

REQUEST FOR PROPOSAL
OF
ANNUAL RATE CONTRACT
FOR
PROCUREMENT OF
AIR CONDITIONERS
ON PAN INDIA BASIS

INDIAN BANK
CORPORATE OFFICE
CHENNAI

TECHNICAL BID

RFP NO. : Tender/01/Procurement/AC

Date: 18.01.2019

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SECTION 7- CHECK LIST

RFP No.	Tender/01/Procurement/AC
Availability of Tender	Tender may be down loaded from the bank's web site http://www.indianbank.in/tenders form 18.01.2019
Item Description	Annual Rate Contract for Supply, Installation, Testing & Commissioning of Air-conditioners for our branches & offices all over India
Pre- Bid Meeting Date & Time	28.01.2019 at 3:00 P.M
Pre-Bid Meeting Venue	Indian Bank, Corporate Office, Premises, Estate & Expenditure Dept., 254-260, Avvai Shanmugam Salai, Royapettah, Chennai- 600014
Last date & time of submission of Tender :	08.02.2019 upto 3:00 P.M
Place of Submission of Bids	Indian Bank, Corporate Office, Premises, Estate & Expenditure Dept., 254-260, Avvai Shanmugam Salai, Royapettah, Chennai- 600014
Submission of Bids	Two Bid System: The two bid system will be followed for this tender. The bidder must submit their offer in separate sealed envelopes as - Technical Bid and Commercial Bid. Both the technical bid and commercial bid envelopes should be clearly marked as "Envelope No. 1 - Technical Bid" and "Envelope No. 2 - Commercial Bid" and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our Tender No. & Due Date and to be submitted to the concern department/section mentioned in tender document.
Opening Date & Time of Technical bid	11.02.2019 upto 4:00 P.M
Date of opening of Financial bid	The date of opening of price bid will be informed to the technically qualified bidders at a later date.
Tender cost	Rs. 500/- (non-refundable) by means of crossed demand draft in favour of Indian Bank, payable at Chennai
Earnest Money Deposit	Rs. 1,00,000/- (refundable) by mean of cross demand draft in favour of Indian Bank, payable at Chennai/Bank Guarantee valid for 1 year
Place of Opening Tender	Indian Bank, Corporate Office, Premises, Estate & Expenditure Dept., 254-260, Avvai Shanmugam Salai, Royapettah, Chennai- 600014
Any Clarification	Name : Deputy General Manager (IED) Dept : Premises, Estate & Expenditure Email : hoestate@indianbank.co.in
Contact Person	Mr. Ashok Kumar Senior Manager (Mech. Engr.) Contact No. : 044-2813 4501

SECTION 2**ELIGIBILITY CRITERIA AND DOCUMENTS TO BE SUBMITTED**

1. The bidder should have experience as an Original Equipment Manufacturer (OEM) for selling air conditioners for **minimum period of 10 years.** - (Enclose copy of Certificate of Incorporation/Registration Certificate of the firm/ Shop & establishment certificate)
2. Enclose copy of **PAN CARD** of the firm/organisation.
3. Enclose **Authorised Channel Partner Certificate/Dealers** of below mentioned brands. Before quoting the tender, bidder should ensure that their service network is available all over India.
4. List of authorised dealers all over India along with address/Telephone/E-mail details.
5. Enclose Bidder Information. **Annexure A1.**
6. The bidder must **not be blacklisted/Suspended** or any service related dispute with any organisation/Govt. Organisations/ Banks in India or outside India. **Annexure-A2.**
7. The bidder should accept RFP Terms & Conditions- **Annexure -A3.**
8. The bidder must have experience of supplying air conditioners to various Government/Semi-Government/PSU during **last five years.** Enclose copy of atleast 10 purchase orders or completion certificates/invoices which is not less than Rs.10 lakhs each. - **Annexure A4.**
9. The bidder must have Annual Business Turnover of minimum **Rs.10 crores** business in last three financial years i.e. 2015-16, 2016-17 and 2017-18 **Annexure A5.** (Enclose copy of Audited Annual Accounts or Chartered Accountant certificate for turnover for the last three years).
10. The bidder should have submitted ITR copy filed for last three financial years i.e. 2015-16, 2016-17, 2017-18. **Annexure A5.** (Enclose copy of Acknowledgments.)
11. Enclose copy of valid **GST Registration certificate.**
12. Only the following brands will be considered, hence bidder shall quote rate only for the below mentioned brands.
 - a. Daikin
 - b. Mitsubishi Electric
 - c. Carrier
 - d. Mitsubishi Heavy
 - e. Hitachi
 - f. Toshiba
 - g. Blue Star
 - h. Voltas
 - i. O-General
 - j. LG

SECTION 3 – INSTRUCTIONS TO BIDDERS**A) PREPARATION AND SUBMISSION OF BID :**

1. The Bid MUST BE ENCLOSED IN A SEALED COVER superscribing Tender number / due date & should reach the undersigned on or before due date mentioned in the tender notice. If the bid cover is not sealed or torn or damaged while receiving, it will be summarily rejected.
2. The Bid should be dropped in the tender box kept in the office of concerned Department /Section mentioned in the tender. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case due date happens to be holiday the bid will be accepted and opened on the next working day.
3. The bid can be submitted in person or through post/ courier (Bank shall not be responsible for any postal delays or any other reason for not submitting the bid in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time.
4. The leaflets catalogue, etc. should be sent invariably so that a proper evaluation of the equipment offered is possible.

B) COST OF BIDDING :

1. The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Bank shall not be responsible or liable for those costs.

C) VALIDITY OF THE BID : 180 Days from the date of submission of bid.**D) AMENDMENT OF BIDDING DOCUMENTS :**

1. At any time prior to the deadline for submission of bids, Bank may, for any reason, whether on its own initiative or in response to the clarification request by a prospective BIDDER may modify the bid document.
2. All prospective BIDDERS who have downloaded the bidding document may visit Bank's website for amendments / modifications if any which will be binding on them.

E) DEADLINE FOR SUBMISSION OF BIDS:

1. Bids should be received by Bank before the due date and time at the address specified in the tender document.

F) BID OPENING PROCESS:

1. In two envelop/cover/bid system, The Technical Bid will be opened in the first instance in the presence of representatives of the bidders at Indian Bank, Corporate Office.

2. Financial bids of only those bidders, whose bids are found technically qualified, will be opened in the presence of the vendor's representatives subsequently at a later date for further evaluation.
3. One authorized representative of each of the bidder would be permitted to be present at the time of aforementioned opening of the bids.
4. The authorized representative of bidders (with authorization letter/KYC documents to be furnished), present at the time of opening of the bids shall be required to sign an attendance register as a proof of having attended the commercial bid opening.

G) LATE BIDS :

1. Bank is not responsible:
 - (a) For delayed / late bids submitted / sent by post / courier etc.
 - (b) For submission / delivery of bids at wrong places other than the mentioned in the tender.
 - (c) Any bid inadvertently received by Bank after the deadline i.e. due date & time for submission of bids, will not be accepted and returned.

H) SUPPLEMENTARY OFFER /MODIFICATION OF ORIGINAL BID:

1. Tender submitted against Notice Inviting Tender (NIT) shall not be returned in case the tender opening date (TOD) is extended/postponed. BIDDER desirous to modify their offer/terms may submit their revised / supplementary offer (s) within the extended Tender Opening Date by clearly stating to the extent of updation done to the original bid. The Bank reserves the right to open the original offer along with the revised bid.

I) CONFIDENTIALITY :

1. Information relating to the evaluation of Bids, and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders.
2. Any attempt by a Bidder to influence the Bank in the evaluation of the Bids or Contract award decisions may result in the rejection of their Bid.

J) DEVIATION, RESERVATIONS AND OMISSIONS:

1. During the evaluation of Bids, the following definitions apply:
 - (a) "Deviation" is a departure from the requirements specified in the Bidding Documents;
 - (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents; and
 - (c) "Omission" is the failure to submit part or all of the information or documentation required in the Bidding Documents.

K) CORRECTION OF ARITHMETICAL ERRORS :

1. Provided that the Bid is substantially responsive, the Bank shall correct arithmetical errors on the following basis:

- (a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Bank there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
 - (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
2. Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with the same, shall result in the rejection of the Bid.

L) EVALUATION OF BID :

1. Bank evaluate technical and commercial acceptable offers on landed net Price basis.
2. In case any BIDDER is silent on any clauses mentioned in this tender documents, Bank shall construe that the BIDDER has accepted the clauses as per the invitation to tender and further claim will not be entertained.
3. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.
4. Evaluation of price bid shall be considered on L1 price basis in each category/Capacity of air-conditioner mentioned in the tender document. Only L2 & L3 bidders will be allowed to match L1 rate.

M) PRICE BID :

1. Quoting of Price (s): Price quoted should be in Indian Rupees, free delivery at our branches and offices at all over India.
2. PRICE BID must be submitted in enclosed Price Bid Form only.
3. If the price is not quoted in Price Bid Form provided in tender document then, Bank will summarily reject bid, submitted as incomplete bid.
4. Tender cost will be taken as exclusive of GST, if nothing is stated by the firm.
5. If supplier wish to give pricing details it may be attached in separate sheet.
6. In case of multiple options of same product, bidders are requested to quote only one best option and not multiple options.
7. As & when requirement of new AC is received from our branches & administrative offices, they will inform to the authorised dealer (list provided by OEM) in the nearby vicinity of our Branch & administrative office.
8. Bidder should inform their authorised dealers about the rate fixed at Corporate level and terms & conditions of the rate contract, and arrange for supply & fixing of the product without any extra cost.

N) CORRUPT & FRAUDULENT PRACTICES:

1. Bank requires that bidders, suppliers, contractors and consultants, if any, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy,

(a) The terms set forth below are defined as follows:

- Corrupt practice” means the offering, giving, receiving, or soliciting, directly or in directly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
- “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- “Collusive practice” means a scheme or arrangement between two or more bidders, designed to establish bid prices at artificial, non- competitive levels; and
- “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;

(b) Bank will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

O) TRANSFER AND SUBLETTING :

1. The seller shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Bank.

P) CANCELLATION OF TENDER :

1. Notwithstanding anything specified in this tender document, Indian Bank in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:

- a) To accept OR reject lowest tender or any other tender or all the tenders.
- b) To accept any tender in full or in part.
- c) To reject the tender offer “not confirming” to the tender terms.
- d) To cancel the tender at any stage.

2. To give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/Guidelines.

3. Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected:

- a) Non-submission of complete offers.
- b) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
- c) Receipt of offers in open conditions.

4. Conditional Tenders and Unsigned Tenders will also be rejected.

Q) DELIVERY :

1. The successful BIDDER should deliver the material as per tender document/purchase order. The successful bidder should emboss stickers of purchase order number on the material.
2. Purchase order shall be issued by our Zonal Offices across the country individually, for our Branches and for our Administrative Offices according to rate contract directly to the selected firms or the authorised dealer.

SECTION 4 - CONDITIONS OF CONTRACT**A) AWARD OF CONTRACT :**

1. Only OEM (Original Equipment Manufacturer) will be selected for the Rate contract of Air conditioners.
2. The Rate Contract will be valid for a period of **ONE Year** & the contract may be extended to two years subject to annual revision and satisfactory performance. The successful bidders will be empanelled for the same period also.
3. Each category/capacity (TR) wise L1 will be calculated and only L2 & L3 agency will be allowed to match L1 rate.
4. Order can be placed for any specific brand & model suitable for type of application, user preference if any etc.
5. The selected bidders will abide by all the Terms & Conditions of the Tender Document.
6. The services of the selected bidders' will be reviewed by committee at bank during contract period and Bank reserves the right to add or delete bidders in rate contract based on their performance, if necessary without any prior intimation.
7. If any of the Air-conditioner is already covered by GEM Rate Contract, bidders are requested to extend the advantages of contract rates fixed by GEM portal as our's being a Public Sector Bank.

B) EARNEST MONEY DEPOSIT & SECURITY DEPOSIT :

While submitting bid, the BIDDER shall deposit an amount mentioned in tender document as Earnest Money, with the Indian Bank, Corporate Office through the following instruments:

1. Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rs. One Lakh only) in the form of Demand Draft in favour of 'Indian Bank' payable at Chennai/Bank Guarantee with the validity of 1 year to be submitted in Technical Bid. Failing which, submitted bid will be Rejected.
2. The EMD will be held with Bank till contractual period.
3. No interest shall be payable by the BUYER to the BIDDER on Earnest Money for the period of its currency.
4. For successful bidder, **EMD will be converted to security Deposit and will be retained with Bank till the expiry / termination of rate contract without any interest.**
5. Security deposit shall be released after successful completion of the contract period subject to compliance of the work. Security Deposit of non successful bidders will be refunded within one month of fixation of rates & award of work to the lowest bidder/bidders.

C) TERMS OF PAYMENT :

1. Payment for Split AC/Cassette AC: 100% payment (Machine cost) will be paid against delivery. Installation charges will be paid after satisfactory installation & commissioning. The actual cost of copper pipe, electrical wiring, outdoor stand, stabilizer etc. if any shall be paid as per actual measurement.
2. Payment for Window AC: 90% payment will be paid against delivery and balance 10% after installation & commissioning.
3. Installation payments will be made within 15 days from the date of submission of bill along with installation report, which shall be signed by authorised official of the Bank

where installation has been done. At Bank branch level- Branch Manager is the authorised official of the Bank and at Zonal Office level- Premises Officer is the authorised Official and at Corporate Office Level - Mechanical Engineer/Technical Officer from Premises & Estate Department is the authorised official of the Bank.

4. Payment shall be made by electronic fund transfer.
5. No payment will be admissible for goods rejected.

D) PENALTY :

1. Timely delivery is essence of the contract and hence if any consignment be delayed, liquidated damages at the rate 0.5% of the price of the delayed consignment, for each week or part thereof shall be levied and recovered subject to maximum of 5% of total purchase order value.
2. If Installation is not done within 20 days from the date of written intimation to the Authorised Vendor/Agency, penalty will be charged on the vendor @ 1% per week of purchase order value upto Maximum 10%.

E) WARRANTY:

1. One year warranty on whole unit, five years warranty on compressor for constant speed and 10 years on Inverter/Variable speed compressor.
2. Installation of Window AC will be free of charges. Support bracket and packing around the WAC for fixing, shall be quoted extra with specification as per the site condition and the same shall be done with the prior approval of Bank's Officials.

F) MAINTENANCE:

1. Quarterly preventive maintenance (3 dry and 1 wet i.e with chemical wash) for the warranty period of one year should be provided compulsorily and at free of cost.

G) ANUAL MAINTENANCE CONTRACT (AMC):

1. After warranty, Annual Maintenance shall be done by authorised dealer of installed brand.
2. There will be 3 years Risk Protection (RPC) AMC Contract, the RPC includes all repair/replacement of all spare except sheet metal parts.
3. Bidder shall ensure that during AMC contract, the Authorised Service Provider shall render the service upto the satisfaction of Bank.
4. Bidder shall ensure that their Authorised Dealer should always have sufficient stock of spare parts for all kinds of machines kept in his stores, no machine in the branch/offices of Bank is kept idle due to non-availability of spare parts.
5. The maintenance of the machine shall be done according to the preventive maintenance schedule chart, which shall be shared to our concerned Branches and Offices where AC units installed.

6. The contractor/Dealers shall maintain the register in which he will get the signature from the Bank's Officials after attending the complaints and preventive maintenance, where AC units installed.
7. Contractor shall be called to attend to complaints during any time and on holidays in some very special cases, without any extra charges.
8. Normal code of ethics and discipline has to be followed by the contractor's labour while working at site.
9. Any break down call reported by our office should be attended within three (03) hours. If any repairing of such break down cannot be completed within 24 hours in that case a stand by AC should be provided by the firm.
10. In case the service provider defaults in rendering the service beyond 24 hours in that case a penalty of Rs. 200/- per day will be imposed for the period delay occurred. In that case the decision of the Competent Authority of Bank is final and binding.
11. During AMC contract, all the installed machines should be serviced once in three months.
12. AMC payment will be made on half yearly basis, after completion of each service period of six months.
13. The vendor / firm shall be responsible for adherence to all labour laws & Apprentice Act, building and other construction workers (Regulation of employment and condition of service) Act 1996 and the building and other construction workers welfare cess Act 1996 as per latest amendment.
14. If service is not satisfactory during AMC period by the authorised dealer, the same shall be intimated to concerned bidder/firm, for strict action against the authorised dealer. Even after intimation to bidder/firm, the service is not improved. In such condition, Bank may cancel rate contract with the bidder/firm and the same may be transferred to other firm/dealer those who are interested in taking over the service contract of other brand Air-conditioners at competitive rates.
15. AMC payment will be made on half yearly basis. The service provider shall submit the AMC bill along with service reports, which should be signed by the Bank Official, where AC unit installed. Advance AMC payment will not be paid.

H) DELIVERY:

1. Free delivery shall be made to our branches and Offices all over India. Non-availability of the stock should be informed in writing immediately. No part-supply will be allowed. Defective items or items not as per given brands or samples, if any supplied must be taken back and be replaced with no additional cost.

I) INDEMNITY CLAUSE:

1. The firm shall indemnify the Bank against all actions, suits, claims and demands brought or made against it in respect of anything done or committed to be done by The firm in execution of or in connection with the work of this contract and against any loss or damage to the Bank in consequence to any action or suit being brought against the firm for anything done or committed to be done in the execution of this contract. The firm will abide by the job, safety measures prevalent in India and will free the Bank from all demands or responsibilities arising from accidents or loss of life, the cause of which is the firm's negligence. The firm will pay all indemnities arising from such incidents, without any extra cost to Bank and will not hold the Bank responsible or obligated. The Bank may at its discretion and entirely at the cost of the contractor/vendor defend such suit, either jointly with the firm or singularly in case the later chooses not to defend the case.

J) FORCE MAJEURE :

1. Force Majeure will be accepted on adequate proof thereof.

K) LEGAL MATTER :

1. In the event of any dispute over this contract, Bank's decision shall be final and binding. The jurisdiction will be Chennai only.

L) ADDITIONAL TERMS & CONDITIONS:

1. Product catalogue for the model quoted is to be attached with the sealed quotation.
2. Product code is to be mentioned clearly in the quotation.
3. Installation charges will include total unit with 3 m of wire (3-core, double insulated 2.5/4 sq.mm (approved make), insulated copper pipe (approved make) (combined), drain pipe (approved make) plumbing grade PVC) with specification. Rate per mtr., for extra length (more than 3m.) for wire insulated, cu-pipe (combined) and PVC drain pipe with specification should be quoted separately.
4. For buyback of old AC unit, bank will issue sale invoice to the Authorised dealer. The authorised Dealer has to submit the buyback amount of old AC in form of cheque/Demand Draft.
5. The copper pipe, electrical wire & Drain pipe shall be supported with proper support i.e 0.5 mm thickness aluminum cladding at a distance of every meter for Split AC/Cassette Unit.
6. Buy-back of our old air conditioner to be quoted separately. (Buyback of old AC unit - shall be decided by the Bank's Official, if the same is not in working condition. Authorised dealer shall offer buyback of old AC unit irrespective of brand & type (window or split). Bank will provide GST sale invoice for the buyback value.
7. Comprehensive maintenance Charges (All parts included except the metal enclosure and front grill).
8. The installation shall be done neat & clean, no extra hanging wires/copper pipe should be left out. The copper pipe shall have proper nitrile insulation on both the pipe liquid & suction with insulation tape.
9. The measurement of copper will be done for combined circuit i.e suction & liquid line together.

SECTION 5- TECHNICAL SPECIFICATIONS

A] SPECIFICATIONS AND ALLIED TECHNICAL DETAILS:

Applicable for All Categories: (SPLIT/WINDOW/CASSETTE)

1. The condenser and cooling coil of all machines must be of copper coil/tube & Aluminum fin. **Aluminum coil/ tube is not acceptable.** The blower motor should have thermal, overload and short-circuit protection. Models with other technical specification will not be accepted.
2. Compressor preference will be as follows: Scroll followed by reciprocating and rotary.
3. All units should be with at least 3 fan speeds, and room temperature display on Machine/remote.
4. All units should be with cordless digital remote control.
5. Unit must remember set temperature through power outage.
6. Manpower deputed for installation job requires to have proper skill with satisfaction of Bank Officials.

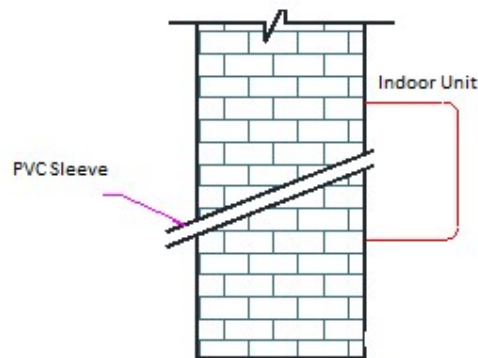


Fig No. 1

7. The holes made in wall for Piping should have inclination downward on outer side and pipes shall be covered by PVC pipe for complete wall thickness with at-least 2 inch (50mm) margin on outer side. The holes must be sealed properly and it should not be a source of any water seepage. As shown in Fig No. 1
8. The agency should have proper tools kit for AC installation.
9. Scaffolding charges to be quoted separately for the heights where the installation point is not reachable by ladder (above 1st floor and onwards)

B] TECHNICAL SPECIFICATION FOR SPLIT AIR-CONDITIONERS

S. No	DESCRIPTION	Hi-Wall	Hi-Wall	Hi-Wall	Hi-Wall
1.	AC CAPACITY	1TR	1.5TR	2TR	3TR
2.	BEE RATING (Minimum)	3 star	3 star	3 star	3 star

C] TECHNICAL SPECIFICATION FOR WINDOWS AIR-CONDITIONERS

S. No	DESCRIPTION	Window AC	Window AC	Window AC	Window AC
1.	AC CAPACITY	0.75TR	1TR	1.5TR	2TR
2.	BEE RATING (Minimum)	3 star	3 star	3 star	3 star

D] TECHNICAL SPECIFICATION FOR CASSETTEE AIR-CONDITIONERS

S. No	DESCRIPTION	Cassette	Cassette	Cassette	Cassette	Cassette
1.	AC CAPACITY	1.5TR	2TR	3TR	4TR	5TR
2.	BEE RATING	Max COP	Max COP	Max COP	Max COP	Max COP

SECTION 6- ANNEXURES

ANNEXURE A- 1 : BIDDER INFORMATION
(On Company / firm's Letterhead)

Details of the bidders :		
1.	Name of the bidder (M/s)	
2.	Address of the bidder	
3.	Status of the Company (Public Ltd. / Pvt. Ltd.)	
4.	Valid GST Registration No.	
5.	Details of the Incorporation of the Company	Date: Ref. Document-
6.	Permanent Account No. (PAN)	
7.	Name & Designation of the Contact person to whom all references shall be made regarding this tender.	
8.	Telephone No. (with STD Code)	
9.	Email Address of the Contact person	
10.	Fax No. (with STD Code)	
11.	Main Partner Name & Contact No.	

Yours faithfully

(Signature of the bidder)

Printed Name

Designation

Seal

Date :

Business Address :

ANNEXURE A-2 - DECLARATION REGARDING CLEAN TRACK RECORD

Declaration of Clean Track Record (On Company / firm's Letterhead)

To,

Date :

The Deputy General Manager (IED)
Premises, Estate & Expenditure Dept.
254-260, Avvai Shanmugam Salai,
Royapettah, Chennai-600014

Sir,

Re: RFP No. ----- dated -----for "Annual Rate Contract for procurement of Air Conditioners.

I/we carefully gone through the Terms & Conditions contained in the above referred RFP. I/we hereby declare that my company / firm is not currently debarred / black listed/convicted by any Government / Semi Government Organizations / Institutions in India or abroad. I/we further certify that I'm competent official in my company /firm to make this declaration.

