

BARODA U.P. BANK
Head Office GORAKHPUR
(Sponsored by Baroda UP Bank)

Buddh Vihar Commercial Scheme,
New Shivpuri Colony,
Taramandal,
Gorakhpur

TENDER for ANNUAL
MAINTENANCE CONTRACT- AMC
SERVICE OF AIR CONDITIONER

Date-28.03.2023

General Manager

Notice to Service Provider / Pre - Qualification

Dear Sir / Madam,

Subject: Baroda UP Bank, Head Office, Gorakhpur invites two bid system in sealed tenders for providing ACs Annual maintenance contract service at Head Office and Training Center Gorakhpur.

Annual Maintenance Contract Service- shall mean and include repair, replacement and upkeep of the Air Conditioners installed at premises/office/location, without any extra cost and expenses.

(Hereinafter referred as to "AMC").The scope of AMC for Air Conditioner shall consist of two parts which are General Scope and Contract Specific Scope.

In accordance with double bid system, following information should be provided in twosealed envelopes.

Envelope no 1- Only technical information (As per format of Technical Bid) viz. name and other information of the individual/firm/company and other related documents should be provided in "**Technical Bid**" super-scribed envelopes. **A Tender fee amount of Rs 500/-** (Rupees Five Hundred Only) is to be deposited in the form of Demand Draft/Bankers Cheque issued by a Schedules commercial bank, in favor of "**Baroda UP Bank, Head Office, Gorakhpur**".

In case of submission of bid without Tender fee Amount, bid is liable to be rejected/ not considered. "No indication as to price aspect to be given in "Technical Bid".

Technical Bid must also contain following documents:-

- **In case of Individual:** Aadhar Card, PAN Card, Performance Certificate.
- **In case of Firm:** Aadhar Card of Proprietor/Partner, PAN Card of Proprietor/Firm, and Copy of last three years Balance Sheet, GST Registration Certificate and Performance Certificate.

Envelope no 2- Only financial information (As per format of financial bid) should be provided in "**Financial Bid**" super-scribed envelopes.

Technical and Financial Bid envelopes super scribe as "**Application for Tender for ANNUAL MAINTENANCE CONTRACT- AMC SERVICE OF AIR CONDITIONER for Baroda UP Bank Head Office Gorakhpur**" With name and full address of individual/firm/company should be kept inside one sealed envelope and shall be deposited at the address mentioned below.

**BARODA U.P. BANK
Head Office GORAKHPUR
Buddh Vihar Commercial Scheme,
New Shivpuri Colony,
Taramandal, Gorakhpur, Pin-273016**

LAST DATE AND TIME FOR SUBMISSION OF TENDER: **DATE: 18.04.2023 UPTO 4:00 PM**

DATE AND TIME FOR OPENING OF Technical Bid: **DATE: 19.04.2023 at 4:00 PM**

If “Technical Bid” and “Financial Bid” are not be kept in two separate envelopes, it shall not be considered. The application/s which is/are received after due time will be liable to be rejected.

Tender documents can be obtained from Bank’s website in

Tenders Section:<https://www.barodaupbank.in/tender.php>

Nothing in this tender shall be construed to create any legal obligation on Bank or its representative. The Bank reserves the right to reject any/all the bid/tender without assigning any reason, thereof, at any stage in the process. In no event shall bank be liable.

Each of the tender documents is required to be signed by the person or persons submitting the tender as token of his having acquainted himself with and accepting all the conditions/ specifications as laid down. Any tender with any such document /paper not signed or with details marked as applied for shall be rejected. It will be obligatory on the part of tenderer to sign on all the pages of the tender. Conditional tenders shall be rejected. If any of the documents are found missing or unsigned the tender shall be considered as invalid also rates not filled up in any item or marked as actual plus percentages shall make the tender as invalid and shall be rejected.

Eligibility Criteria:

- He/She/They should be familiar by the area of working.
- He/She/They should be able to provide manpower during the period as requirement of the Bank to look after.
- He/She/They should possess the adequate technical/ operating skill.
- The vendor should be financially sound i.e., capable of providing services at their own cost.
- In case of Company / Firm, Local office should be situated in Gorakhpur. For Individual, they should be resident of Gorakhpur.
- Minimum average turnover for last two years should be Rs 15 lakh.
- Company/Firm/Individual should be authorized service provider of Voltas AC.

