



## PASCHIM BANGA GRAMIN BANK

HEAD OFFICE: Natabar Paul Rod, Chatterjee Para More, Tikiapara , Howrah- 711101

Phone: (033) 2667-2477 Email: PASC3616@DATAONE.IN Fax: (033) 2667-0051/9589

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### **NOTICE INVITING TENDER**

**Work: Supply & installation of split type Air Conditioners at 80 number of branches and 3 Regional offices of Bank located in the district of Howrah , Hooghly, Burdwan and Birbhum**

Sealed tenders on item rate basis are invited for supply & installation of split type air Conditioners from reputed manufactures /firms and their authorized dealers having network at Howrah, Hooghly, Burdwan and Birbhum with minimum 5 years experience in the similar field or supply & installation of split type air conditioners at 80 branches & 3 Regional offices of Bank located in the districts of Howrah, Hooghly, Burdwan and Birbhum .

Parties who have not executed one or two works of similar nature, each costing not less than 40 %/50 % of the estimated cost satisfactorily during the last two to three years and do not have any office/site or presence in and around the town or district in which the project is located need not respond.

Tender documents may be downloaded from the Bank's website : [www.pbgbank.com](http://www.pbgbank.com)

Earnest Money Deposit	Rs. 10000/- by crossed Pay order / demand draft/Bank Guarantee on a Bank other than the clientele, dischargeable /payable at Kolkata and drawn in favour of Paschim Banga Gramin Bank
Time of Completion	15 days from the date of commencement intimation by respective Regional Office.
Time & date of submission of Tender	On or Before 25/05/2016 at 14.00 hrs.
Time & date of opening of Tender	25/05/2016 at 15.00 hrs at Paschim Banga Gramin Bank Head Office – Natabar Paul Road, Chatterjee Para More, Tikiapara, Howrah – 711 101

The Bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

Sd/-

17/05/2016

General Manager

Name of Work – **proposed Supply & installation of split type Air Conditioners at 80 number of branches and 3 Regional offices of Bank located in the district of Howrah , Hooghly, Burdwan and Birbhum**

**TENDER NOTICE**

Sealed Item Rates Tenders are invited on behalf of **PASCHIM BANGA GRAMIN BANK HEAD OFFICE** from competent contractors, who have executed two or more works of similar nature satisfactorily during last three years. The contractors should be technically sound and financially capable.

The details are as under :

1	Name of Work	Proposed supply & installation of Split type Air Conditioners at 80 number of branches and 3 Regional offices of Bank located in the district of Howrah, Hooghly, Burdwan and Birbhum
2	Earnest money Deposit by Pay Order /Demand Draft /Bank Guarantee (No interest payable on this deposit)	Rs. 10000/- in favour of Paschim Banga Gramin Bank dischargeable /payable at Kolkata
3	Estimated Tender Cost	Rs 90,00,000/-
4	Time of Completion	15 days from the date of commencement intimation by respective Regional Office.
5	Issue of Tender	Tender documents are to be downloaded from the Bank's website : <a href="http://www.pbgbank.com">www. pbgbank.com</a>
6	Submission of Tendor	Sealed Tenders with the name of work subscribed on the top of the cover will be received at Paschim Banga Gramin Bank Head Office – Natabar Paul Road, Chatterjee Para More, Tikiapara, Howrah – 711 101 on or before 25/05/2016 at 14.00 hrs
7	Time & Date of Opening	25/05/2016 at 15.00 hrs
8	Installation Location	i) Howrah, Bardhaman & Suri Regional Office ii) 25 branches each in Bardhaman & suri Region and 15 branches each in Howrah & Hooghly Region
9	Tender Rights	Conditional Tenders will not be accepted. The Bank reserves the right to accept or reject any or all the Tenders without assigning any reason thereof or to accept any tender in part thereof
10	Date of Commencement	Order will be issued from Head office of the Bank . Work will be commenced immediately on issue of letter of commencement by respective Regional Office.

