



Tender For Supply & Installation of Split Air Conditioner

At

UTTAR BANGA KSHETRIYA GRAMIN BANK HEAD OFFICE (COOCH BEHAR) & Laketown
Branch, Siliguri

Tender Ref No.: GAD/47/206/2022-23/F – Air Conditioner

Tender Issue Date: 17.03.2023

Last Date of Submission: 24.03.2023 up to 3:00 PM

Date of Opening of Technical Bid: 24.03.2023 at 4:00 PM

UTTAR BANGA KSHETRIYA GRAMIN BANK

Shib Bari Road, opp. N.N.Park, Po & Dist- Cooch behar-736101

E-mail: gadho@rrbubkgb.in

www.ubkgb.org

Uttarbanga Kshetriya Gramin Bank, a Regional Rural Bank sponsored by Central Bank of India, was established on the 7th March 1977 under the Provision of Section 3(2) of RRB Act 1976 [21 of 1976] with equity participation of Government of India (50%), Central Bank of India (35%) and Government of West Bengal (15%). The Bank has been operating in five districts of West Bengal namely, Coochbehar, Jalpaiguri, Alipurduar, Darjeeling and Kalimpong with its Head Office at Coochbehar. You are requested to quote your best offer along with the complete details of specifications, terms & conditions.

S. No	Item Description	Unit	Quantity	Location of Installation
1.	Split Air Conditioner {2.0 Ton}	Nos	1	Head Office, Coochbehar
2.	Split Air Conditioner {2.0 Ton}	Nos	3	Laketown, Siliguri
3.	Split Air Conditioner {1.5 Ton}	Nos	4	Head Office, Coochbehar
4.	Split Air Conditioner {1.0 Ton}	Nos	5	Head Office, Coochbehar
5.	Split Air Conditioner {1.0 Ton}	Nos	1	Laketown, Siliguri
4.	Wall Mounted Out door unit Stand	Nos	10	Head Office, Coochbehar
5.	Wall Mounted Out door unit Stand	Nos	4	Laketown, Siliguri
5.	Other miscellaneous items	As per Annexure 1		

(Refer Details as per Annexure – “I”)

Quotation should be sealed and superscripted with tender number and address to:

The General Manager (GAD), Uttarbanga Kshetriya Gramin Bank, Shiv Bari Road, Oppo N N Park, Coochbehar, 736101

The sealed quotations should reach the address, latest by **24.03.2023 at 03:00 PM** and it will be opened on same day at 04:00 PM in the same address in the presence of the bidder(s) or their authorized representative(s), who will be present at the scheduled date and time.

- **General Conditions**

The tender should be submitted in two parts i.e. Technical Bid and Financial Bid. The Technical Bid and the Financial Bid should be sealed by the bidder in two separate covers. **“Technical Bid for Supply & Installation of Air-Conditioning”** and **“Financial Bid for Supply & Installation of Air-Conditioning”**. Both sealed envelopes should be kept in a main/bigger envelope super-scribed as **“Tender for Supply & Installation of Air- Conditioning”**. Any bid found other than the aforementioned condition will be summarily rejected.

Documents comprising in technical bid-

- Duly filled format of technical bid as per Annexure-II and certificate given in Annexure III.
- Certificate of Authorised Dealership in favour of the Bidder from the OEM in OEM’s letter head pad.
- Signed each page of tender document.
- The technical bid should be accompanied with Demand Draft of Earnest Money Deposit and tender fee.
- Copy of PAN card & GST Registration.
- Bids submitted without the authorisation letter from the OEM will be summarily rejected.**

Documents comprising in Financial bid-

- Financial Bid form (Annexure-IV) - Rate must be quoted as per format specified, failing which tender shall be summarily rejected.

Earnest Money Deposit (EMD): The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of ₹ 10,000 (**Rupees Ten Thousand Only**) by way of demand drafts only. The demand draft shall be drawn in favour of

“Uttarbanga Kshetriya Gramin Bank, Head Office, Coochbehar”. The demand draft for earnest money deposit must be enclosed in the envelope containing the technical bid. The EMD of the successful bidder shall be returned after the successful submission of Bank Guarantee/Security Deposit and for unsuccessful bidder(S) it would be returned after award of the contract. Bid(S) received without demand draft of EMD will be rejected. No interest will be paid by Bank on Earnest Money Deposit. The firm who are registered with National small Industries Corporation (NSIC)/OR small scale industries (SSI) are exempted to submit the EMD (Copy of registration must be provide along with technical bid).

