

**REQUEST FOR PROPOSAL  
FOR  
PROCUREMENT OF  
AIR CONDITIONERS**

**INDIAN BANK  
ZONAL OFFICE  
DELHI CENTRAL**

RFP NO. : Tender/01/Procurement/AC

Date: 18.06.2024

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SECTION -1

**NOTICE INVITING TENDER**

Tender for	Supply, Installation, Testing and Commissioning of 1.5 TR – 21 Nos. Split Air Conditioning Units for our branches
Tender Type	Custom Bid on GeM
RFP No.	Tender/01/Procurement/AC
Issuance Date of RFP (Date of RFP Issuance)	18.06.2024
Last Date of Submission/ Closing Date on GeM Portal  (Last Date of Submission of RFP Response)	29.06.2024 by 05:00PM on GeM Portal only
Date and Time of Technical and Commercial Bid opening	29.06.2024 by 05:30 PM on GeM Portal only
Place of opening of Bids	Indian Bank, Zonal Office, 1st Floor, 17, Parliament Street, Delhi-110001
Address for communication	Zonal Manager, Indian Bank, Zonal Office- Delhi Central, 1st Floor, 17, Parliament Street, Delhi-110001
Estimated Cost	Rs. 754,462.17
Earnest Money Deposit	₹ 15000/- In the form of DD in favour of Indian Bank, payable at Delhi. EMD can also be paid by the bidder through RTGS/ NEFT to the following Bank Account, detailed as below: Account Name: 438331297 Account No. : Zonal Office Delhi IFSC: IDIB000N022 Bank: Indian Bank
Cost of RFP/Tender Fee	Nil
RFP Coordinator	Mr. Ashok Kumar  Chief Manager Contact No. : 011-23745504

This RFP document can be downloaded from:

- Bank's website: <https://www.indianbank.in> and
- Government e- Market Place (GeM) portal

Clarifications, modifications and date of extensions, if any, will be published in Bank's website and GeM portal only

Note: Indian Bank, does not take responsibility of any bid/offer damaged/lost in transit/delivered at incorrect address prior to its receipt at the Bank's designated office.

**SECTION -2**

**2. Scope of Work**

The work shall include SITC of the new AC unit including necessary hardware, labour for loading, unloading, transport, taxes, scaffolding if needed etc.

Rates shall also be including caballing from the nearest power point using 2.5 sq.mm 3 core copper cable, stand, required copper cabling between indoor and outdoor unit as OEM specifications, earthing connection to IDU & ODU, hardware, 3pin/metal clad top/3 pin top as required or any other hardware, thermally insulated copper pipes (Suction & Vapor line) upto length required on site with hard PVC/flexible drain line to nearest drain point as per direction of Bank’s engineer.

The firm shall ensure the safety of the person working at height, shall work with proper safety equipment/ body harness as and when required.

**3. ELIGIBILITY CRITERIA**

1. The Bidder should possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described herein. The Bidder should also possess the technical know-how and the financial wherewithal that would be required to complete the scope of work. The Bid must be complete in all respects and should cover the entire scope of work as stipulated in the tender document. Bidders not meeting the Eligibility Criteria will not be considered for further evaluation and bid submitted by them shall be summarily rejected.

2. This invitation of bids is open to bidders provided they fulfill the minimum eligibility criteria as below. Consortium/Joint Ventures and Special Purpose Vehicles are not eligible for the tender and the bid, if any, submitted by them shall be summarily rejected. Proposals not complying with minimum eligibility criteria, as enumerated below, will be rejected and will not be considered for evaluation of technical bid.

