

SALIENT FEATURES OF TENDER PAPER:

NAME OF THE WORK	ANNUAL CONTRACT FOR OPERATION OF AIR CONDITIONERS AT STAR HOUSE, KOLKATA ZONAL OFFICE BUILDING, LOCATED AT 5, B.T.M. SARANI KOLKATA-700 001
START DATE OF SUBMISSION OF TENDER PAPER	11 <sup>th</sup> , March.2024.
END DATE OF SUBMSSION OF TENDER PAPER	31 <sup>st</sup> , March.2024.
DATE OF OPENING OF TECHNICAL BID.	1 <sup>st</sup> , Apr.2024.
DATE OF PREBID MEETING	16 <sup>th</sup> , March.2024 (03:00 PM).
EARNEST MONEY	Rs.25,000/- ( In favor of Bank Of India payable in Kolkata)
TENDER MONEY	Rs.1,000/- ( In favor of Bank Of India payable in Kolkata)

Name of the applicant: .....

Address: .....

.....

E-Mail of applicant: .....

Mobile no. of applicant: .....

PAN Number of applicant: .....

GST No. of applicant: .....

**\*\*[APPLICANT IS INSTRUCTED TO TAKE PRINT OF THIS APPLICATION FORM ON LEGAL SIZE PAPER ONLY]**

### INDEX

Sr No.	Subject Matter	Page
1.	Important document to be submitted with the technical bid	3 - 3
2.	Notice inviting tender	4 - 7
3.	Eligibility criteria for applying for the tender.	7 -7
4.	General rules & instructions for the tender.	7-9
5.	Instructions to applicant.	9-9
6.	Part-I Basic Information.	9-12
7.	Part-2 Work capability and previous experience (as per the criteria).	12-12
8.	Instruction to tender and scope of work.	12-13
9.	General Condition of Contract.	14-17
10.	General Scope of work.	18-18
11.	Letter of offer.	19-20
12.	Article of the agreement.	21-22
13.	Terms of the payment.	24-24
14.	Annexure –II (Financial bid).	25-25

#### **HOW TO SUBMIT THE TENDER PAPER IN TWO BID SYSTEM.**

<b>Envelope no.1</b>	<b>Envelope no.1 to contain technical part of the tender paper i.e. from page no.01 to 24 of the tender paper , the copies of the documents mentioned in page no. 03 and D.D/ Pay order for E.M.D and Tender Money. It should super scribe name of the applicant and “TECHNICAL BID” in bold letter.</b>
<b>Envelope no.2</b>	<b>Envelope no.2 to contain THE FINANCIAL BID of the tender paper i.e. page no. 25 of the tender. It should super scribe the name of the applicant and “FINANCIAL BID” in bold letter.</b>
<b>Envelope no.3</b>	<b>Envelope no.3 to contain envelope no.1 and envelope no.2 . It should super scribe “ANNUAL CONTRACT FOR OPERATION OF AIR CONDITIONER AT STAR HOUSE, 5.B.T.M SARANI, KOLKATA-700001,” name of the applicant, address of the applicant, mobile number of the applicant and e-mail address.</b>

**IMPORTANT DOCUMENTS MUST BE SUBMITTED WITH THE TECHNICAL BID**

Following documents should be submitted with the tender:

- A. Technical part of the tender document properly stamped and signed on each and every page (Unsigned documents will be rejected).
- B. DD/Pay Order towards the cost of tender document (Vendor should write the name of his company on the reverse of the DD/ pay order). Applicant who want exemption in submitting the tender money on the account of MSME certificate holder should submit a copy of the MSME certificate along with the application form.
- C. DD/Pay order towards EMD. (Vendor should write the name of his company on the reverse of the DD/ pay order). Applicant who want exemption in submitting the tender money on the account of MSME certificate holder should submit a copy of the MSME certificate along with the application form.
- D. GST Registration certificate of the company.
- E. All the supporting documents with regard to desired years of experience as mentioned in the pre-qualification criteria of the tender document.
- F. All the supporting documents with regard to desired value of average annual turnover mentioned in the pre-qualification criteria of the tender document.
- G. All the supporting documents with regard to desired value of job executed during last 05 years as mentioned in the pre-qualification criteria of the tender document.
- H. Document to establish that vendor is carrying out similar type of job in or around Kolkata where Bank can visit to inspect the service being rendered.
- I. Document to prove that the vendor is having a well-established set up / office in or around Kolkata.
- J. Copy of last three financial years audited balance sheets and Profit & Loss account statement **clearly indicating the turn over portion** duly certified by a Chartered Accountant.
- K. A copy of the license obtained from labour Dept. under section 9 and 12 of the contract labour act 1970.
- L. A declaration cum undertaking from vendor confirming the vendor not have been blacklisted / delisted from any public sector bank or government organization for non-fulfillment of service obligations.
- M. Financial bid duly filled with seal and signed.

**NOTICE INVITING TENDER**

To,

**ALL THE VENORS UNDERTAKING ANNUAL CONTRACT FOR DAY TO DAY OPERATION OF CENTRALISED AIRCONDITION PLANTS.**

Dear Sir,

**Re: Proposed undertaking of annual contract for day to day operation of centralised air condition at, Star House, Bank of India, 5.B.T.M Sarani, Kolkata-700001.**

**You are our requested to quote for the below mentioned supply order if you satisfy the afore mentioned eligibility criteria of the tender paper.**

Name of the work	Estimated value Rs. (in Lakhs)	Earnest Money (Rs.)	Time period of contract.
Annual contract for under taking day to day operation of centralised aircondition as well as all the split air conditions installed in Kolkata Zonal Office & NBG office.	6.50 Lakhs	Rs.25,000/-by Demand Draft / Pay Order only	The contract period is 12months from the date of start of the contract. However, it may be extended for further period of 02years based on the satisfactory performance of the vendor.

- 1) Sealed Tender in **Two Bid System** on item rate basis is to be addressed and submitted to the Zonal Manager, Kolkata Zone.
- 2) You are not permitted to include any terms & conditions of your own besides the terms and conditions here in.
- 3) **Two Bid System:** To facilitate the easy processing of your offer the entire tender process is divided in to two parts i.e. I. Technical Evaluation Round and II. Financial Evaluation Round. In the financial evaluation round the **financial bids of only those applicants would be opened who qualify in technical evaluation round only.**

**I. Technical evaluation round:** Evaluation of the credentials, eligibility criteria of the applicant, work experience etc. would be done.

**II. Financial evaluation round:**

In this round the financial bids of the technically qualified applicants would be opened and the lowest bidder would be selected.