- a. Request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the respect of any previous work will not be entertained.
- b. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulation made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
- c. The EMD, in case of unsuccessful bidders shall be retained by **Uttarbanga Kshetriya Gramin Bank,** till the finalization of the tender. No interest will be payable by the Bank.

Tender Fee (Non Refundable): Tender fee will be not refundable amount of ₹ 1000 (Rupees One Thousand only) by way of demand drafts only. The demand draft shall be drawn in favour of **Uttarbanga Kshetriya Gramin bank, Payable at Coochbehar**. The tender without tender fee will be summarily rejected.

1. **Rates:** Rate should be quoted in Indian Rupees (INR) at DOOR Delivery and installation basis at aforementioned locations inclusive of all charges. Where there is a difference between the rates in figures and words, rate mentioned in the words shall be taken as valid and correct rate. No other charges except the quoted amount will be payable by the bank for any reason whatsoever like transportation, installation etc.
2. The sealed quotations/tender, super scribed with the name of the work, reference number and due date for tender opening, should be submitted in person or by post. However, the Department shall not be responsible for delay or loss of tenders in transit or any postal delay.
3. **Opening of Tender:** The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending on the opening of the tender on behalf of the tender should bring with him a letter of authority from the tenderer and proof of identification and rubber stamp. The late received tenders by Bank will be ignored. Further, Bank does not accept any liability and responsibility for the tenders in case the same are not properly sealed and marked and/or sent as above.
4. Uttarbanga Kshetriya Gramin Bank reserves the right to accept or reject any or all tenders without assigning any reason thereof and also do not bind himself to accept the lowest tender.
5. Delayed/ late/ conditional quotations/tenders shall not be accepted at all.
6. **Warranty / Guarantee:** Bidder must provide 1 Year comprehensive warranty on entire product, 5 (Five) year comprehensive warranty on PCB and 10 (Ten) years on Compressor and it will be started from the date of the satisfactory installation / commissioning of goods, against the defect of any manufacturing, workmanship and poor quality of the components. No offer of the bidder will be accepted without warranty/ guarantee of their supplied/ installed goods.
7. **Validity of the bids:** The quoted rates must be valid for a period of 90 days from the date of closing of the tender. The overall offer for the assignment and bidder(S) quoted price shall remain unchanged during the period of validity. If the bidder quoted validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.
8. In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extended the validity, if required, without changing any terms, conditions etc. of their original tender.

9. **Authority of person signing document:** - A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty, that he has authority to bind such other and if, on enquiry, it appears that the person so, signing had no authority to do so, the Bank may without prejudice to other Civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.
10. **Performance Bank Guarantee:** The successful tenderer will be required to furnish a Performance Bank Guarantee equal to **10 %** of the contract value after receiving work order in the form of Fixed Deposit Receipt or PBG from any Nationalized bank duly pledged in the name of the “Uttarbanga Kshetriya Gramin Bank, Head Office” Which shall be kept valid for a period of 30 days beyond completion of all the contractual obligations.
11. The Income Tax / Any other Taxes as applicable shall be deducted from the bill unless exempted by the Income-tax department.
12. **Award of Contract:** After the evaluation of the bid(s) Bank will award the contract to the lowest evaluated responsive tenderer on composite basis. Conditional bid will be treated as unresponsive and will be rejected. Considering the service point of view bidders located within Coochbehar, Alipurduar, Jalpaiguri, Darjeeling & Kalimpong districts will be given preference.
13. **Delivery and Installation:** All the work shall be completed within 14 working days from the date of issue of work order by the institute. All the aspects of safe installation including civil and electrical shall be the exclusive responsibility of the contractor. If the contractor fails to complete the work on or before the stipulated date, then a penalty at the rate of 0.5% per week of the total order value shall be levied subject to maximum of 10% of the total order value.
14. **Subletting of Work:** The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of Bank which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.
15. **Service Level Agreement:** SLA with Bank is to be executed within 15 days from date of acceptance of PO for all the supplied AC and other materials. Details are below:

The Bidder will take total responsibility for the fault free operation and maintenance of the Air Condition.