Sd/-

Date – 17/05/2016 :

**General Manager**  
**PASCHIM BANGA GRAMIN BANK – HEAD OFFICE**  
**Natabar Paul Road, Chatterjee Para More, Tikiapara, Howrah – 711 101**

General Manager  
PASCHIM BANGA GRAMIN BANK  
Head Office  
Natabar Paul Road, Chatterjee Para More Ashram Road,  
Tikiapara, Howrah – 711 101

**Sub : proposed Supply & installation of split type Air Conditioners at 80 number of branches and 3 Regional offices of Bank located in the district of Howrah , Hooghly, Burdwan and Birbhum**

Sir,

I/We the undersigned have carefully gone through and clearly understood the plans, specifications, schedule of quantities, with General conditions for the above mentioned work and having knowledge of the site of the proposed work, do hereby tender to execute and complete the entire work in accordance with the priced bill of quantified and/or as given in the special specification of each works attached hereto.

It is understood that the lowest or any Tender will not necessarily be accepted and that you are not bound to assign any reason of the same.

I/we agree to keep our offer open for three months from the date of opening.

Having examined the schedule of quantities relating to the proposed Tender for air conditioning work and having knowledge of the site of the proposed works and having acquired the Tender invited by you, we the undersigned hereby offer to execute, complete and maintain the proposed work in strict accordance with the specifications described in the Tender at the item rates quoted by us in the Tender for the sum of Rs. \_\_\_\_\_

We undertake to complete and deliver the total work within 15 days from the date of issue of Commencement order from your Regional Offices , that the work shall remain incomplete after the expiry of the aforesaid date as liquidated and ascertained damages and not by way of penalty. Suitable extension of time shall be granted for delays beyond our control.

Name and address of the contractor

Signature & Stamp of contractor

Place :

Date :

## GENERAL CONDITIONS

- (1) Sealed tenders should be addressed to General Manager , Paschim Banga Gramin Bank Head Office – Natabar Paul Road, Chatterjee Para More, Tikiapara, Howrah – 711101 and superscribed

Name of work :- **proposed Supply & installation of split type Air Conditioners at 80 number of branches and 3 Regional offices of Bank located in the district of Howrah , Hooghly, Burdwan and Birbhum**

- (2) The tenders will remain valid for a period of 3 months from the date of openings of tenders. Bank reserves the right to accept or reject any or all the tenders without assigning any reason to do so. Bank does not bind itself for accepting the lowest tender.
- (3) The tenderer should quote the rates in figures as well as in words.
- (4) All erasures, corrections and alterations made while filling the tender must be attested by initials of tenderer. Overwriting of the figures is not permitted.
- (5) The Bank reserves the right to reject any or all the tenders, accept part of any tender or entrust the entire work to any contractor or divide the work to more than one contractor (Item wise / Region wise) without assigning any reason or giving any explanation. The rates quoted by the contractor will hold good for this bifurcation and no compensation will be paid on this account.
- (6) Joint tenders shall not be considered.
- (7) Within 7 days of receipt of Intimation regarding acceptance of his tender by the Bank, the tenderer should send his acceptance of the work order in writing. If the tenderer does not do that, or does not start the work within 7 days of Commencement intimation to him or fails to give justified reasons not to do so, acceptance of his tender would be withdrawn and Earnest Money Deposit would be liable to be forfeited.
- (8) The rate quoted in the tender shall include all charges of scaffolding, lift, any tools and plants railway freight labour conditions and fluctuation in the rates, excise duty, sales tax, octroi and any other taxes or expenditure for carrying out the work.
- (9) Water and Electricity will be available free at site.
- (10) No Escalation in rates will be allowed under any circumstances.