- 4) **You have to submit the tender in the following manner as under:**

Cover No -1	Technical part of the tender paper, photocopy of the credentials and DD/Pay order for EMD& Tender money would be kept inside this packet and it should be properly sealed.
Cover No -2	Price Bid should be kept inside this packet and it should be properly sealed.
Cover No -3	Both the sealed technical and price bids should be kept inside this packet and it should be properly sealed.

- A. The cover no.3 containing the technical and price bid should super scribe “ **ANNUAL CONTRACT FOR OPERATION OF AIR CONDITIONERS AT STAR HOUSE, KOLKATA ZONAL OFFICE BUILDING, LOCATED AT 5, B.T.M. SARANI KOLKATA- 700 001**”.It should also bear applicant’s name, address with mobile number & e-mail address. The Earnest Money Deposit of Rs.25,000/- (Twenty five thousand only), the tender fee of Rs.1,000/- (One thousand) shall be in form of Demand Drafts / Pay order issued by any Scheduled Commercial Bank only, favouring Bank of India payable at Kolkata (Applicant should note that the D.D / Pay order should not be stapled or stitched to the application form it should be only pinned to application form).**Applicants have to write his own name/ firm name on**

reverse of pay order and put seal. A tender which is not accompanied by such an Earnest Money Deposit and tender fees may be rejected. MSME registered vendors are exempted from paying EMD and tender money. However, they have to furnish a copy of the MSME registration certificate in the tender paper.

- B. The Earnest Money Deposit of the unsuccessful applicants will be returned as soon as possible after entire tender process is over but without any interest. The earnest money so deposited by successful bidder will be held by Bank of India without interest as **security deposit** for due fulfillment of contract for period of 12 months. The same will be returned after satisfactory rendering of services for the contract period. In case of the extension of the contract the security deposit would be kept with Bank.
- 5) **Tender Forms can be downloaded free from “Tender Menu” of our Bank’s web site [www.Bankofindia.co.in](http://www.Bankofindia.co.in). from 11<sup>th</sup>, March.2024 till 31<sup>st</sup>, March.2024.** Applicants have to submit the filled & duly signed tender along with pay order/demand draft of Rs.1,000/- towards application fee and Rs.25,000/- towards earnest money .The last date of submission of tender is up **to 5.00 p.m. on 31<sup>st</sup>, March.2024** in the office of “ **The Zonal Manager, Bank of India, Star House , Kolkata Zonal Office, 5.B.T.M Sarani, Kolkata, W.B. - 700001**”. **The tender application has to be dropped in the tender box kept at the SECURITY DESK, at ground floor of Zonal Office.** Late tenders will not be entertained by Bank.
- 6) A pre bid meeting is arranged at 3:00PM **on 16<sup>th</sup>, March.2024** to clarify doubts of applicants which would be held in Estate Department, Kolkata Zonal Office.
- 7) The cover **containing the technical bids** would be **opened at 11:00AM on 1<sup>st</sup>, Apr. 2024** at Zonal office, Bank of India, Kolkata in the presence vendor or his authorized competent representative having authorization letter and **who can take decision on the spot in any matter pertaining to their tender.** The authorized representative should bring their identification documents in original. The financial bids of successful bidders would be opened subsequently **the schedule for such opening would be intimated only to the successful bidders by mail or over phone.** There won’t be any communication/ intimation to the unsuccessful applicants.
- 8) All taxes on material, service and finished works like work’s contract tax, turn over tax, etc in respect of this contract shall be payable by the contractor and the Bank will not be liable for any claim whatsoever in this respect. **Only applicable GST on bill value will be paid by the bank.**
- 9) **L1 will be decided on the Total Annual Chagres for two AC operators (semi-skilled). GST will be paid applicable over and above.**
- 10) Vendor is responsible for submitting all documents properly. All the pages of the bid should be serially arranged, properly stapled and signed.
- 11) **Any condition incorporated made in the tender i.e. conditional offer shall be taken as void and it will not be accepted.**
- 12) The **tender shall remain open for acceptance for a period of 90 days from the date of opening of part II i.e. financial part of the tenders.** If any tenderer withdraws his tender before the said period, the Bank shall be entitled to forfeit Earnest Money paid along with the tender.
- 13) It is obligatory on the part of the applicant to sign the tender documents for all the parts and that, after the work is awarded to successful bidder, he will have to enter into an agreement for each part with the competent authority of the Bank.
- 14) **It is the responsibility of the applicant to check & act accordingly to any amendment / corrigendum notice to the tender notice published by Bank in it's website prior to last date of submission of the application.**

**15) Technical Bid Envelope to contain:**

Following documents should be submitted with the technical bid:

- A. Technical part of the tender document properly stamped and signed on each and every page (Unsigned documents will be rejected).

- B. DD/Pay Order towards the cost of tender document (Vendor should write the name of his company on the reverse of the DD/ pay order).
- C. DD/Pay order towards EMD. (Vendor should write the name of his company on the reverse of the DD/ pay order).
- D. GST Registration certificate of the company.
- E. All the supporting documents with regard to desired years of experience as mentioned in the pre-qualification criteria of the tender document.
- F. All the supporting documents with regard to desired value of average annual turnover mentioned in the pre-qualification criteria of the tender document.
- G. All the supporting documents with regard to desired value of job executed during last 05 years as mentioned in the pre-qualification criteria of the tender document.
- H. Document to establish that vendor is carrying out similar type of job in or around Kolkata where Bank can visit to inspect the service being rendered.
- I. Document to prove that the vendor is having a well-established set up / office in or around Kolkata.
- J. Copy of last three financial years audited balance sheets and Profit & Loss account statement **clearly indicating the turn over portion** duly certified by a Chartered Accountant.
- K. A copy of the license obtained from labour Dept. under section 9 and 12 of the contract labour act 1970.
- L. Copy of registration certificate with registrar of companies.
- M. A declaration cum undertaking confirming the vendor not have been blacklisted / delisted from any public sector bank or government organization for non-fulfillment of service obligations.

**B. Financial Bid Envelope to contain :**

Price quote for providing 02Nos. man power to provide the desired service as mentioned in details in the tender paper.

**C. Third Envelope to contain:**

Third envelope should contain sealed envelopes of financial and technical bids.