Or

I/we declare the following

No.	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE : In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm /the Partner / Director of the firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the bidder)

Printed Name

Designation

Seal

Date :

Business Address :

ANNEXURE A-3 : DECLARATION FOR ACCEPTANCE OF RFP TERMS AND CONDITIONS

(On Company / firm's Letterhead)

To,

Date :

The Deputy General Manager (IED)
Premises, Estate & Expenditure Dept.
254-260, Avvai Shanmugam Salai,
Royapettah, Chennai-600014

Sir,

Re: RFP No. ----- dated -----for "Annual Rate Contract for procurement of Air Conditioners".

I/we carefully gone through the Terms & Conditions mentioned in the above referred RFP document. I/we declare that all the provisions of this RFP are acceptable to me/my company. I/we further certify that I'm the authorized signatory of my company and am therefore, competent to make this declaration.

Yours faithfully,
(Signature of the bidder)

Printed Name

Designation

Seal

Date :

Business Address :

ANNEXURE A-4 : EXPERIENCE IN SIMILAR WORK DONE/ENGAGED
(On Company / firm's Letterhead)

To,

Date :

The Deputy General Manager (IED)
Premises, Estate & Expenditure Dept.
254-260, Avvai Shanmugam Salai,
Royapettah, Chennai-600014

Sir,

Re: RFP No. ----- dated -----for "Annual Rate Contract for procurement of Air Conditioners".

Brief particulars of the similar supply done in last five years : (Please attach copy of at least **ten purchase orders** or completion certificates or invoices of more than Rs.10,00,000/- for reference).

Sr. No.	Name of Organisation	Purchase Order No. & Date	Amount of Purchase order	Details of Contact person (Name, Address & Contact No.)

Yours faithfully,

(Signature of the bidder)

Printed Name

Designation

Seal

Date :

Business Address :

Encl : As above

**ANNEXURE A-5 : DECLARATION OF ANNUAL TURNOVER AND
INCOME TAX RETURN****(On Company / firm's Letterhead)**

To,

Date :

The Deputy General Manager (IED)
Premises, Estate & Expenditure Dept.
254-260, Avvai Shanmugam Salai,
Royapettah, Chennai-600014

Sir,

Re: RFP No. _____ dated _____ for "Annual Rate Contract for procurement of Air Conditioners".

- 1) I/we hereby declare that, our firm's Annual Turnover as follows, and I/we have also submitting Audited Accounts for your references :

F.Y- 2015-16	F.Y- 2016-17	F.Y- 2017-18

And,

- 2) I/we hereby declare that, our firm had filed Income Tax Returns for last three years i.e. A.Y. 2015-16, A.Y. 2016-17 & A.Y. 2017-18. Supported by copy of ITR filed acknowledgments of last three years.

Yours faithfully,

(Signature of the bidder)

Name

Designation

Seal

Date :

Business Address :

Encl : As above

SECTION 7 – CHECKLIST

The following items must be checked before the Bid is submitted:

1. Envelope “1”
 - a) Demand Draft for Rs. 500/- (Rs. Five Hundred only) towards cost of Bid document
 - b) Demand Draft/Bank Guarantee (valid for 1 year) for Rs. 1,00,000/- (Rs. One Lakh only) towards Earnest Money Deposit.
 - c) Eligibility Criteria Responses (each pages duly sealed and signed by the authorized signatory)
 - d) Copy of this RFP document duly sealed and signed by the authorized signatory on every pages.
 - e) Annexure A1 : Bidder’s Information
Annexure A2 : Declaration Regarding Clean Track by Bidder
Annexure A3 : Declaration for Acceptance of RFP Terms and Conditions
Annexure A4 : Experience in similar work
Annexure A5 : Declaration Of Annual Turnover And Income Tax Return

2. Envelope “2”
 - a) Commercial Bid:

The bid must be submitted in two envelopes **Technical Bid (Envelope 1) and Commercial Bid (Envelope 2)** superscribing on both the envelopes the Tender no. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our **Tender No. & Due Date.**