absorbed, it has to be brought to the notice of the Bank and the contractor should also inform the authorized agency of the OEM to get the faults rectified.

Maintain the transformer oil level, topping up of oil, if required (Cost of oil shall be Bourne by the Bank).

Maintaining the switch gears, safety devices, sensors, etc. related to both dry & oil type transformers.

Should perform operation & routine maintenance as per the advice of the Original equipment manufacturer (OEM).

### 3.2 LIGHTNING ARRESTORS, EARTH ELECTRODE AND EARTHING SYSTEM

- Checking of earth leads to all equipment/panels/DB for its continuity after tightening all connection once in a quarter. In case the earth resistance found higher than prescribed value then it has to be brought to the notice of the Bank. The Agency is liable to furnish Test certificate in this regard.
- Checking of earth continuity of all electrical machines, electrical equipment, Electrical panels, etc. once in a year.
- The earth pits have to be maintained as per the IS standards. If the resistance is found to be more than the prescribed value, then the contractor should inform the Bank immediately.
- Megger Test to find out the leakage voltage between the Earth and neutral of the electrical installation (Equipment and neutral separately) to be carried out. Further, checking of earth resistance of Earth pits shall also be conducted.
- The earth pits have to be frequently watered. If the resistance is found to be more than the prescribed value then the contractor should ensure to provide additional salt / charcoal, if required. The cost of materials shall be paid by the Bank.

### 3.3 HT / LT ELECTRICAL PANELS/VCB

- Checking the HT/LT panel daily and recording the observations in the Panel log book. If any abnormality is absorbed, it has to be brought to the notice of the Bank and the contractor should also inform the authorized agency of the OEM to get the faults rectified.
- General cleaning of HT/LT Panels /VCB for removal of dust and soot once in a month.
- Visual Inspection of the main contacts of the ACB, VCB, MCCB, etc. is to be carried out periodically and proper record is to be maintained for inspection of the Bank. Minor pitting of the contacts in the MCCB is to be cleaned with emery cloth and contact cleaning liquid. Major pitting or damaged contacts are to be replaced.
- Checking of tripping mechanism of ACB/MCCB once in a month.
- All the LT panels in the substation /floors to be fully serviced once in a year. (Bus Bar Tightness, deep cleaning, MCCB/MCB/ACB/FSU and cable termination tightness etc.).

### 3.4 DISTRIBUTION BOARDS, CABLES OF POWER, BUS BARS, ETC.

- General cleaning of Distribution Boards for removal of dust and soot once in a Quarter.
- Checking of tightness of connection inside the Raw Distribution Boards once in a quarter.
- The control supply from the battery system has to be monitored daily and in case of any abnormality observed, it has to be brought to the notice of the Bank.
- Replacement of damaged/ burnt out (if found any) components of the Distribution Boards when necessary.



- The Contractor personnel shall keep watch for overheating of cables, Bus bars, fuse bases or such other electrical / mechanical parts in the HT/LT panels, meter rooms, DG panels, capacitor Bank panels, etc. and if found to be abnormal the Contractor has to inform the Bank immediately.

### **3.5 ROUTINE MAINTENANCE WORK OF LIGHT FITTINGS, SOCKETS, ETC.**

Routine maintenance/servicing of all Tube Light fittings, replacement of Lamps, fans (inside Coil/bearing/bush), exhaust fans, pedestal fan, Plugs, sockets, Fuses, etc. located at various locations in the campus.

### **3.6 OTHER WORKS IN THE PREMISES:**

- All related civil works such as drilling of holes, welding, soldering, fixing of light brackets, fixing of additional switches with necessary additional wiring (for light fittings, conduits, fans, geysers, etc.), saddling, etc. shall be carried out by the Contractor. No additional charges for labour shall be paid on this account.
- Similarly, complete installation and commissioning of new add-on lighting/raw power/UPS circuits, replacement for old defective circuits, replacement of lighting /Raw/UPS power cables / components, disconnection of cables, replacing lamps, light fixtures, fans, exhaust fans, etc. shall be carried out by the Contractor at no additional charges. The spare materials shall be provided by the Bank.