- 16) During the processing of the bid if it is found that any page/document/certificate is missing / the application is not serially arranged, each page is not signed , EMD & tender fee not deposited, financial part is not properly filled in such cases Bank reserves the right to accept or reject the tender application.
- 17) **The acceptance of a tender will rest with Bank of India, which does not bind Bank to accept the lowest tender, and reserves to itself the authority to reject any or all of the tenders received without assignment of any reason thereof. All tenders in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected. Bank also reserves the right to accept, accept a part of the tender applicant or reject any or all the tender or without assigning any reasons for doing so to protect its interest.**

**-S/d-**

**Yours faithfully,  
For Bank of India**

**ELIGIBILITY CRITERIA FOR PARTICIPATION OF THE TENDER PROCESS:**

- i) **Average Annual Financial turnover during last 03 financial years ending 31<sup>st</sup>, March.2021 should be at least Rs. 2.5 Lakh. Copy of audited balance sheet & PL statement to be enclosed to substantiate the same.**
- ii) **Experience of successfully carrying out similar type of work for last 03 years ending 31.03.2023. Vendor should have / be executing as one of the following during last 03years.**

**Three similar “work” with annual value of not less than Rs. 2.5 Lakh per annum**

**OR**

**Two similar “work” with annual value of not less than Rs. 3.8 Lakh per annum**

**OR**

**One similar “work” with annual value of not less than Rs. 6.0 Lakh**

**[“Similar Work” means day to day operation and maintenance of Centralised AC plant in Multistory Corporate offices of PSU/ Banks/ Govt. offices in Kolkata or around it.]**

- iii) **The vendor must have a well-established set up/ office in or around Kolkata.**
- iv) **The vendor should have minimum ONE site within or around Kolkata where the vendor is undertaking such type of job / such services / maintenance activity. The Bank may visit that premises for their work performance.**

**Note – Please submit all documentary evidence along with copy of audited financials for the works under contract and successfully completed.**

#### **GENERAL RULES AND INSTRUCTIONS FOR THE TENDERER**

- 1. The contract period will initially be for one year from the date of commencement of work. This may be extended up to 03 years after reviewing the performance of the service provider on yearly basis.**
2. The Vendor should quote the rates and the amount in figures as well as in words, tendered by them. As indicated in Price Bid (Cover II) the amount for each item should be worked out and the requisite totals to be given. The price bid (Cover II) should be completely filled in and amounts carried out to the abstract of cost which will also form part of contract documents.
3. The Bank is not liable to pay any interest on the earnest money. The earnest money of the unsuccessful tenderer will be refunded without any interest soon after the decision to award the work is taken or after the expiry of the validity period of the tender.
4. All rates shall be quoted on the proper form in Price Bid/ Abstract of Cost (Part II).
5. On acceptance of the tender, the name of the Authorized representative(s) of the contractors who would be responsible for taking instructions from the Bank shall be communicated to the Bank.
- 6. All taxes (excluding the GST) on material, service and finished works like service tax, work's contract tax, turn over tax etc. in respect of this contract shall be payable by the contractor and the Bank will not entertain any claim whatsoever in this respect. Only the GST on the billed amount would be paid by Bank.**
7. A tender, which is not accompanied by deposit in the form of demand draft, as earnest money will not be considered. The earnest money so deposited by successful bidder will be held by Bank of India without interest as security deposit for due fulfillment of contract for period of 12 months. The same will be returned after satisfactory rendering of services for the contract period. The Bank is not liable to pay any interest on the earnest money. The earnest money of the unsuccessful tenderer will be refunded without any interest soon after the decision to award the work is taken or after the expiry of the validity period of the tender.
- 08.** All rates shall be quoted on the proper form in Price Bid/ Abstract of Cost (Part II).
09. On acceptance of the tender, the name of the Authorized representative(s) of the contractors who would be responsible for taking instructions from the Bank shall be communicated to the Bank.
- 10. The Bank reserves to itself the right of rejecting or accepting the whole or part tender and the tenderer shall be bound to perform the same at the rate quoted.**



11. If all the envelopes are not sealed and marked as mentioned above, Bank of India shall assume no responsibility for the misplacement or premature opening of the bid.
12. Tender shall be valid for the period of 90 days from the date of opening of cover II (Price Bid) of the tender, and it shall remain binding upon the bidder and may be accepted at any time before the expiry of such period.
13. Contract is initially for a period of 12 months from date of commencement of contract. There may be subsequent extension of contract for two more years, subject to satisfactory performance by vendor. The bidder in the tender form shall quote rates for one year on monthly basis. **In case of the extension of the contract the service charge rates of the contractor will be fixed for the extended period of contract.** Only minimum wage, PF, ESI and all other statutory payments implemented as per the Govt. norms will change as per escalation approved by Government. The Bank reserves the right of not extending the contract beyond the said contract period.
14. A pre-bid meeting will be held at **3:00 PM on 16<sup>th</sup>, March, 2024** in the estate department, Kolkata Zonal Office to give clarifications and decisions in connection with any doubt, issues pertaining to the tender paper.
15. **L1 will be decided upon the Total Annual Chagres for two AC operators (semi-skilled) as mentioned in the financial bid. GST will be paid as applicable over and above.** In case of government notification regarding change in basic minimum labour wages, agency should advise bank in writing about the enhancement. Upon approval by competent authority Bank will pay the enhancement in wages, PF/ ESI as applicable. **It is important to mention that service charges of the agency will remain constant and will not change with change in wages.** i.e. for example if Service charges is quoted Rs. 10,000/-, it will remain fixed for three years.
16. The tenderer, apart from being a competent contractor, must associate himself with the agencies of appropriate class.
17. The contractor shall not assign the contract. He shall not subcontract any portion of the contract except with written permission of Bank. In case of breach the Bank has liberty to serve notice and rescind the contract.
18. The earnest money, which will be treated as security deposit on award of contract of the successful tenderer, will be forfeited, if he fails to comply with any of the conditions of the contract.
19. **CONTRACTOR TO INFORM HIMSELF FULLY:** The contractor shall be deemed to have carefully examined the work and site conditions including labour, the general and special conditions, the job requirements, schedules of equipments and drawings and shall be deemed to have visited the site of work, to have fully informed himself regarding the local conditions and carried out his own investigations to arrive at the rates quoted in the tender. In this regard they will be given necessary information available with the Bank but without any guarantee about its accuracy. If the contractor shall have any doubt as to meaning of any portion of the general conditions, or the special conditions or the scope of work or the schedule of equipments and drawings or any other matter concerning the contract he shall in good time, before submitting his tender, ascertain the particulars thereof by contacting the concerned officials before tendering. Once a tender is submitted the matter will be decided according to contract conditions etc.
20. In case of difference between the rates written in figures and words, the rate adopted for working out the total amount of the item in the original tender form, shall be taken as correct. In all other cases the correct rate would be that which is lower.
21. Between the duplicate/ subsequent copies of the tender and original tender, the original shall be taken as correct.
22. In all cases of omissions and /or doubts or discrepancies in any item or job requirement, a reference shall be made to the Zonal Manager, Kolkata Zone or in his absence The General Manager, NBG East whose elucidation, elaboration or decision shall be considered as authentic and final. The contractor shall be held responsible for any errors that may occur in the work through lack of such reference and precaution.
23. All compensation or other sums of money payable by the contractor to the Bank under the terms of this contract may be deducted from the Earnest Money Deposit if the amount so permits or



from any sums payable to the contractor and the contractors within ten days after such deductions shall make good the amount so deducted.