3. The proposal should adhere to the following minimum eligibility criteria:

S.No	Minimum Eligibility Criteria
1	<p>The Bidder should have satisfactorily completed similar works during last 3 <b>(three)</b> years ending last day of the month of March 2024 with Reputed Private Organization/ Central/State Government Department/Central Autonomous Body/Central Public Sector Undertaking/City Development Authority/Municipal Corporation of City formed under any Act by Central/State Government and published in Central/State Gazette/ Scheduled Commercial Banks or its subsidiaries should be either of the following: -</p> <p>1. One similar nature work amounting to ₹ 10.0 Lacs Or</p> <p>2. Two similar nature work amounting to ₹ 5.0 Lacs Or</p> <p>3. Three similar nature work amounting to ₹ 3.50 Lacs</p> <p>Similar work means, Supply, Installation, Testing and Commissioning of Air Conditioning Unit for one organization / client at one site under one work order /</p>

	<p>agreement. Cumulative works executed under rate contract shall not be treated as one work.</p> <p>Components of work executed other than those included in definition of similar shall be deducted while calculating cost of similar work. Bidder shall submit abstract of cost of work in support of the same. Certificates of satisfactory completion of similar work should be issued by by competent Authority.</p> <p>Bidders should enclose copy of work orders/ completion certificate or TDS certificate from organization where work has been executed.</p> <p>In case the similar work/s is of private nature other than Central/State Government/Central Autonomous Body/Central Public Sector undertaking/City Development Authority/ Municipal Corporation of city, they shall be required to submit T.D.S. Traces / Certificates for such works issued by respective Principal Employer/ Clients.</p>
2	<p>The bidder should be authorized dealer / Agency / Distributor / Integrator or Agents authorized by OEM for SITC of AC units authorized through OEM's Manufacturer's Authorization Form (MAF) for any of the makes specified in the tender.</p> <p>➤ Bidders who are Dealers/Agents, must furnish bid specific Manufacturer's Authorization Form (MAF) separately.</p>
3	<p>The minimum average annual turnover of Bidder for the last three financial years i.e. 2020-21, 2021-22 &amp; 2022-23 must not be less than ₹ 4.0 Lakhs. Bidder to upload audited Balance sheet, Profit &amp; Loss statement and trading account details for these financial years, if applicable.</p>
4	<p>The Applicant should not have been black-listed/ barred by Department of Financial Services, Govt. of India and my company does not feature in the debarment list on Central Public Procurement Portal (CPPP) maintained by Department of Expenditure, Ministry of Finance, Govt. of India. Further, similar eligible works should not have been carried out on Back to Back basis and the Applicant shall have to furnish undertaking as under. An undertaking in this regard is to be submitted to Bank by Bidder (on firm's letterhead):</p> <p>1. <i>"I/We have not been black-listed/ barred by Department of Financial Services, Govt. of India and my company does not feature in the debarment list on Central Public Procurement Portal (CPPP) maintained by Department of Expenditure, Ministry of Finance, Govt. of India.</i></p> <p>2. <i>"I/ We undertake and confirm that eligible similar work(s) has/have not been got executed through another agency on back to back basis.</i></p> <p><i>Further that, if such a violation comes to the notice of the Bank, then I/we shall be debarred for bidding in Indian Bank in future forever. Also, if such violation comes to the notice of the Bank before date of start of work, the Bank shall be at liberty to forfeit the entire amount of Earnest Money Deposit."</i></p>
5	<p>Bidder should have service centre for regular maintenance at Delhi NCR. Bidder to furnish address for the stated service location in Delhi NCR.</p>
6	<p>Bidder must have valid PAN No. and GST No. Copy of PAN Card and GSTIN to be submitted.</p>

**SECTION -3****4. Technical Specification****4.1. Split AC:**

- Capacity: 1.5 TR (18000 BTU/hr)
- Category: Inverter Split Air Conditioners
- Compressor type: Rotary
- Star rating: BEE 5 Star, year 2023
- 100 % Copper
- Working temperature range: 48 degrees Celsius and more
- Refrigerant: R410/R407/R32
- Cost of minor civil/ Electrical works as per site condition should be done without any extra charge.

**4.2. Power cabling:**

- All wires used should be FRLS PVC insulated.
- Conductor material: Copper stranded conductor
- Colour code should be followed as follows Phase- Red/ Yellow/ Blue Neutral- Black Earth-green
- PVC wires should be routed through ISI marked, medium class PVC conduit/ bends/ coupling etc. of suitable size, such that wires inside the conduit won't get crowded. Minimum size of conduit: 20mm dia., Medium class conduit. Conduits should be clamped on wall at regular interval with heavy duty saddles.
- Preferably power/circuit, light point should be routed separately with clips saddles.
- Flexible PVC conduit should be provided wherever necessary
- Wiring should be carried out in neat manner following good engineering practice as directed by the engineer.
- Any associated civil work as per site condition should be carried out

**5. Payment Condition:**

- 100% payment shall be made to the contractor only after the successfully installation, commissioning & testing of complete work. The standard deduction of TDS, TDS on GST if any as per Govt guidelines will be applicable. **5 % of total bill will be kept as security to attend the defects in DLP.** The same will be release after DLP over if defect rectification work was carried out satisfactory as per Bank.
- Bill/s are liable to deduction of Taxes as per the latest guidelines.

**6. DELIVERY:**

The successful BIDDER should deliver the material as per tender document/purchase order to the following branches:

S. No	Branch	No. of AC to be installed
		1.5 TR
1	Azadpur	4
2	Paharganj	4
3	Rohini Sec-15	5
4	Punjabi Bagh East	6
5	Tihar Jail	2
<b>Total</b>		<b>21</b>

To be filled by the all participating contractor:

S.NO	Particulars	1.5 TR split AC
	Make	
	Model (Inverter model only)	
	Star rating	
	Compressor type	
	Compressor warranty in years	
	PCB warranty in years	
	Refrigerant type	
	Condenser coil material	
	Evaporator coil material	
	Nominal Air flow	
	i) Cooling capacity	
	ii) Rated power supply	
	a. voltage	
	b. frequency	
	c. phase	
	iii) Power consumption in watts	
	iv) fan speed	
	v) Dimensions	

**\*\* Technical Data sheet must be enclosed with this document in support of above filled information.**

Place:

Date:

Signature & seal of Successful Bidder with seal



To be filled by the all participating contractor:

S.NO	Particulars	1.0 TR split AC
	Make	
	Model (Inverter model only)	
	Star rating	
	Compressor type	
	Compressor warranty in years	
	PCB warranty in years	
	Refrigerant type	
	Condenser coil material	
	Evaporator coil material	
	Nominal Air flow	
	i) Cooling capacity	
	ii) Rated power supply	
	a. voltage	
	b. frequency	
	c. phase	
	iii) Power consumption in watts	
	iv) fan speed	
	v) Dimensions	

**\*\* Technical Data sheet must be enclosed with this document in support of above filled information.**

Place:

Date:

Signature & seal of Successful Bidder with seal

**SECTION -4****6. Letter of Transmittal****Letter of Transmittal**

(To be submitted on Firm's Letterhead)

Zonal Manager,  
Indian Bank,  
Zonal Office Delhi Central  
17, Parliament Street, New Delhi-110001

**Reg: \_\_\_\_\_**

Dear Sir,

1. Having examined the details given in Notice for Tender for \_\_\_\_\_ documents for the above works, I/we hereby submit my / our qualification and relevant documents.
2. I/ We understand that pre-qualification under this application is not a guarantee of award of work in any kind.
3. I/ We confirm that the credentials, information and documents submitted as a part of this application are bona-fide and any discrepancy observed at any stage shall render our application null and void and liable to be debarred from pre-qualification / tendering / taking up of work in Indian bank and / or removal from any / all lists of Pre-qualified contractors in all disciplines and categories.
4. I/ We hereby agree that Bank has the right to approach individuals, employers, firms and corporations to verify my/our submittals, competency and general reputation, and I/we have no objection to the same. Further, we understand that Bank also has the right to scrutinise this application for pre-qualification, based on our performance during previous engagements / pre-qualification, with various offices of Bank.
5. I/We hereby confirm that I/we have read and understood all the stipulations given in this prequalification documents and the decision of Bank with regard to my/our prequalification shall be final and binding on me/us.
6. I/ We understand that any engagement by the Bank under this pre-qualification process shall be on principal to principal basis. I/We also agree that Bank reserves it's right to appoint / engage one or more agencies / service providers / firm / company etc. to provide the like works / services or / and work concurrently during the currency of the engagement.