### **3.7 DIESEL GENERATORS (existing, may change as per the requirement of the Bank)**

**400 KVA – 1 No.**

**380 KVA – 1 No.**

**160 KVA – 1 No.**

- The Electrician should have thorough knowledge of the functioning of various accessories of the DG sets and associated electrical panels. He should have a minimum experience of 2 years in operating DG sets with capacity of 250 KVA & above.
- The Electrician should test run the DG sets once in a day to check the operating conditions of the DG Sets. He should write down the readings of voltage, R.P.M., water temperature, etc. from the DG electrical panels. The Log Book should specify the DG Sets operational time due to failure of TANGEDCO supply or for any other reason (i.e. testing etc.).
- The Electrician should check the health of the battery, charging voltage & Battery voltage on daily basis. If required, he should carry out topping up of DG battery cells with distilled water and clean the contact terminals.
- The level of Diesel should be assessed at the time of testing and should be noted in the log book. The Diesel requirement should be periodically assessed by the Contractor and requirement should be provided to the Bank. Pumping of the Diesel from the UG Tank / drum to Diesel day tank shall be carried out by the Operator and no extra charge shall be payable for this activity.



- The contractor should also arrange for transportation and handling of Diesel from nearest Diesel station to sub-station and vice versa. The cost of transportation & handling charges shall be borne by the Bank at actual.
- If any abnormality is noticed in the functioning of the DG Sets and if any fault occurs, the same should be noted down in the DG set log register. The operator should immediately give the information to the Bank and simultaneously call the DG Set maintenance contractor and get the faults rectified.
- The DG set operator should liaison with the TANGEDCO Sub-station operator for operational issues.
- The Electrician engaged by the Contractor should clean the engine, alternator, electrical panel etc. on frequent interval and should keep the surroundings neat and clean.

#### **4.0 ELECTRICAL - BREAK DOWN MAINTENANCE**

- Besides the routine maintenance, on occurrence of a break down (even after normal working hours) of equipment or circuit, the contractor should isolate the fault and the power is to be restored to all the other equipment by switching the load to other source. The fault has to be brought to the notice of the Bank immediately and the contractor should simultaneously inform the authorized agency of the OEM to get the fault rectified.
- No short cut method of temporary rectification should be adopted.

#### **5.0 Solar Power Plant Maintenance:**

The building is powered by 24 Kwp & 16 kWp Solar Plant installed at the roof top terrace of the Main & Krest Building. All the Solar Power Panels to be cleaned on a monthly basis and record to be maintained. The Solar power Generation reading to be noted on a daily basis. The Solar earthing to be checked and megger values to be noted yearly once. All the equipments associated with Solar Power project viz. Invertor, AC/DC Distribution Boxes, Lighting Arrestors etc to be checked on a quarterly basis.

**Special Instructions:**

1. Electrical Operation & Maintenance of various Electrical Panels, Lighting Panel, Power panel, Earthing, Generators, Transformers installed at Head Office, Main building, No: 66, Rajaji Salai, Chennai 600 001 & Krest Building, Jehangir Street, Chennai 600 001.
2. Monitor the Energy Quota and manage the functioning of all utilities without outage.
3. To plan the PM schedule of all the Electrical panels and ensure it is completed.  
A monthly /quarterly report in this regard shall be submitted to Bank.
4. To Maintain the Electrical panel in neat & tidy condition always.
5. Monitor and record the EB & DG Energy and the Diesel consumption.
6. Monitoring actions planned like preventive maintenance and its scheduling.
7. Co-ordination with Govt. Officials whenever necessary for complying with statutory obligations.
8. Ensure ESI & PF is raised for all the Employers working at the premises.
9. Personnel posted should be experienced and hold proper electrical grade license, courteous and well behaved.
10. Concern should have proper control over the persons employed and services rendered.
11. Procedures relating to the maintenance of records should be strictly followed.
12. The contract may be terminated by the Bank at any time during the period, upon receipt of complaints about unsatisfactory performance of services.
13. Monthly charges will be paid on completion of services for the relevant month and on submission of bill signed by the contractor, ESI/PF challans and necessary documents demanded by Bank etc.
15. Necessary safety shoes/ handgloves/Uniform/ identification card to be issued for the shift electricians on duty.
16. The Bio-data of all the personnel has to be registered with our HO: Security Dept, giving details of Permanent / Local Address and Photograph.
17. While executing services, personnel on duty should ensure that the same is done without causing any disturbances to the inmates or with minimum disturbance.