25. The Bank shall have right to carry an audit/ technical examination of the works and the bill of the contractor including all supporting vouchers, abstracts etc. by any of the persons or organizations as appointed by the Bank. If as a result of the examination or otherwise any sum is found to have been overpaid or over certified it shall be lawful for the Bank to recover the sum from any payment due to the contractor for such work.
26. If for any, reason, the Bank is obliged by virtue of the provisions of the Workmen's Compensation Act, 1923 or any statutory modification or re-enactment thereof to pay compensation to a workmen employed by the Contractor in execution of works, the Bank shall be entitled to recover from the contractor the amount of compensation so paid.
27. The contractor alone shall be liable for their employee/ persons engaged by them for performing the said contract and making payment to them. The contractor should make payment to its employees/ worker engaged for the said contract which shall not be less than what is prescribed under Minimum Wages Act and the rate should be quoted keeping in mind the present wage structure under the Minimum Wages Act. If there is any statutory increase in the wages under the Minimum Wages Act for the employees/ workers engaged for the said contract, the contract shall inform the bank and banks may consider payment of such additional charges to the contractor to the extent of such increase under the Minimum Wages Act. Similarly if there is any reduction in the wages under the Minimum Wages Act at any time, the contractor shall immediately pass on the benefit to the Bank and refund such amounts to the Bank without need for any claim from the Bank. It is clarified that Bank shall not be liable for any payment made by the contractor in excess of the Minimum Wages Act to his employees/ workers.
28. The contractor may be asked to supply extra man power as and when need arises and for extra working hours including Sundays and Holidays. This will be suitably monetarily compensated on already agreed rates.

I/ We hereby declare that I/We have read and understood the above instructions for guidance of tenderers.

Witness

Address

-----  
-----  
-----

Date:

Signature of applicant

### **INSTRUCTIONS TO APPLICANTS**

1. While deciding upon the selection of contract emphasis will be given on the ability and competence of applicants to do quality work within the specified time schedule.
2. Decision of the Bank as regard to selection of the vendor will be final. The Bank is not bound to assign any reason thereof. Each page of the application must be signed.
3. The application shall be signed by person/persons on behalf of the organization having necessary Power of Attorney to do so.
4. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper as Annexure, stating therein the part of the proforma and serial number. Separate sheets may be used for each part.
5. Applications containing false and/or inadequate information are liable for rejection.

6. **Contact details:** Clarifications, if any required, may be obtained from Estate Department on 033-22486573. You can also contact by sending email to [estateandservice.kolkata@bankofindia.co.in](mailto:estateandservice.kolkata@bankofindia.co.in).
7. The minimum Eligibility criteria are mentioned in the tender paper above. The contractor shall enclose with the application details of scope of work carried out in hand and furnish documentary evidence in support of the same. The documentary evidence shall be either copies of work orders or client's certificates. The carpet area of the building should be clearly stated therein.
8. The Bank reserves the right to reject any or all applications, curtail and split the work among more than one number of vendors without assigning any reasons thereof.
9. There may be inspection of existing sites of the vendor in Kolkata by the Bank officials before opening of prices bid to enlist the firm. Vendor to facilitate for such inspection by Bank.
- 10. Statutory regulations on Minimum Wages act and any such similar legislation to be kept in mind while quoting the bid. Tender quotating rate below minimum wages will be rejected while evaluation of Financial bids.**
11. By signing the tender document vendor agrees that the enclosed terms and conditions mentioned above are acceptable to him / his firm.

Place

Signature of the Applicant

Date

**PART -1 BASIC INFORMATION**

1. Name of the firm / Agency: .....
2. Address details of the Registered Office .....
- .....
- .....
- Phone No : .....
- E-Mail : ..... Fax No. : .....
- Address : ..... Website if any : .....
3. Date & Year of Establishment:  
**(Enclose documentary evidence)**
4. Type of organization (whether sole proprietorship / partnership / private Ltd. Company / or co-operative body etc.):
5. Name of the proprietor/partners/directors of the applicant with address and phone numbers.
- a).....
- b).....
- c).....
6. Details of Registration- whether partnership firm, Company etc.
7. Name of Registering Authority, Date and Registration number.

8. Whether registered with Government/ Semi-Government / Municipal Authority or any other Public Organization and if so, in which class and since when?
9. No. of years experience in the relevant field.
10. Total number of employees on roll.-----
11. Brief details of pending legal disputes, if any.-----  
-----
12. i) PAN Number : -----  
 iii) GST Registration No. : -----  
 (Furnish **latest Income Tax Clearance Certificate**)
14. Yearly turnover of the organization during last 03 years ending 31<sup>st</sup>, March.2021:

SrNo.	Financial Years	Gross turnover ( in Lakhs)
1.	2020 - 21	
2.	2021 - 22	
3.	2022 - 23	

- ( Kindly enclose audited P/L account and balance sheet and highlight the turn over figure)
15. Whether license from labour Dept under section 9 and 12 of the contract labour act 1970 is available with the firm. (YES/ NO) -----  
**(Attach photocopies of Registration Certificate/ License)**
16. Give reference of two respectable officers with designation from Govt. /Semi Govt./ Public Sector / Local Body Office with addresses and phone numbers.
1. \_\_\_\_\_
2. \_\_\_\_\_
17. Number of supplementary sheets attached: -----

Signature of Applicant

**Notes :**

- The basic information has to be furnished only in this format.
- Information shall be restricted to the applicant. If any relevant data concerning to the Group of Companies to which the applicant belongs is desired to be given, the same shall be given separately in a supplementary sheet.

**PART NO. 2: WORK CAPABILITY AND PREVIOUS EXPERIENCE(AS PER THE CRITERIA)**

**(Contract for operation of Centralized Air conditioners)**

**(A) List of important similar contracts completed in commercial /institutional building by the organization during last 5 years.**

Sr. No	Location of the work & Name of the Organization	Carpet Area of the Building	Contract Amount (Rs)	Year of contract	Contract period	Name & Contact No of the client
1	2	3	4	5	6	7
I.						
II.						
III.						
IV.						
V.						
VI.						

VII.						