7. I/ We have submitted the following certificates in support of our meeting the minimum qualifying criteria of completed work(s) specified eligibility criteria for having successfully completed the following works:

S. No	Name of Work	Certificate From
1		
2		
3		

8. I/ We have deposited EMD amounting to ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_ Only) by Demand Draft/NEFT/RTGS in terms of RFP condition.

Dated this day of \_\_\_\_\_ 2024.

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_ duly authorised to sign documents for and on behalf of \_\_\_\_\_ (IN CAPITALS).

Application submitted on \_\_\_\_\_ before \_\_\_\_\_ P.M.

Seal of the firm:

**SECTION -5****GENERAL TERMS & CONDITIONS:**

1. On receipt of intimation from the Bank of the acceptance of his tender, the tenderer should start the work within 3 days. The work is to be completed within **21 days**. The work will be carried out as per the guidance of Bank's engineer. The model and make of proposed supply must be obtained within 7 days of award of work.
2. The rates quoted in the tender shall include, GST, excise duty, sales tax, octroi and any other taxes or expenditure for carrying out the employment. The invoice to be generated by using back calculation of applicable GST.
3. No escalation in rates will be allowed under any circumstances.
4. The entire EMD amount will be forfeited in the event if tender is accepted and contractor fail to execute the contract when called upon to do so.
5. The successful tenderer is bound to carry out entire work within the period stipulated. The tenderer will have to pay liquidated damages @ Rs.500.00 per day for non- completion of job within stipulated time subject to maximum of 5% of the contract value.
6. The sample/make of materials of approved make to be submitted & prior approval must be obtained before delivery of material at site.

**7. DEVIATION FOR TENDER QUANTITIES UPTO 25% & ABOVE 25%-**

The tender rates shall hold good for any increase in the tendered quantities up to variation of 25%. In case tender quantities of an individual item exceeds the deviation limit of 25% the rates for the excess quantities over and above the deviation limit shall be payable as per market rates analysis or quoted rates in tender, whichever is lower. The market rate will be sustained by purchase vouchers / bill using constant only of materials, Labour, T&P etc. from all Indian Standard analysis of rates published by Delhi Analysis of Rates with 15% towards Contractors profit. & Overheads and taxes. For non-schedule items, constant of material, labour, T&P etc. shall be decided by the Engineer in charge of Employer, based on the actual observation at site.

**8. SUBSTITUTION**

Should the Contractor desire to substitute any materials and workmanship, he/they must obtain the approval of the Employer in writing for any such substitution well in advance. Materials designated in this specification indefinitely by such terms as "Equal" or "other approved" etc., specific approval of the Employer has to be obtained in writing

9. The liquidated damages as mentioned above may not be enforced if the Contractor applies for extension of time mentioning the reasons for extension. The bank will grant extension of time in days if it is proved that contractor is not at fault for extending the work beyond stipulated date of completion.

10. 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 the prevailing market cost of material and labour, including wastage, taxes plus 15% towards contractor's profit.
11. 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-contractors.
12. The work executed should be got approved by the bank and contractor shall rectify any bad workmanship pointed out at any stage and remove from site all the rejected materials immediately.
13. 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.
14. The contractor will take necessary precautions for carrying out the work, avoiding any damage to structures/decorative parts of the property. The contractor will rectify any damages done at his cost.
15. The contractor shall ensure that workmen employed by him for execution of work are suitably covered against workmen's compensation Act, ESI and other legislative enactments applicable to such works and workmen shall be to the contractor's account.
16. The works will be carried out as per bank's instructions and drawings and specifications to the entire satisfaction of the Bank. Work is to be carried out in a functional office. Notice/Disturbance creating jobs are to be done in non-office hours and nothing extra on this account will be paid.
17. 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.
18. Income Tax & VAT/S.Tax etc. and any other tax applicable will be deducted from all the payments due to the contractors as per rules.
19. Defect liability period: **One year** from the date of satisfactory completion & handing over of the work to bank.
20. The quoted price of tenderer should include removal of the malba or garbage materials during any work related to this job by the contractor and dispose of the same outside the premises/complex of bank at the approved area of NDMC/MCD. No malba or garbage material shall be kept anywhere adjoining to the building, failing which the same will be got done by bank at contractor's risk & cost. No damage of Bank's properties to be ensured by the vendor during execution of work otherwise suitable recovery to be done for the losses by the Bank.
21. If the delay pertains to the bank in respect of progress of work, bank grant such extension of time for the completion of the contract as it may think proper and sufficient in consequence of such delay and the contractor shall not make any claim for compensation or damage in relation thereof.
23. The contractor will not execute any extra item without Bank's permission in writing.