- (11) The successful tenderer(s) is/are bound to carry out entire work within stipulated time limit. The tenderer will have to pay liquidated damages for non-completion of job within stipulated period at the rate of Rs. 500/- per day after expiry of period of completion subject to maximum of 10 % of site contract value.
- (12) The liquidated damages as mentioned above may not be enforced if the contractor applies sufficiently in advance for extension of time mentioning the unavoidable reasons for extension. The Bank shall, if in its opinion (which shall be final and binding upon the contractor) finds genuine reasons shown by the contractor for such request, grant suitable extension in time limit. Any claim for damage or compensation in relation there to by contractor is not permissible. Also other terms and conditions of the contract will remain unaltered in the extended period.
- (13) The successful tenderer is bound to carry out items of work necessary for completion of job even though the same are not included in the schedule of quantity. Rates of extra items will be derived from the tender. In case the rates do not exist in the tender and extra item is not similar to tender item, then the rates will be worked out on actual cost of material and labour, any other expenditure for completing that work plus 15 % towards contractor's profit & overheads. For this contractor must submit the rate analysis supported by original vouchers for purchase and labour.
- (14) The contractor must co-operate with other contractors appointed by the bank so that entire work shall proceed smoothly with least possible delay and to the satisfaction of the Bank.
- (15) The contractor shall remove all rubbish etc. out of site/premises wash and clean the floors and hand over the site in proper and tidy condition.
- (16) The tenderer shall acquaint himself with the site conditions making his own arrangement for storing of material at site, lift, etc.
- (17) Contractor shall shift furniture, cupboard, records, for the purpose of electrification & wiring and rearrange the same as directed. No extra charge shall be paid for the same.
- (18) Contractor shall be prepared to work at times convenient to the Bank. No charges shall be paid for the same.
- (19) The contractor will attend to all defects noticed during defect liability period. If the contractor fails to attend the defects within a reasonable time these defects will be rectified by the Bank and the expenditure incurred on this account will be recovered from security deposit, or any other money due on to time.
- (20) The contractor shall make adequate arrangement for watch and ward of his material and shall ensure the safety, breakage and any theft of material fixed or unfixed by him or other sub contractor.

- (21) The work executed should be got approved by the Architect/Bank and contractor shall rectify any bad workmanship pointed out at any stages and remove from site all the rejected material immediately.
- (22) The contractor shall be responsible for application of labour laws, compensation for injury and accident to person, whether employed by him or by his sub contractor.
- (23) The contractor will take necessary precautions for carrying out the work avoiding any damage to fixed or loose furniture, structures/decorative parts of the property. The contractor will rectify any damages done at his cost.
- (24) The contractor shall ensure that workmen employed by him for execution of work are suitably covered against workmen's Compensation Act, ESIS and other legislative enactments applicable to such works and workmen shall be to the contractor's account.
- (25) The contractor shall inform the Bank to check quality/measurements of any work which is likely to be hidden before covering.
- (26) In case of non-completion or delay in completion of work or removal of defects in time, the Bank shall be free to appoint another agency to get the job done at contractor's risk and cost.
- (27) Income Tax at applicable rate of the Bill Amount will be deducted at sources from the contractor's bill and will be deposited with the I.T.O. as per rules.
- (28) The Bank may delay the progress of work without, in any way, vitiating the contract and grant such extension of time for the commencement/completion of the contract as it may think proper and sufficient in consequence of such delay and the contractor shall not make claim for compensation or damage in relation thereof.
- (29) The contractor will not execute any extra item without Bank's permission in writing.
- (30) The quantities mentioned in the schedule of quantities are approximate. Payment will be made on actual work done by the contractor. However, the contractor should not deviate the quantity without Bank's permission.
- (31) Conditional tenders quoted by the tenderer is liable to be rejected.
- (32) The Bank has a right to alter the nature of work and to add or omit any items of work or to have the option of the same carried out departmentally or otherwise and such alternations or variations shall be carried out without prejudice to this contract. No compensation will be paid in such cases.

- (33) The Bank has right to terminate the contract, if the contractor abandons the work, or fails to commence and complete the work in time, or fails to abide by the contract conditions.
- (34) Measurements for all items shall be taken as per actual work done and no claim for any wastage in all material shall be considered.
- (35) Contractor has to get the samples of all the materials like switch, wire, or any other accessories for the approval of the Architect/Bank.
- (36) Contractor must quote balanced rates as quantities mentioned in the tender are approximate and may vary to any extent. No extra rate shall be given on this account.
- (37) The contractor while executing the work during the working hours of the Bank shall take special care that disturbance is not created to Bank's staff and customer during the office hours. The contractor should also keep the banking hall in a reasonably good condition during the banking hours.
- (38) Contractor will submit Photographs of the existing site condition along with completed electrical work in duplicate along with soft copy in form of C. D.
- (39) **THE CONTRACTOR IS REQUIRED TO OBTAIN NECESSARY LABOUR LICENCE FROM LABOUR ENFORCING AUTHORITY BEFORE COMMENCEMENT OF THE WORK. HE IS ALSO REQUESTED TO ABIDE BY THE LABOUR LAWS APPLICABLE INCLUDING SUBMISSION OF STATUTORY FORM THE APPROPRIATE AUTHORITY.**
- (40) **THE CONTRACTOR WILL ADHERE TO THE IBA/CVC GUIDELINES DURING EXECUTION OF WORK.**
- (41) **THE RATES SHOULD BE FIRM INCLUDING ALL TAXES. DISCOUNT IN TOTAL AMOUNT WILL NOT BE CONSIDERED AND THE SAME TENDER WILL BE LIABLE FOR DISQUALIFICATION.**
- (42) **THE CONTRACTOR MUST GIVE CELL/MOBILE NO., WHICH SHOULD BE ON 24 HOURS FOR THE PURPOSE OF COMMUNICATION DURING EXECUTION OF WORK.**