( A separate sheet may be attached by the applicant if number of rows found to be in sufficient)

**(B) . List of jobs / Contract IN HAND of a commercial /institutional building**

Sr. No	Location of the work & Name of the Organization	Carpet Area of the Building	Contract Amount (Rs)	Year of contract	Contract period	Name & Contact No of the client
1	2	3	4	5	6	7
I.						
II.						
III.						
IV.						
V.						
VI.						
VII.						

( A separate sheet may be attached by the applicant if number of rows found to be in sufficient)

Signature of Applicant

**Instructions to the Tenderer & Scope of Work.**

1.1 All the **rates and lump sum amounts quoted by vendor with regard to his charge, if any shall be firm throughout the duration of the contract** and no fluctuations shall be permitted for any changes in any of Maintenance Contract charges or inclusions due to any reasons such as introduction of new taxes, currency variations, Material cost, transport and price fluctuations or any other reason unless expressly provided for elsewhere in this agreement.

1.2 AC operators (**semi-skilled worker**) will be required. Bank may increase or decrease number of staff as per their need.

1.3

**In a month we will have 26 working days, 8 hour each. The Bank’s working hours shall be, Monday to Saturday, 6 days a week, except Bank holidays. All the Operation, Maintenance & Services work has to be arranged and executed without causing any disturbance to office working. If needed they can be called on Holidays and Sunday to complete job which are not possible during working days. If they are called on national holiday, they will be compensated as per extant guidelines. While quoting for the monthly charge for operators 26 working days per month to be considered.**

1.4 Agency may keep the same staff or change the staff in consultation with bank so that maintenance is not hampered. It is the responsibility of housekeeping agency to suitably rotate them to their other sites. If required, agency has to replace / rotate the staff as per bank’s request. **In case of absence of staff, agency has to provide alternate staff to man the service.**

1.5 The Vendor shall have to have liaison with all public authorities/ regulatory bodies on behalf of the Bank and the Bank will directly pay all statutory fees, utility bills etc. through Vendor.

1.6 The Bank will make payments to the Vendors for services rendered satisfactorily on monthly basis on actual services taken as per manpower rate / work rate specified in tender in accordance with the relevant clauses of conditions of contract, to be entered into.

### **Scope of Work**

1.7 Scope of work includes day to day **Operation of Centralized Air conditioners.**

1.8 Regular visit of supervisors, for necessary supervision and reporting.

1.9 Servicing & Repairing of Centralized are in scope of the bank. The vendor has to provide two trained manpower only with proper uniform.

1.10 Working as coordinator between bank and AMC service provider for Centralized Air conditioners to provide timely repair and maintenance service for un interrupted service of the machines.

1.11 Working as coordinator between bank and AMC service provider for High wall split ACs , Window ACs installed in Kolkata Zonal Office premises & NBG office premises to provide timely repair and maintenance service for un interrupted service of the machines.

1.12 The operators engaged by the agency at Star House should keep a proper record of working of the High wall split ACs, Centralised AC plant. Work as intermediary between Bank and the AMC provider. They are responsible for lodging the complaint with AMC provider, getting the repair work done by the AMC provider in a time bound manner.

1.13 It is the sole responsibility of the operators to look in to that the statutory maintenance service by the AMC provider is done in time bound manner.

1.14 Report and advice Bank regarding the performance of AMC provider.

### **GENERAL CONDITIONS OF THE CONTRACT**

“The Contract “means the documents forming the tender and acceptance thereof and the formal agreement executed between Bank Of India (The Bank) and the contractor, together with the documents referred there in including those conditions, the specifications, instructions issued from time to time by Bank and all these documents taken together shall deem to form the contract and shall be complementary to one another.

#### **1. Interpretation**

In construing these conditions, the job requirements and / or the schedule of equipments the following words shall have the meaning herein assigned to them, except where the subject or the context otherwise requires.

- i) **Bank:** The term bank shall denote Bank of India represented through its Estate Department, and any of it employees representative authorized on their behalf.
- ii) **The contractor:** shall mean the “Vendor” their successor and permitted assigns.
- iii) **Site:** The site shall mean Bank of India Building **5, B.T.M. Sarani, Kolkata- 700 001**, where the work is to be manned and maintained. The term Work shall mean the work or works to be manned and maintained by Contractor under this contract.
- iv) **The schedule of quantities:** shall mean the schedule of quantities as specified and forming part of this contract.

#### **2. Scope of work**

The Bank has established a high quality, well specified comprehensive facility for its **5, B.T.M. Sarani, Kolkata- 700001**. The bank expects the Vendor to take full Responsibility of **Day today Operation of Centralized Air conditioners & take care of normal operational matter of all high wall split ACs, window ACs and take full responsibility for asset value maximization of ACs installed at Kolkata Zonal Office, NBG office premises located at 5, B.T.M. Sarani Kolkata- 700001.**

The Bank’s objectives is that Vendor does not perceive this as short term or a one-time contract but as an exercise in “Asset Value maximization and Asset Life Prolongation”. As a centralized single point responsibility, the Vendor shall employ modern systems and services integrating all functions necessary to support the daily operations ranging pertaining to high technical operations and maintenance by deploying competent, trained and experienced work force under a well-structured system, using “Modern Management Techniques and well established certified standards and procedures”.

### **3. Agreement**

The successful bidder will have to sign agreement as per the format provided here in by the Bank. **All pre-bid minutes, any amendments to tender documents resulting from the issue of addendum if any, any amendments made/agreed between the contractor and the Bank prior to award of contract well as where applicable, submissions made by the contractor, all pre-award correspondence etc. shall form the part of the contract.**

### **6 Taxes and Duties**

The tenderer must include all provision of taxes, duties, cess, octroi, royalties, sales tax or any other taxes or local charges etc. if applicable in their quoted rate. No extra claim on this account will in any case be entertained. **However, applicable GST will be paid over and above the billed amount.**

### **7 Labour Laws:**

The Vendor shall employ technically qualified and competent persons for operation and maintenance for execution and supervision of the works. The contractor shall comply with the provisions of all labour legislation including the requirement of following:

- a) The payment of Wages Act
- b) Employers liability Act, including P.F Act, Gratuity Act, etc.
- c) Workmen's Compensation Act.
- d) Contract Labour (Regulation and Abolition) Act,
- e) Apprentices Act.
- f) Any other act or enactment relating thereto and rules formed there under from time to time.