24. 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.
25. A conditional and unsealed tender is liable to be rejected.
26. 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 alterations shall be carried out without prejudice to this contract.
27. 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.
28. 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 reasons whatsoever.
29. In case of any dispute between bank & contractor, the decision taken by the Arbitrator who will be appointed by the bank will be final & binding to the contractor. The case will be filed in the Delhi Court only.
30. Part payment shall be made during execution after accessing the progress of the work by bank official. However, the contractor has to submit their bill for the same.
31. Suitable scaffolds shall be provided for workmen for all works that cannot safely be done from the ground, or from solid construction except in the case of short duration work which can be done "safely from ladders" when a ladder is used, it shall be of rigid construction made either of good quality wood or steel. The steps shall have a minimum width of 450 mm and a maximum rise of 300 mm. Suitable hand hold of good quality wood or steel shall be provided and the ladder shall be given an inclination not steeper than 1/4 to 1 (1/4 horizontal and 1 vertical).
32. The invoice will be generated in favour of Indian Bank of our respective branch where air-conditioner installation is proposed.
33. The contractors are advised to visit the site and familiarized/acquaint with the job before submitting the price bid. No extra rate shall be paid on this account. It will be the responsibility of the contractor to complete the job to the satisfaction of bank officials.
34. **DISPUTES AND ARBITRATION:** All disputes or differences, whatsoever, arising between the parties out of or in relation to the terms and conditions, meaning and operation or effect of this Agreement or breach thereof shall be settled amicably. In case they are not able to settle the disputes or differences between them amicably, the matter may be referred to a sole arbitrator mutually agreed upon after issue of at least thirty (30) days' notice in writing to the other party clearly setting out there in the specific disputes and the same shall be settled by arbitration in accordance with the Indian Laws relating to arbitration, i.e. in accordance with the provision of the Indian Arbitration and Conciliation Act, 1996 and Rules and Regulations framed thereunder including all amendments up to date and the award made in pursuance thereof shall be binding on the parties. The matter may be referred to a sole arbitrator nominated by the Bank, who shall give a reasoned award and the award made in pursuance thereof shall be binding on the parties.
35. Warranty will be applicable to the product offered by the OEM for the same supplied product.

36. The successful bidder has to execute the following agreement on Non Judicial Stamp Paper of Rs.100/-

**SECTION -6**

**ARTICLES OF AGREEMENT**

This agreement is made at ..... on..... Day of..... 2024 between Indian Bank, a body corporate constituted under the Banking Companies (Acquisition and transfer of Undertaking Act 1970) having its Corporate office at 254-260, Avvai Shanmugam Salai, Royapettah, Chennai and its Zonal Office, Delhi Central, 17, Parliament Street, Delhi-110001 (Hereinafter referred to as "The Bank " which expression shall be deemed to mean and include its successors, administrators and permitted assigns) of the one part & ..... (herein after called "the Successful Bidder/Contractor" which expression shall be deemed to mean and include its successors, administrators and permitted assigns) of the other part. WHEREAS the Bank is desirous of executing work of **"Supply, Installation, Testing and Commissioning of Split Air Conditioning Units (21 Nos.- 1.5 TR) with lower side work at various branches"** and has by letter of acceptance dated.....accepted a tender by the Contractor for the execution, completion & maintenance of such work. After discussion, the Bank and the bidder agree to enter into this agreement on the terms and condition set out hereunder:

**NOW THIS AGREEMENT WITNESSES AS FOLLOWS:**

35. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the said conditions of contract hereinafter referred to:
36. The following documents, terms and conditions contained therein shall form and construe as integral part and parcel of this agreement and be read as part and parcel of this agreement, viz.
- a. Original tender document duly signed and stamped on each page by the authorised signatory of the bidder;
  - b. Relevant correspondence letters / communications forming parts of contract and referred to in acceptance letter;
  - c. Acceptance of Award of Work;
  - d. Bill of quantities;
  - e. Corrigendum/Addendums (if published); and
  - f. Contract generated by GeM
  - g. Other additional documents as may be required.
37. The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities of discrepancies the latest documents issued by the Bank shall prevail over the earlier documents.
38. In consideration of payment to be made by the Bank to the successful bidder as hereinafter mentioned, the successful bidder hereby covenants with the Bank to perform execute, complete and maintain the work in due respects and in conformity with the provision of the contract and tender documents.

39. The Bank hereby covenants to pay the Contractor/successful Bidder in consideration of the execution, completion of the work such sums as shall become payable hereunder at the time(s) and in the manner prescribed in the said conditions and price schedule of quantities / bill of quantities prescribed in the contract.
40. All disputes or differences whatsoever arising between the parties shall be settled amicably. If parties are not able to solve amicably, the same shall be settled by arbitration by a sole Arbitrator to be nominated by the competent authority of Indian Bank in accordance with Arbitration and Conciliation Act 1996 and the Rules and Regulations framed thereunder, as may be amended from time to time. The award made in pursuance thereof shall be binding on the parties. Venue of arbitration shall be at New Delhi and the language shall be English. The Parties to the arbitration shall bear their own costs. The Arbitrator shall give a reasoned award.
41. All disputes arising out of or in connection with this agreement shall be deemed to have arisen in New Delhi and only the courts of New Delhi shall have the jurisdiction to determine the same.
42. Notices as required by the agreement that shall be entered with the successful bidder shall be sent to the addresses as would be mentioned first therein or such other addresses as the Parties may designate from time to time, and shall be sent by certified or registered mail with acknowledgement due on receipt.

**SIGNED AND SEALED AND DELIVERED BY THE**

Said

Said

(Name)

(Name)

on behalf of the Contractor

on behalf of the Bank

In the presence of

In the presence of

Name:

Name

Address:

Address:



This form is included in the tender documents only for the information of the bidders. Only the successful bidder will be in due course, required to complete the form.

<b>Approved Make list</b> Item	Make
Split AC	Daikin/Mitsubishi Electric/ Mitsubishi Heavy /Hitachi/Voltas/O'General/ Bluestar/Toshiba
Electric Cables/wires	Havells/ Polycab/ Finolex/ RR kabel
PVC drain pipe/ bends/ coupling etc	Finolex/ Aashirvad/ Astral

**DOCUMENTS TO BE SUBMITTED**

1. Enclose Bidder Information. Annexure A1.
2. 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.
3. The bidder should accept RFP Terms & Conditions- Annexure -A3.
4. The bidder must have experience of supplying air conditioners to various Government/Semi-Government/PSU during last five years. Enclose copy of at least 10 purchase orders or completion certificates/invoices which is not less than Rs.10 lakhs each. - Annexure A4.
5. The bidder must have Annual Business Turnover of minimum Rs.15 Lakhs business in last three financial years i.e. 2020-21, 2021-22 and 2022-23 Annexure A5. (Enclose copy of Audited Annual Accounts or Chartered Accountant certificate for turnover for the last three years).
6. The bidder should have submitted ITR copy filed for last three financial years i.e. 2020-21, 2021-22 and 2022-23. Annexure A5. (Enclose copy of Acknowledgments.)
7. Enclose copy of valid GST Registration certificate.