Scope: The contract shall be on comprehensive basis, inclusive of repairs and replacement of the spare parts without any extra cost and expenses to the Bank. The Service Provider (SP) shall carry out quarterly routine services, preventive maintenance and breakdown maintenance for the Air Conditioners (ACs) covered under this AMC. The scope of Annual Comprehensive Maintenance Service covers upkeep & smooth working of the Air Conditioners within the premises of Head Office and Training Center Gorakhpur.

Service Provider OBLIGATIONS:

- Requirements/details/information essentially considered to be informed by the Service Provider.
- Checking and Servicing the all ACs three time in a year (at four months interval).
- Attending the unit when called by bank and give timely service.
- Service Provider shall nominate a Nodal officer/engineer in-charge from its organization to coordinate with Service Provider to facilitate proper co-ordination.
- The Scope including specific activities/ work requirements related to the AMC of Air conditioner shall be provided by the Service Provider with approval of competent Authority at the time of bidding.
- Service provider may depute/engage a suitable team to visit the site before biding if required to fully understand the job and ascertain the difficulties that may be encountered during execution of the work. The sites visits shall be entirely at service providers own cost and expense.
- Service Provider shall depute OEM Authorized Service Engineer/ technically competent service engineer /Engineers along with skilled helpers at Buyer's premises to ensure proper upkeep of the Air Conditioners and quick resolution of the fault during the AMC period.
- The service Provider shall not demolish, remove, or alter structures or Bank facilities on the site without prior written approval. The Service Provider shall clean/dispose of all the debris and other material accumulated due to servicing/ maintenance of the Air Conditioners.
- As and when required the service provider shall report to representative/nodal officer designated by Bank about performance of the Air Conditioners.
- The Service Provider shall undertake to arrange genuine spares parts of the Air Conditioners as and when required.
- The Service Provider has to ensure availability of the spare parts in their stock. In case some of the major spare parts are not available with Service Provider, the same shall be arranged at earliest in any case not exceeding seven days.
- Service Provider shall maintain the confidentiality of any information related to the Air Conditioners under AMC.
- Service Provider shall be required to take appropriate measure to maintain confidentiality obligations by its personnel engaged.
- The AMC service shall commence within 15 days (Two weeks) of award of

contract.

- On award of the service order, the Service Provider would prepare a report regarding taking over of the Air Conditioner(s) before commencement of the AMC Service. It shall be the responsibility of the Service Provider to make the Air Conditioner work satisfactorily throughout the contract period, also to hand over the Air Conditioners to the department in working condition on expiry of the contract. Any damage to the Air Conditioner units in the contract period due to improper Maintenance practice to be rectified/ replaced by the Service Provider without any extra cost and expenses.
- Bank reserves the right to rescind this contract at any point of time during period of this contract without assigning any reason, by giving one month's prior notice.

Payment Method:-

Payment will be done after submission of bill by the service provider after regular servicing of ACs at four months interval.

Technical Bid

(To be submitted in separate envelope with supporting documents)

Office Name: Baroda UP Bank Head Office Gorakhpur

Sr. No.	Description	Remarks
1.	Name of the applicant	
2.	Address	
	Phone No.	
	E-mail ID.	
3.	Name of the Proprietors/Partners. (In case of non-Individual)	
4.	ID of Vendor/ Proprietors/Partners (Enclose attested copy).	
5.	PAN Card (Enclose attested copy).	
6.	Goods & Service Tax Registration Certificate (Enclose Attested copy).	
7.	List of previous clients	1..... 2..... 3..... 4..... 5.....
8.	List of contracts in hand (Enclose copies).	
9.	Copies of work order (Enclose copies).	
10.	Income Tax return for the last three years (Enclose attested copies).	
11.	Balance Sheet for the last three Years (Enclose attested copies). Minimum average turnover for last two year should be Rs 15 lakh	
12.	Authorized Service Provider of Voltas AC (Yes/No)	

Place:

Date:

Signature of Applicant
(Firm/company to put stamp/seal)

Financial Bid

(To be submitted in the separate envelope)

Office Name: Baroda UP Bank Head Office Gorakhpur

Sr. No	Particulars	Remark / Calculated figure			
1.	Office Name				
2.	Name of applicant				
3.	Mob No				
4.	Address				
6.	Period of agreement	3 years (Annual review on satisfactory service)			
7.	Amount for one year AMC	Type of AC	Per Unit cost in Rs	Total No of ACs	Amount
		(A)	(B)	(C)	(D) =(B)X(C)
		Cassette		13	
		Split		31	
		Window		25	
				Total	
	Total amount in words:-				

Total amount will be considered for arriving L1

**** All rates shall be quoted (in figures and words) Excluding GST.**

Place:

Date:

Signature of Applicant
(Firm/company to put stamp/seal)