18. While executing services, personnel should exercise necessary care so as to avoid loss or damage to Bank's property.
19. Any loss arising out of negligence on the part of the employee should be borne by the organization.
20. Timing of operations should match requirements of department concerned and timing should be strictly followed.
21. Technician/Supervisor should report to Office Manager on daily basis and any instructions issued by him relating to O&M should be complied with.

### **RESOURCES/MANPOWER:**

1. Contractor should deploy following Manpower for rendering satisfactory service:
  - 1) 2. The payment to the workers shall be as per Minimum Wages proposed by Central/State Government. Proof of monthly payment to the workers shall be submitted to the Bank while submission of monthly maintenance bills. **The contractor to bear the additional expenditure arising due to increase in the minimum wages (Basic + DA) notified by Govt. of India during the contract period. This will ensure that the workers are paid with the Minimum wages prescribed by Govt of India from time to time. Hence, the rates quoted by the contractor in the tender is deemed to have provision for the increased rates arising due to change in minimum wages.**
3. The rates quoted by the Bidder shall be including PF/ESI paid to the workers. The receipt/challan for proof of payment of PF/ ESI shall be submitted to the Bank while submission of monthly maintenance bills. The Bidder shall possess valid PF/ESI registration certificate.
4. The Bidder has to possess the following tools/testing equipments:
  - (i) Megger
  - (ii) Clamp meter/Multimeter
  - (iii) All basis electrical tools such as tester, spanner set, screw driver set etc.
  - (iv) Safety equipments such as hand gloves, safety shoes etc.

The Manpower to be deployed on the site should be well versed with O&M operations.
5. The Manpower to be deployed by the Bidder should have a minimum experience of 2 years for skilled electrician. Necessary credentials/experience certificate should be submitted to the Bank before deployment of Manpower.
6. It is essential that the Electrical Contractor who will have the overall site responsibility and ensure smooth operations on a 24X7 basis and will be the single point of contact for the Bank for regular maintenance as well as incidents escalation.
7. Log sheets to be noted down & maintained systematically for all the parameters viz. MD, Power factor, Current, Voltage, Harmonics, Energy readings, etc. There should be daily reporting of the shift-wise observations including the regular parameters like voltage, current, power factor,

MD etc. Also, any deviations/alerts have to be escalated by the maintenance officials to the designated Bank officials/suppliers concerned.

8. For Equipments, a copy of make/model/latest calibration date should be submitted.
9. Bank reserves the right to terminate the contract at any point of time with a notice period of one month, if the services of contractor are found unsatisfactory.
10. The contractor is responsible for the insurance/labour law related matters etc of the staff deployed by them.
11. Bank reserve the right to accept or reject any or all the quotes without assigning any reason whatsoever.
12. It may please be noted that the contractor holds the responsibility of the safety of the employees / contractors/sub contractors employed by you in the site/project and insurance if any for the same to be taken up at your end.
13. Should be Income tax assessee (copy of PAN to be enclosed).
14. Should have GST registration.

**NOTE: All the above mentioned scope of works is indicative and not exhaustive. However, the Contractor has to ensure smooth and safe working of all the equipment in the system irrespective of the nature of fault.**

**THE CONTRACTOR HAS TO MAKE ALL EFFORTS TO SAVE ENERGY AND WATER.**

**Seal &Signature of the Bidder**