## SECTION 7 - INSTRUCTIONS TO BIDDERS

### A) 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.

### B) VALIDITY OF THE BID : 180 Days from the date of submission of bid.

### C) 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.
3. Financial bids of only those bidders, whose bids are found technically qualified

### 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 rates incase L1 bidder backs out (initially L2 will be allowed to match L1 rates if not agreed on L1 rates then L2 will be allowed to match L1 rates.

M) PRICE BID:

1. Quoting of Price (s): Price quoted should be in Indian Rupees, free delivery at our branches in Delhi.
2. PRICE BID must be submitted in enclosed Price Bid Form only.
3. If supplier wish to give pricing details it may be attached in separate sheet.
4. In case of multiple options of same product, bidders are requested to quote only one best option and not multiple options.

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

## SECTION 8 - CONDITIONS OF CONTRACT

### 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 Delhi only.

### L) ADDITIONAL TERMS & CONDITIONS:

1. Product catalogue for the model quoted is to be attached
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. 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.
5. 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.
6. The measurement of copper will be done for combined circuit i.e suction & liquid line together.

**SECTION 9- ADDITIONAL TECHNICAL SPECIFICATIONS****A] SPECIFICATIONS AND ALLIED TECHNICAL DETAILS:**

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. All units should be with at least 3 fan speeds, and room temperature display on Machine/remote.
3. All units should be with cordless digital remote control.
4. Unit must remember set temperature through power outage.
5. Manpower deputed for installation job requires to have proper skill with satisfaction of Bank Officials.

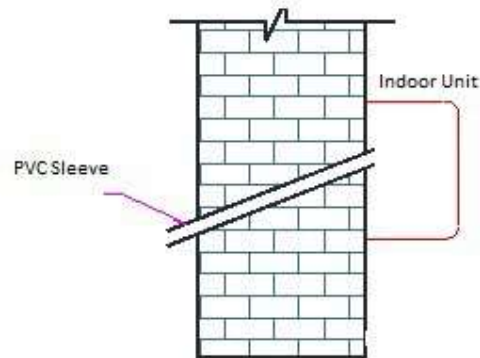


Fig No.1

6. 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
7. The agency should have proper tools kit for AC installation.
8. Scaffolding charges to be quoted separately for the heights where the installation point is not reachable by ladder (above 1<sup>st</sup> floor and onwards)

**SECTION 10- 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 Zonal Manager  
Indian Bank, Delhi Central  
17, Parliament Street,  
Delhi-110001

Sir,

Re: RFP No. ----- dated -----for "SITC of 21 Nos. 1.5TR split Air Conditioners at our Branches"

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 Zonal Manager  
Indian Bank, Delhi Central  
17, Parliament Street,  
Delhi-110001

Sir,

Re: RFP No. ----- dated -----for "SITC of 21 Nos. 1.5TR split Air Conditioners at our Branches".

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 Zonal Manager  
Indian Bank, Delhi Central  
17, Parliament Street,  
Delhi-110001

Sir,

Re: RFP No. ----- dated -----for "SITC of 21 Nos. 1.5TR split Air Conditioners at our Branches".

Brief particulars of the similar supply done in last five years: (Please attach copy of at purchase orders or completion certificates or invoices).

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 Zonal Manager  
Indian Bank, Delhi Central  
17, Parliament Street,  
Delhi-110001

Sir,

Re: RFP No. ----- dated -----for "SITC of 21 Nos. 1.5TR split Air Conditioners at our Branches".

- 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- 2020-21	F.Y- 2021-22	F.Y- 2022-23

And,

- 2) I/we hereby declare that, our firm had filed Income Tax Returns for last three years i.e. 2020-21, 2021-22 & 2022-23. 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 11

### COMMERCIAL BID FOR SPLIT ACs

Split Ac, 1.5 ton, Inverter, Max COP, 5 Star Rating	Model number combined (if available)	
	Exact Model No. Indoor	
	Exact Model No. Outdoor	
	Precise cooling capacity (18000 (-5% +10%) BTU/h	
	Power consumption (kW)	
	COP/EER (ratio of cooling to power)	
	Machine Cost	
	Installation & commissioning cost	
	Beyond 3 Mtr copper pipe, Rates per Mtr.	
	Beyond 3 Mtr Electrical Cable, Rates per Mtr.	
	Beyond 3 Mtr Drain pipe, Rates per Mtr.	
	4KVA Stabilizer	
	Outdoor frame	
	Total cost (Excl. GST)	

\*Applicable GST will be paid extra.