**The contractor shall have to keep the bank saved, harmless and indemnified against claims if any of the workmen and all costs and expenses as may be incurred by the bank in connection with any claim that may be made by any workmen.**

### **8. LIABILITIES & INDEMNITIES**

The vendor represent and warrants that he shall comply all Laws, Rules and Regulations which relating to or arising out of the performance of the services under the agreement and shall keep the Bank duly informed on such compliances. **The Vendor agrees to indemnify, defend and hold harmless the Bank in respect of any claims, fines, penalties, cost, expenses etc directly or indirectly resulting from or arising out of any breach or claimed breach of this warranty.**

### **9. INDEMNIFICATION**

The vendor shall have to keep the bank, its servants or agents indemnified against claims, actions or proceedings brought or instituted against the Bank, its servants or agents by any of vendors employees or any other third party in connection with relating to or arising out of the performance of the services under the agreement.

### **10. PREPARATION OF BILL**

The bill shall be prepared by the contractor in the structured form prescribed by the bank on monthly basis. The bill in proper form must be accompanied by details of work carried out in a month, monthly PF, ESI & Bonus statements and must show deductions for all previous payments etc.

### **11. TERMINATION OF CONTRACT**

If the vendor fails to perform its obligations under this agreement of contract, the Bank is dissatisfied with the services of the vendor, **Bank can terminate the services of the vendor by giving an advance notice of one month period.**

### **11. VALIDITY OF PROPOSAL**

This proposals from the Tenderers shall be valid for a period of **90 days from the date opening of part II (i.e. financial part of tender)** and vendor shall not withdraw his proposal prior to the expiration of the validity period. In case of successful vendor withdraws the proposal prior to validity period the **E.M.D would be forfeited.**

### **12. COMPLIANCE WITH ALL STATUTORY REQUIREMENTS**

The Vendor shall comply with all statutory requirements prescribed by the local as well as Central Government authorities from time to time and submit a monthly report along with



all the required proof of compliance to the Bank along with the monthly invoice. The contractor shall produce all the relevant statutory documents for inspection by the Bank and the Government authorities.

### **13. EMERGENCY TELEPHONE NUMBERS**

The Vendor shall provide an emergency telephone number for normal and out of hours operations **with a maximum of four hour response time**.

### **14. OCCUPATIONAL HEALTH AND SAFETY.**

With regard to occupational health and safety, the Vendor shall adhere to the following:

- Issue identity cards and **uniform dress** with caps to all of his employees
- Comply with applicable local regulatory requirements.
- Comply with applicable Banks requirements specified in the contract and appendices.
- Correct all health and safety non-compliance's in a timely manner and where there is an immediate danger to health or life, to stop work immediately.
- Be liable for liabilities arising due to non-compliance of contractor employees, agents or subcontractors with applicable requirements.

### **15. COMMUNICATION**

- Vendor should maintain a system for recording and reporting accident / illness occurring at Bank of India premises of Vendor's workmen while doing work for Bank of India
- Vendor should ensure that his employees are trained and suitably qualified for handling the risks involved with their job.
- Vendor should implement a communication process with Bank of India and his employees on equipment hazards, unsafe conditions or acts and actions required to prevent injury or damage to property and where necessary, to provide suitable and effective means of safe working conditions.
- Periodically report to Bank of India on the performance of the safety management system, programs, violation of safe work practices and status of corrective plans.

### **16. SAFETY MANAGEMENT**

- Vendor to initiate and maintain safety management programs to protect their employees from hazards through procedures, practices and regular inspection of the work areas, materials, equipment and work practices and to protect employer's employees exposed to similar hazards.
- Vendor to provide suitable material, equipment, information and training necessary for safe work performance.
- Maintain records including but not limited to contractor employees training, hazard assessments, communications, permits, licenses and accidental investigations.
- In instances, where such work is carried out, implement permit to work programs, including but not limited to hot work, cold work, entry into confined spaces, and work on high voltage and live electrical equipment.

### **17. Disaster Recovery Plans**

The Vendor shall provide and maintain disaster recovery plans for all services and maintenance. The contractor shall be responsible to ensure that the plans are up to date at all times and shall present the recovery plan to Bank of India In the event of a disaster, the contractor shall co-ordinate the execution of the disaster recovery plan to provide suitable support required in salvaging and making the premises ready for resumption of services.

### **18. ROLE & RESPONSIBILITIES OF VENDOR**

It is the sole responsibility of the Vendor (MC) to ensure that the Maintenance, upkeep & day to day operations of the central AC plant installed in the Zonal office building are done as per the best practices. It is also the sole responsibility of the Vendor (MC) to ensure that the Maintenance and upkeep of high wall split ACs & window ACs installed in NBG office , Kolkata Zonal Office premises are done as per best practice.

#### **18.0 Scope and Responsibilities**

The MC is fully responsible for Maintenance and upkeep of the AC plant and ACs as above mentioned.

### **18.1 Records of maintenance/ cleaning/ shifting etc.**

The MC shall provide printed comprehensive logbook as per certified standards and procedures, containing tables for daily record of all routine/ weekly and monthly works to be done in the Centralized Air-conditioning plant. The services as described above shall be rendered to in respect of all the following services and utilities.

**The tenderer must inspect the site of work and familiar and acquaint him with all site conditions before quoting.**

## **19. ARBITRATION**

- I) All disputes or differences of any kind whatsoever which shall at any time arise between the parties hereto concerning the works or the execution or maintenance thereof of this contract or effect thereof or to the rights or liabilities of the parties or arising out of or in relation thereto whether during or after determination, foreclosure or breach of the contract (other than those in respect of which the decision of any person is by the contract expressed to be final and binding) shall be refer to Arbitrator by a sole Arbitrator appointed by the Bank. The contractor agreed that such Arbitrator shall be appointed by the Zonal Manager or on his behalf the Chief Manager (Estate Department) of Kolkata Zonal Office of the Bank and such appointment shall be binding on the contractor and shall not be challenged.
- II) For the purpose of appointing the Kolkata based sole Arbitrator referred to above, the Appointing Authority within thirty days of receipts by him of the written notice aforesaid will sent to the Vendor (MC) a panel of three names of persons who shall be presently unconnected with the organization for which the work is executed.
- III) The MC on receipt by them of the names of aforesaid, shall select any one of the persons named to be appointed as a sole Arbitrator and communicate within 30 days his name to the Appointing Authority who shall thereupon without any delay appoint the said person as the Sole Arbitrator. If the MC fails to communicate such selection as provided above within the period specified, the Appointing Authority shall make the selection and appoint the selected person as the Sole Arbitrator.
- IV) If the Arbitrator so appointed is unable or unwilling to act or resign his appointment or vacates his office due to any reason whatsoever, another sole Arbitrator shall be appointed as aforesaid.
- V) The work under the contract shall, however, continue during the Arbitration proceedings. No payment due or payable to the MC shall be withheld on account of such proceedings except the disputed payment of fees, if any, on account of other provisions in this agreement.
- VI) The Arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties fixing the date of the first hearing.
- VII) The Arbitrator may from time to time, with the consent of the parties, enlarge the time for making and publishing the award.
- VIII) The Arbitrator shall give a separate award in respect of each dispute or difference referred to him. The Arbitrator shall decide each dispute in accordance with the the contract and give a reasoned award. The venue of Arbitration shall be such place
- IX) The fees, if any, of the Arbitrator shall , if required to be paid before the award is made and published, be paid half and half by each of the parties. As regards, the cost of the reference and of the award including the fees, if any, the Arbitrator may direct to and by whom and in what manner, such costs or any part thereof shall be paid.
- X) The award of the Arbitrator shall be final and binding on both the parties. Subject to aforesaid, the provisions of the Arbitration and Conciliation Ordinance Act, 1996 or any statutory, modification or re-enactment thereof and the rules made thereunder, and for the time being in force, shall apply to the arbitration proceedings under this clause.