Penalty for downtime/non-working of AC system after logging of call is as below:

Sr.	Location	Resolution Time	Penalty for delay to resolve the fault in AC and other Hardware's (In Rs) Including taxes
1	Urban Location	Within one working Day	Rs. 50.00/- per day for AC.
2	Semi Urban Area	Within Two Business Day	Rs. 50.00/- per day for AC.
3	Rural Area	Within Three Business Day	Rs. 50.00/- per day for AC.

The quarterly accumulated penalty amount Bank as a whole will be claimed by Bank and Bidder will have to pay the amount by any one of the mode like DD, RTGS/NEFT. If bidder fails to pay the penalty amount, accumulated penalty amount will be recovered by invoking PBG and / or from the retention amount.

The upper cap for the above penalty will be 10% of Hardware value of faulty hardware, excluding taxes during the warranty. This penalty will be over and above the penalty specified for delay in delivery/installation specified in the clause 15 of this RFP.

The successful bidder has to ensure on-site support (without any extra cost) for resolving all hardware equipment related issues, during warranty period.

During the warranty the bidder should undertake to provide free maintenance service which will include repair, replacement and maintenance of AC and all other equipment.

16. **Force Majeure:** Any delay due to Force Majeure will not be attributable to the supplier.
17. Bidder shall submit a copy of the tender document and addendum/ corrigendum thereof, if any, with each page of this document should signed and stamped to confirm the acceptance of the entire terms and conditions as mentioned in the tender enquiry document.
18. **Breach of Terms and Conditions:** In case of breach of any terms and conditions as mentioned in tender, the Competent Authority, will have the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by Bank in that event the EMD shall also stands forfeited.
19. **Legal Jurisdiction:** The agreement shall be deemed to have been concluded in Coochbehar, West Bengal and all obligations hereunder shall be deemed to be located at Coochbehar and Court within Coochbehar, West Bengal will have Jurisdiction to the exclusion of other courts.
20. **Arbitration:** The Arbitration shall be held in accordance with the provision of the arbitration and conciliations Act, 1996 and the venue of arbitration shall be at Coochbehar. The decision of the Arbitrator shall be final and binding on the both parties.
21. **Applicable Law:** The contract shall be governed by laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing.
22. **Terms of payment:** 90% of the base amount and total GST there on will be paid against delivery and installation and acknowledgement by the Branch Manager / Officer In-Charge. Remaining 10% of the base amount will be payable after 30 days of one year completion of the installation or on submission of PGB of same amount which shall be kept valid for a period of 30 days beyond completion of all the contractual obligations. No payment will be made for goods rejected on testing. Any penalty imposed due to violation of the SLA agreement during the warranty period will be deducted from the retention amount and / or by invoking PBG.

[K. Soni]
General Manager
Uttarbanga Kshetriya Gramin Bank

Annexure – I

Specification

S. No.	Recommended Make	Detail of Item	Unit	Qty.
1.	LG / VOLTAS / SAMSUNG/ BLUESTAR/ CARRIER / Daikin/ IFB / Haier / Lloyd / Hitachi / Godrej or Equivalent	Providing and Fixing 1.0 / 1.5 / 2.0 Ton, 5 Star Rating of BEE (Inverter) Air Cooled Split Type Air Conditioners complete with indoor unit (IDU), Outdoor unit (ODU), surface / concealed copper Refrigerant (R32) piping with insulation (EP Foam pipe section) up to 3 Mtr. (IDU to ODU) copper power cable up (Evaporator and Condenser) to 4 Mtr. (at least 3CX 2.5 Sqmm, PVC Insulation, FRLS copper wire) (IDU to ODU), R-32 Refrigerant , PVC drain pipe (dia 15mm) Remote, suitable for 400/230V +10% , 50 Hz, 1/3 phase AC supply capable of performing cooling, dehumidification, air circulation of following capacity with scroll/ reciprocating/ rotary compressor, with ODU Stand	Nos.	14
2.	MANDEV/ MET TUBE	Providing and fixing extra copper piping with insulation after 3Mtr.		
		A) 9.53 mm	RMT	
		B) 15.88mm	RMT	
3.	Any ISI Marked	Providing and fixing wall mounted ODU stand for split air conditioning and all accessories etc.	Nos.	