#### Terms & Conditions:

- The machine cost shall include loading, unloading, transportation charges etc. Free delivery without any extra charges shall be made to our Branches and Offices all over India.
- BEE certified 5 star rating wall split unit as described above with cordless remote split type air conditioner unit each comprising of an outdoor unit and single hi wall mounted indoor unit with gas filling as required including mounting the indoor unit, making interconnections with refrigerant piping and control wiring, installation of ODU in cage / stand etc. Condenser unit shall be complete with hermetically sealed rotary compressor and air cooled condenser with fan evaporating units shall consist of a fan section with dynamically balanced centrifugal fan driven by FHP motor, multi row deep cooling coil of copper tube with aluminium fins, thermostatic expansion valve etc. the evaporating unit shall be equipped with synthetic fiber filter, insulated drain pan safety single phase units. Suitable for operation on 230 V, 50 Hz Single phase, A.C. power supply capable of performing; Cooling, Dehumidifying, Air Circulating & Filtering. The condenser fan and indoor unit blower fan should have copper winding.

Supply and laying of copper refrigerant piping (liquid and gas) of size as per manufacturers specifications with 19/20 mm nitrile rubber insulation with all accessories such as bends, elbows, unions, etc., brazing/soldering, clamping/binding with suitable tie knots, providing insulation with suitable material as per latest industry standard etc.

- Agency shall make sure that machine cost should be inclusive of 3 running meter of Copper pipe, Electrical cable, and PVC Drain pipe. If manufacturer is not providing any free material, agency should include that in machine cost. Any separate claim will not be considered. Electrical cable must be joint free and continuous.
- AC machine coil must be copper made and fins can be Aluminium with rust proof coating
- The new AC will be covered under 1 year comprehensive warranty from the date of

Installation. Inverter compressor warranty will be 10 years warranty from the date of installation.

- Copper pipe should be 20 gauge copper tube (combined for suction and liquid line) with Nitrile insulation 19/20 mm and adhesive tape with proper saddling works. Make: Kobe, Mandev, Met, Nissan, Rajco or approved during pre-bid.
- Electrical cable / communication cable with termination- Three/Four core cable 2.5sqmm copper stranded. Make: Havels, Finolex, KEI or as approved during pre-bid.
- UPVC Drain pipe (insulated) - Single unit 25mm, Two or more units 32mm/40mm with saddling, connectors, unions, T joint, L bend etc. Joints must be sealed with proper adhesive. Make - Prince, finolex or approved during pre-bid.
- Stabilizer - It recognizes the voltage fluctuations in the circuit and regulates it internally to deliver a consistent range of output voltage. If voltage is low; the stabilizer senses it, boosts it to the required level of voltage and then feeds to the connected AC to work without trouble. This happens vice versa in case of a high voltage that appears in the utility line. The overload protection feature turns off the stabilizer output completely in case of short circuit or any kind of burn-out due to overload occurs. Make - V-Guard, Microtek or approved during pre-bid.
- Bidder should ensure that Inverter AC should have stabilizer free operation.
- All the above AC units shall be filled with R-410A, R-32 or any other eco-friendly refrigerant. Refrigerant R-22 is not acceptable.
- Apart from the above, if any additional work is involved during the installation of new AC units, the contractors/Authorised dealer shall obtain the prior approval from Bank carrying out the same.
- Supply, fabrication and installation of MS base frame for indoor & outdoor units complete with epoxy painting, vibration isolation pads, supports, hangers, railing, brackets etc. For construction as approved by Bank. For fabricated MS frame- apply 2 coats of epoxy primer 2 coats of epoxy paint and finish painting as approved by Bank. Outdoor unit Stand to be made as per site conditions.

Place :

Signature :

Date :

Name :

Office Address