## **GENERAL SCOPE OF WORK:**

- To operate and maintain Heat & Ventilation Air conditioning System, associated protection equipment's, cables, control cables, capacitor panels/power factor correction systems, pump panels, mechanical ventilation and pressurizing system etc. and their associated switchgear etc. round the clock throughout the year.
- To monitor & record, parameters in logbook such as room and ambient temperature, relative humidity.
- To maintain the incoming supply parameters, make necessary tap to in changing to maintain the voltage in limits, maintain the power factor at not less than 0.9 lagging by switching the capacitor banks, to keep the maximum demand within prescribed limits etc.
- To ensure the effective cooling systems
- To check/clean of AHU Filters once in week.

### **Daily Maintenance:**

- To check and avoid gas leak from the system.
- To check and maintain water level in cooling towers.
- To Check and maintain heater for compressors
- To clean the machinery.
- To check & note Voltage and Current.
- To check and avoid leakage in pump.

### **Weekly Maintenance:**

- To clean AHU air filters.

### **Monthly Maintenance:**

- To clean & maintain cooling tower sum pump.
- To clean and maintain pot strainer.

### **Maintenance of High Wall Split & Window ACs installed in NBG & Zonal Office Premises:**

- To ensure timely statutory maintenance service is done by the AMC vendor.
- To ensure all break down call service are attended by the AMC vendor timely.
- To ensure all the ACs are operated / maintained in proper working condition.

## **Educational qualifications / Work Experience of Man Power-**

### **A. AC Operator- (Semi skilled person.)**

ITI in the trade of Electrical / Air Conditioning or having wireman Grade having with 3 years' experience in Operations & Maintenance of HVAC System.

Or

Minimum 15 years of experience in operating a Centralized HVAC in commercial high rise building

## LETTER OF OFFER

To,  
The Zonal Manager,  
Estate Department,  
Kolkata Zonal Office,  
5, B.T.M. Sarani,  
Kolkata- 700 001.  
033-22486573

Dear Sir,

Having examined the job data, scope of work, schedule of equipments, machineries / quantities etc. relating to the works specified in the memorandum herein under set out, having visited and examined the site of the job specified in the said memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to undertake the job specified in the said memorandum for the duration specified in the said memorandum at the rates mentioned by us in the attached Price Bid and in accordance with all respects with the specifications, drawings, scope of work and instructions in writing referred to in conditions of the tender, the Articles of Agreement, Job requirements and Conditions of Contract and with such equipments, as are provided for by and in all other respects in accordance with such conditions so far as they may be applicable.

## **MEMORANDUM**

### Description of Work

The Annual Contracts required for day to day Operation of Centralized Air conditioners, window ACs, high wall split ACs installed at Star House, Kolkata Zonal Office building located at 5, B.T.M. Sarani Kolkata- 700001.

The Job role also includes Operating of these machines, Monitoring, Liaising with AMC vendor for timely maintenance, Liaising with all Public Utility Agencies, Public Bodies and offering Administrative support including central help desk, recording, tracking and executing and reporting all works related to the services with responsibility to the full satisfaction of the Bank of India.

- |                       |  |
|-----------------------|--|
| a) Earnest Money      | Rs.25,000/- ( <b>Rupees Twenty Five Thousand Only</b> ) by crossed Demand Draft in favour of Bank of India, Payable at Kolkata.  |
| b) Period of Contract | Contract period commences from 15th day of issue of letter of intent by Bank of India and period of Contract will <b>be one year</b> from the date of commencement subject to extension of further period of 02 years subject to satisfactory performance and annual review. |

Should this tender be accepted, I/ We hereby agree to confirm and to abide by and fulfill the terms and provisions of the said conditions of contract annexed hereto so far as they may be applicable and in default whereof, authorize the bank to forfeit and pay to the Bank of India, Kolkata the amount of earnest money mentioned in the said contract.

I/We have deposited a sum of Rs. 25,000/- ( Rupees Twenty five Thousand only) as earnest money with the Bank of India which is not to bear any interest. Should I/We, fail to perform the terms of the contract when awarded, I/We do hereby agree that this sum shall be forfeited by the Bank.

I/We agree to keep our tender open for acceptance for **90 days** from the date of opening of Cover II (Price Bid) of the tender.

All the schedules necessary in connection with the job to be performed in terms of the contract wherever required are enclosed.

Our Banks are:-

i)

ii)

The name of the partners are :-

i)

ii)

Name of the partner of the Firm Authorized to sign :-

Or

Name of persons having Power of Attorney to sign the contract:  
**(Certified true copy of the Power of Attorney should be attached).**

Yours faithfully,

Signature of the Tenderer

WITNESS

I) SIGNATURE :  
OCCUPATION:  
ADDRESS:

II) SIGNATURE:  
OCCUPATION:  
ADDRESS:

Yours faithfully,

Authorized Signatory



## ARTICLES OF AGREEMENT

**THIS ARTICLES OF AGREEMENT** made on this \_\_\_\_\_ day of \_\_\_\_\_ Thousand Twenty Four between the **BANK OF INDIA**, a body corporate Constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 and having it's Registered Office / Head Office at Star House, G-Block, Plot No.C-5, Bandra Kurla Complex, Bandra (East) Mumbai -40051 **and having its Zonal office at 5 B.T.M Sarani , Kolkata , W.B-700001**, and any other places (hereinafter referred to as "**the Bank**") which expression shall include its successor or successors and assigns of the ONE PART through the authorized officer Shri. \_\_\_\_\_ (Designation).

**AND**

**M/s.** \_\_\_\_\_, having its registered office at \_\_\_\_\_,

(hereinafter referred to as "**the Vendor / Contractor** ") of the OTHER PART through its authorized representative be retained.

WHEREAS the Bank is desirous of awarding the job of **Day to day operation & maintenance of Centralized Air conditioners, operation of High Wall Split ACs & window ACs installed at Star House, Kolkata Zonal Office building located at 5, B.T.M. Sarani Kolkata-700001.**(Hereinafter referred to as "**the Building**") under Annual Contract for **Operation of these aforementioned Air conditioners** (Hereinafter called "**the Work**") and handing over of Centralised AC plant and service for "the Bank" to the Vendor and has caused documents and schedule of Equipment showing and describing the Work to be done by the "Vendor" who has accepted the due performance of the Work in pursuance of the acceptance of the tender submitted by him / them AND WHEREAS the documents attached to the tender document covering the conditions, the Work requirement, the schedule of Equipment and the price bids initiated by "the Bank" have been accepted and signed by or on behalf of the parties hereto.

AND WHEREAS the Vendor has deposited Earnest Money of Rs.25,000.00 (Rupees Twenty Five Thousand only) in token of performance of this agreement for one year from the date of commencement of the contract Work as defined here in with **provision for revalidation of the agreement every year for next two years if so desired by the Bank and on mutually agreed terms.**

AND WHEREAS the Vendor has submitted to the Bank Commercial part of the tender (Part I) with a price Bid (Part II) (which together is hereinafter referred to as CONTRACT) AND WHEREAS the said documents (hereinafter referred to as "the contract document") and the CONTRACT DOCUMENT have been signed by or on behalf of the parties hereto.

NOW IT IS HEREBY AGREED AS FOLLOWS:-

1. For the consideration hereinafter mentioned the Vendor will, upon and subject to the conditions annexed, carry out and render the services shown upon the Contract Document and described by or referred to in the CONTRACT and in the said conditions.
2. The said condition and appendix thereto shall be read and construed as forming part of this agreement and the parties hereto shall respectively abide by, submit themselves to the conditions and perform the task as per the agreement on their parts respectively in such conditions contained.
3. This agreement and documents mentioned herein shall form the basis of this contract.

- 4. This contract is neither a Fixed Lump Sum Contract nor a Piece Work Contract but is a contract for Manning and operating Centralized air-conditioning plant, Split air conditioners & window air conditioners of the Building and its Services/ Facilities and to be paid for proportionately according to actual services performed at the rates priced in price bid.
- 5. The Vendor shall be afforded every reasonable facility for carrying out of all works relating to the operating Centralized air-conditioning plant, split ACs and window ACs in the manner laid in the said Conditions till the completion of the contract.
- 6. The Bank reserves to itself the right of altering the Scope of Work and nature of the work by adding to or omitting any items of work or having portions of the same carried out through other agency without prejudice to this contract. The Vendor will only be paid for the actual services performed and work done payable at the accepted unit rates.
- 7. The service charge of the vendor will remain fixed as per the terms of the tender during the entire contract period. However, when there is change / enhancement in Basic Minimum wage upon approval by competent authority Bank will pay the enhancement in wages, PF/ ESI as applicable under Govt. norms.
- 8. Timely & effective performance of the contractual obligation shall be considered as the essence of the contract and the Vendor hereby agrees to commence the work soon after and not later than 15<sup>th</sup> day from the date of issue of letter of intent by “the Bank/Bank”, as provided for in the said conditions and to perform the job during and within the stipulated contract period.
- 9. All payments by the Bank under this contract will be made at Kolkata in Indian Rupees and shall be made, subject to satisfactory performance within 20 days from submission of monthly bills, including period of checking of bills being in proper shape and format to be mutually agreed.
- 10. All disputes and differences of any kind whatsoever arising out of or in connection with the contract whether during or after completion of contract shall be deemed to have arisen at Kolkata and only courts in Kolkata shall have jurisdiction to determine the same.
- 11. That the several parts of this contract have been read by the Vendor and fully understood by them. The Vendor shall not be entitled for the payments for the quantities beyond the tendered quantities unless ordered for, by specific written instructions with the prior approval from Bank of India authorities.

If the Contractor is a partnership firm or an individual

IN WITNESS WHEREOF the owner and the Vendor have set their respective hands to these presents and hereof the day and year first hereinabove written.

If the Contract is a company

IN WITNESS WHEREOF the Bank has set its hand to these presents through its duly authorized official and the MC Services Contractor has caused its common seal to be affixed hereinto and has caused these presents and hereof to be executed on its behalf, the day and year first hereinabove written.

Signature	Signature
(Bank)	(Vendor)
	Name and Designation

Address

Bank of India  
5 BTM SARANI  
Kolkata 700001

WITNESS

1

2.

WITNESS

**TERMS OF PAYMENT**

1.Date of commencement of work	15th day from the date of “Letter of Intent or work order” by Bank of India.
2.Period of Contract	12 months from the date of entering in to contract.
3. Payment of bills by the Bank	Monthly Payment, subject to satisfactory performance. Payment would be done, as per Price Bid (Part II). Monthly Bill to be submitted by the 1st week of every Month and the same will be checked and passed within 20 days from the date of receipt of bill.
4. Escalation	The rate, service charge of the vendor shall remain firm and shall not subject to variation for any reason whatsoever during contract period. <b><u>In case of revision in minimum wages and other statutory payment (Central Government) by government, revised wages can only be given to the firm on approval of Bank, rest of charges will be unchanged.</u></b>

Place

Date	<b>Signature of Tenderer/ Company with seal</b>
------	---



ANNEXURE-II

(THIS FINANCIAL BID TO BE SUBMITTED IN SEPARATE ENVELOPE SUPERSCRIBING “FINANCIAL BID”. SUBMISSION OF THE SAME WITH TECHNICAL BID WOULD LEAD TO DISQUALIFICATION OF TENDER)

FINANCIAL BID

Tender Document For Contract for operating Centralized air-conditioning plant, high wall split ACs , window ACs installed in the Star House, Bank’s Building located at 5, B.T.M. Sarani, Kolkata.

Tender Issued to: .....

MANPOWER / VARIOUS SERVICES REQUIREMENT AND COSTING

Sl. No.	Item Description	No. of persons	Rate per Month*	PF/ESI/bonus/ other statutory payments*	The service charge of the contractor/month considering all expenses	Total Amount Per month	Total Annual Charges**
1.	AC Operator	2					
	Total amount in Words and figures:						

\*Details to be given in separate sheet for per person. All rates should be in compliance to latest Central Government labor wages guidelines and norms. Rates to be given considering 26 working days in a month.

\*\* GST as applicable will be extra

I have gone through the details of the tender paper, clearly understood the terms and conditions there in. If awarded with the contract I would execute the same abiding by terms and conditions set here in and rules and regulation of Govt.

Date

Signature

(Stamp & Seal)