Name of Contractor with seal & signature

Date :

Place :

## SPECIAL CONDITIONS OF CONTRACT

Specimen -3

1. Earnest Money Deposit (EMD) : Rs. 10,000/-
2. Initial Security Deposit (ISD) : 2 % of tender amount inclusive of Earnest Money Deposit
3. Defects Liability Period : 12 months from the date of issue of virtual completion and handing over the site to owners.
4. Period of commencement : Immediately on commencement intimation by RO
5. Stipulated period for completion : 15 days
6. Minimum value of work : On successful completion of work OR against delivery of A. C. machine
7. Retention Money : 8 % retention money from each running Bill.
8. Terms of Rate : The rates shall be at site of work and should be inclusive of all taxes including works contract tax if any.
9. Period of validity of Tender : Three months from the date of opening tender.
10. Payment Terms : No advance will be made. Payments will be made within 15 days on satisfactory completion of job and submission of Bill to PBGB Head Office with due recommendation of concerned RO.
11. Validity of rates after award of Tender : "NO ESCALATION IN PRICE WILL BE ALLOWED".
12. Income Tax clearance certificate : **The tenderer to submit the latest Income Tax clearance certificate along with the tender.**
13. Release of Retention Money : 8 % Retention Money shall be released after satisfactorily completion of Defects Liability period of 12 months.

Name of Contractor with seal & signature

Date :

Place :



## FORM OF TENDER

Specimen -4

To,  
General Manager  
PASCHIM BANGA GRAMIN BANK  
Head Office  
Natabar Paul Road, Chatterjee Para More Ashram Road,  
Tikiapara, Howrah – 711 101

**Sub : proposed Supply & installation of split type Air Conditioners at 80 number of branches and 3 Regional offices of Bank located in the district of Howrah , Hooghly, Burdwan and Birbhum**

Dear Sir,

As per the above subject matter our clarification is as under :

1. I/We refer to the Notice Inviting Tender issued by you for the captioned work.
2. I/We do hereby offer to perform, provide, execute, complete and maintain the works in conformity with Bill of Quantities, , Specification, Design, General and Special conditions of Contract, Instruction to tenders, etc. as contained in the tender documents for the sum as arrived and filled, at the respective rates quoted by me/us in the Schedule of Quantities and/or at any other sum and rate subsequently negotiated and accepted/agreed by the Bank and me/us.
3. I/We have satisfied myself/our self as to the site conditions, examined site/ knowledge of site and all aspect of tender documents/conditions and are acceptable to us. I/We do hereby agree, should this tender be accepted in whole or in part, to
  - (A) Abide by and full-fill the terms, conditions and provisions of tender documents annexed hereto.
  - (B) Complete the work within stipulated completion time at no extra cost to the Bank..
4. . I/We are enclosing herewith the Earnest Money Amount of Rs. 10000/- in the form of Bank Draft/ Pay Order /Banks Cheques no. \_\_\_\_\_ dated \_\_\_\_\_ drawn by \_\_\_\_\_ in favour of **Paschim Banga Gramin Bank** payable at Kolkata
5. I/We are submitting herewith duly filled up and signed tenders as per the following details.

a) **“Sealed Cover”**

Sealed cover marked as **“proposed Supply & installation of split type Air Conditioners at 80 number of branches and 3 Regional offices of Bank located in the district of Howrah , Hooghly, Burdwan and Birbhum “** on the cover and containing.

- (i) EMD
- (ii) Complete set of tender documents (Specimen 1 to 5)
- (iii) My/our specific terms/ clarifications/ experience , execution of work of similar nature with copy of Purchase Order / conditions/ consideration (if any) on my/ our letter head
- (iv) Authorised Dealers are required to submit certificate from the OEM
- (v) **In case of partnership firm** : Attested copy of Partnership Deed and Special Power of Attorney which contain specific powers authorizing under signed/s for tendering.
- (vi) **In case of company** : Attested copies of Memorandum and Articles of Associations of the company along with Board Resolutions authorizing undersigned for tendering.

Sealed cover should be addressed as above and having seal & address of our firm/company at bottom left corner of the envelopes.

I/We confirm that I/we are duly authorized to participate in the tendering/bidding and understand that my/our tender is liable to be rejected if,

- (i) At any items it comes to the notice of the Banks that I/We have concealed or/and have given any wrong information.
- (ii) The tender is not duly filed and /or signed and /or is incomplete and/ or covers are not properly sealed.
- (iii) The price bid contains any condition/ alteration/ modification and/ or any tempering with the tender documents is done at our end.
- (iv) Tender received by the Bank after due date and time.

All the pages of the tender documents are affixed with the seal/stamp of my/our company and initialed/ signed by the undersigned.

Signature of Tenderer/s  
(Duly authorizing for tendering)

Seal/ Stamp of the Firm/Company

Place :

Date

Name

: Designation :

**Work – Proposed Supply & Installation of Split Type Air Conditioners at 80 number of Branches and 3 Regional Offices of Bank located in district of Howrah, Hooghly, Burdwan and Birbhum**

SL	Description	Unit	Qty	Rate (Rs.)	Amount(Rs.)
1	Make & Model:  Supply & installation of 1.50 Ton 3 Star Split air conditioner consisting LCD remote, copper condenser, rotary type compressor ,connecting refrigerant copper pipe with insulation and braided drain pipe upto 10feet, electrical cable etc.	Nos	250		
2	Make & Model:  Supply & installation of 2.0 Ton 3 Star Split air conditioner consisting LCD remote, copper condenser, rotary type compressor ,connecting refrigerant copper pipe with insulation and braided drain pipe upto 10feet, electrical cable ,etc	Nos	8		
3	Installation charges of 1.50 /2.0 Ton split AC. Cost including MS structure/ angle of outdoor unit. (If any)	Nos	258		
4	Supplying & laying of additional copper pipe with insulation for 1.5 /2.0Ton split AC.	RMT	Actual		
5	Supplying & laying of additional braided drain pipe 5/8” for 1.5 /2.0Ton split AC.	RMT	Actual		
6	Supplying & laying of additional 4 core electrical cable of approved make for 1.5 / 2.0Ton split AC.	RMT	Actual		
7	AMC Charges for 4 years after warranty period (Rate per year )				

Total Amount (For SI No 1 to 3)	
Amount in words:	

Note :

- 1) **Above rates includes all taxes such as Service Tax, VAT, Excise, Octroi, Sales Tax and Transportation Charges etc..**
- 2) 1 Year of M/C warranty with 6 free services and 5 years warranty for compressors shall be provided by the supplier.
- 3) All civil work such as Masonary work like breaking away and making good of walls, floors, slab etc. Required to be executed in the A. C. System installation is the part of the scope of project.
- 4) The entire job shall be executed in total co-ordination with other agencies working.

- 5) **ALL THE A. C. UNITS WILL HAVE THREE STAR RATING . Mention following Technical specification**

SI	Description	Unit	For 2 ton	For 1.50 ton
1	Air- flow Volume – Indoor	CMH		
2	Cooling Capacity	BTH/hr		
		K cal/hr		
3	Minimum Energy efficiency Ratio (EEU)	BTU per HR/Watt		

- 6) . All Copper, Drain, Electric Cable shall be laid in PVC, UPVC pipe/Casing.
- 7) Core cutting shall be made to create holes for Copper and Drain Pipe under your Scope

Name of Contractor with Seal & Signature

Date :

: Place :