Annexure-II

Technical Bid

(In Separate sealed cover-I super scribed "Technical Bid")

S.No.	Details of the Tenderer/Bidder	
1	Name and Address of the Tenderer/Bidder	
2	Complete Address:	
3	State clearly whether it is sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization	
4	Details of the Earnest Money Deposit (EMD) (Yes/No) DD No: Dated: Drawn on Bank: Amount: (Rupees.....)	
5	Details of the cost of the Tender documents (Yes/No) DD No: Dated: Drawn on Bank: Amount: (Rupees.....)	
6	Whether each page of Tender and its annexure have been signed and stamped	Yes / No
7	Copy of GST Registration	
8	Copy of Trade license	
9	Permanent Account No.	
10	Email ID	
11	Contract No.	

(Signature of the Bidder)

Along with Stamp of Firm/Company

Date:

Place:

Annexure - III

CERTIFICATE

(To be submitted on letter head of the company/ firm)

I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I also certify that firm will be supplied the item as per the specification given by Institution and also abide all the terms & conditions stipulated in tender.

I also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, any contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and Institute may imposed any action as per TENDER rules.

Date:	Name	:
Place:	Business Address	:
	Signature of Bidder	:
	Seal of the Bidder	:

Annexure – IV

Financial Bid

Tender for supply & installation of Split Air Conditioner and Stabilizer
(To be submitted on the letterhead of the company / firm)

S. No.	Particular	UNIT	Qty. (A)	Quoted Make (B)	Rate (C)	Taxes (D)	Total Amount (E) = (C+D) X (A)
1	Providing and Fixing 2.00 Ton, 5 Star BEE Rating Inverter Air Cooled Split Type Air Conditioners complete with indoor unit (IDU), Outdoor unit (ODU), surface / concealed copper Refrigerant piping with insulation (EP Foam pipe section) up to 3 Mtr. (IDU to ODU) copper power cable up to 4 Mtr. (at least 3CX 2.5 Sqmm, PVC Insulation, FRLS copper wire) (IDU to ODU), R-32 Refrigerant , PVC drain pipe (dia 15mm) Remote, suitable for 400/230V +10% of 50 Hz, 1/3 phase AC supply capable of Performing cooling, dehumidification, air circulation of following capacity with scroll/ reciprocating/ rotary compressor, with ODU Stand	Nos.	4				
2	Providing and Fixing 1.5 Ton, 5 Star BEE Rating Inverter Air Cooled Split Type Air Conditioners complete with indoor unit (IDU), Outdoor unit (ODU), surface / concealed copper Refrigerant piping with insulation (EP Foam pipe section) up to 3 Mtr. (IDU to ODU) copper power cable up to 4 Mtr. (at least 3CX 2.5 Sqmm, PVC Insulation, FRLS copper wire) (IDU to ODU), R-32 Refrigerant , PVC drain pipe (dia 15mm) Remote, suitable for 400/230V +10% of 50 Hz, 1/3 phase AC supply capable of Performing cooling, dehumidification, air circulation of following capacity with scroll/ reciprocating/ rotary compressor, with ODU Stand	Nos.	4				
3	Providing and Fixing 1.00 Ton, 5 Star BEE Rating Inverter Air Cooled Split Type Air Conditioners complete with indoor unit (IDU), Outdoor unit (ODU), surface / concealed copper Refrigerant piping with insulation (EP Foam pipe section) up to 3 Mtr. (IDU to ODU) copper power cable up to 4 Mtr. (at least 3CX	Nos.	4				

	2.5 Sqmm, PVC Insulation, FRLS copper wire) (IDU to ODU), R-32 Refrigerant , PVC drain pipe (dia 15mm) Remote, suitable for 400/230V +10% of 50 Hz, 1/3 phase AC supply capable of Performing cooling, dehumidification, air circulation of following capacity with scroll/ reciprocating/ rotary compressor, with ODU Stand							
4	Providing and fixing extra copper piping with insulation after 3Mtr.	(A) 9.53 mm	RMT					
		(B) 15.88mm	RMT					
5	Providing and fixing wall mounted ODU stand for split air conditioning and all accessories etc.	Nos.	14					
Grand Total in Figure (Inclusive of all)								
Grand Total in Words (Inclusive of all)								

Note:- (Bidder must submit Financial Bid in separate envelope and clearly mention Financial Bid in Bold letters in the top of the envelope and strictly as per the format given above only)

1. L1 will be decided on composite basis.
2. I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
3. No other charges would be payable by the Institute.

Date:	Name	:
Place:	Business Address	:
	Signature of Bidder	:
	Seal of the Bidder	: