

ASSAM GRAMIN VIKASH BANK



HEAD OFFICE, G S Road, Bhangagarh, Guwahati-781005 (Assam)

REQUEST FOR PROPOSAL (RFP)
FOR
AIR CONDITIONING WORKS AT FANCY BAZAR BRANCH
OF THE BANK

REFERENCE NO. AGVB/P&D-CS/142/RFP-07/208-19 DATED 21.01.2019

CALENDER OF EVENTS

Sl. No	EVENT	DATE & TIME
1	Date of Issue of RFP	21.01.2019
2	Date of Submission	11.02.2019 upto 2.00 PM
3	Date of Opening of Technical Bid	11.02.2019 at 3.00 PM
4	Date of opening of Financial Bid	12.02.2019 at 3.00 PM

NOTICE INVITING RFP
AIR CONDITIONING WORKS AT FANCY BAZAR BRANCH OF THE BANK

Assam Gramin Vikash Bank invites sealed tenders for Air Conditioning work at Fancy Bazar Branch of the Bank from the manufacturers/ authorized dealers who fulfil the following mandatory conditions/requirements:

Sl. No.	Criteria & Documents Required
1	The firm must be 03 years old in the same field of business(preferably having work experience in Ductable type of AC)
2	The firm must have a minimum sales average turnover of Rs. 30 lacs in the last 03 years. Certificate from auditor must be submitted
3	Must have valid GST number.
4	Must have filled income tax return for last 03 years.
5	Must have an established office /Service center in Guwahati, Assam
6	The vendors should have completed at least one project of value not less than Rs. 3.00 Lakh during the last three years. (Details to be furnished)
7	EMD of Rs. 8000.00 (Rupees Eight Thousand) only in the form of Demand Draft issued by a scheduled commercial Bank other than Assam Gramin Vikash Bank favouring Assam Gramin Vikash Bank, Payable at Guwahati must be submitted along with the technical bid.
8	The Bidder should be able to provide qualified service engineers for attending the problems if any during the Warranty/AMC period.
N.B. The related supporting documents in respect of the above and any other conditions laid down elsewhere in the tender document must be fulfilled to the satisfaction of the Bank along with the technical bid (Annexure II).Further, the Bank may relax any or some of the above criteria if it feels necessary.	

Interested eligible bidders may obtain tender document from our website - www.agvbank.co.in

Before submission of the offer, the Bidders are requested to read the following instructions and the terms and conditions.

S/d-
GENERAL MANAGER

TERMS & CONDITIONS

1. SCOPE OF WORK:

The scope of work includes Supply, Installation, Testing and Commissioning of Air Conditioning work at Fancy Bazar Branch of the Bank.

2. Minimum of One-Year Comprehensive On-site Warranty from the date of the machine operational at site including free preventive service minimum once in three months.
3. The warranty period will start from the date of machine made operational as certified by the Bank in writing.
4. The maximum estimated project cost is of Rs. 3.75 lakh (including cost of Air Conditioner + warranty period)
5. The AMC prices shall be firm for entire period of 5 years of contract after expiry of warranty period.
6. The rates quoted by the contractor should include all charges for scaffolding, materials, labor, and hire for any tools, marking out and clearing of the site as mentioned in the specifications. The rate quoted by the tenderer will be deemed to be for the finished work to be measured at site. The rates shall be inclusive of all applicable taxes, works contract tax, Provident Fund, Insurance etc. levied by any Government or any public body. The contractor shall abide by the rules of Minimum Wages Act and child Labor act and keep the Bank indemnified regarding the same.
7. The prices quoted should be inclusive of freight, handling, unloading at site in Banks's premises.
8. No escalation in price is permitted for any reason whatsoever. Prices quoted must be firm till the completion of the contract i.e. supply, installation, testing, and commissioning of the AC till warranty period and AMC period.
9. The rates offered will be inclusive of labor charges for handling, installation, testing, commissioning & giving test & trial to the satisfaction of the Banks' officer/consultant appointed by the Bank.
10. The rate shall be binding on the Contractor for all the tender items till the completion of the work irrespective of variation in market rates of material and labor.
11. Special attention of the tenderer is drawn to the alternative items in the schedule of quantities. The rates and amount for these alternative items, if any, shall be duly filled in. The Bank reserves the right to adopt any of the alternative items, after scrutinizing and deciding upon the tenders or later when the work is being executed.
12. Before opening the financial bid, Bank may decide for procuring of Ductable Air Conditioner alone without procuring Split Air Conditioner. However, in that case L1, L2 and L3 will be determined on the basis of the lowest price quoted for the Ductable AC in the Financial Bid.

13. TWO PART OFFER:

Interested dealers/reputed companies are requested to submit their offers in two envelopes super-scribing as “:

- a) "Technical Bid for “Air Conditioning Work at Fancy Bazar Branch of the Bank”. The EMD should be submitted in a separate envelope along with Technical bid.
- b) "Financial Bid for “Air Conditioning Work at Fancy Bazar Branch of the Bank”

as the case may be within the last date and time as mentioned above. Separate envelopes to be put together in another large sealed envelope named as “**TENDER FOR AIR CONDITIONING WORK AT FANCY BAZAR BRANCH OF THE BANK.**”

- c) **The name and contact numbers of all the bidders should be mentioned clearly on all the three envelopes.**
- d) **All pages of the Technical Bid and Financial Bid must be duly sealed and signed.**

Offers along with requisite /supporting documents need to be submitted **on or before 11.02.2019 upto 2.00 P.M.** to the following address:

**The General Manager
Assam Gramin Vikash Bank, Head Office
G.S Road, Bhangagarh,
Guwahati- 781005**

Note: For any further details, please contact P&D and CS Deptt, Assam Gramin Vikash Bank Head Office, G S Road, Bhangagarh, Guwahati-781005, contact no. 99571-83638/ 0361-2464107

14. DETERMINATION OF L-1 PRICE

The L1, L2 and L3 will be determined on the basis of the lowest price quoted in the Financial Bid (TCO = Cost of machine + The AMC cost for 5 years after warranty) after loading of price with appropriate percentage (%) based on the marks obtained under Technical parameters as mentioned in the Technical bid (Annexure II).

15. EARNEST MONEY DEPOSIT:

Earnest Money Deposit of **Rs.8000.00 (Rupees Eight Thousand Only)**, in the form of a Demand Draft issued by a scheduled commercial Bank other than Assam Gramin Vikash Bank favouring Assam Gramin Vikash Bank, Payable at Guwahati must be submitted along with the technical bid. This amount will be forfeited if the vendor withdraws his bid during the period of bid validity or refuses to accept purchase order or having accepted the purchase order, fails to carry out his obligations mentioned therein. Bank Guarantee in lieu of Earnest Money Deposit will not be accepted. No interest will be payable on the Earnest Money Deposit amount. The Earnest Money Deposit must be submitted along with technical bid. In the event of non-submission of the Earnest Money Deposit money, the proposal will be rejected. The Earnest Money Deposit will be refunded to the offerer only after the completion of the bid process.

16. VALIDITY PERIOD OF THE OFFER:

The offer should remain valid for a period of one year from the date of completion of work.

17. EVALUATION PROCESS

Technical Bid will be evaluated on the basis of compliance with eligibility criteria as mentioned above, technical specification, other terms and conditions stipulated in the tender. Financial Bid of only those Vendors who qualify in the technical evaluation will be opened.

The Bank reserves the right to reject an offer under any of the following circumstances:

- If offer is incomplete and /or not accompanied by all stipulated documents.
- If any of the terms and conditions stipulated in this document is not accepted.
- If bid security is not submitted.
- If required information with appropriate documents in support of the same is not submitted.
- In case of incorrect and invalid data submitted

18. NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER

The Bank shall be under no obligation to accept the lowest or any other offer received in response to this tender and shall be entitled to reject any or all offers without assigning any reasons whatsoever.

19. PAYMENT TERMS

The following terms of payment shall be applicable to this contract.

- i) Bank will not pay any advance.
- ii) Payment shall be made after satisfactory completion of work against submission of the following:
 - a) Vendor's signed Financial invoice/bill (IN DUPLICATE)
 - b) Installation Completion Certificate sealed and signed from respective Competent Authority (Annexure VI).

Please note that Bidder's Signed Financial Invoice, Installation *Proof and Air Conditioner Operational Reports* duly signed by bank officials of the respective branch / office should be submitted in originals only while claiming payment in respect of orders placed.

20. PERFORMANCE BANK GUARANTEE

Successful vendor(s) should produce a Performance Bank Guarantee/Call Deposit Receipt for a period of one year or till expiry of warranty period, whichever is later from a Public Sector Bank/commercial Bank equal to 10% of the total cost and the same may be renewable for further period as per requirements. Bank may impose penalty or dragged into any litigation due to non-working of Air Conditioner after supplying and installation, the penalty amount/damage to Bank will be borne by the vendor as decided by Bank.

21. The work is required to be done with precision and high quality is to be maintained.

22. Any extra item(s), if required to be executed for due completion of the work is to be attended to by the contractor and the rates for such items will be decided on mutual negotiations. However, the final rates for such items fixed by the Bank would be binding on the contractor.

23. WARRANTY.

- I. The entire AC including its accessories etc. shall be under Comprehensive Onsite Warranty covering all parts, maintenance or support for its proper operation, performance and output as specified in the RFP for a **Period of minimum 12 months** i.e the warranty period from the Date of satisfactory operational of AC and Certified by the Branch In Charge in writing.
- II. The supplied AC shall be free from defective material and workmanship and any shortfall/defect that may appear/be detected within 12 months from the date of site acceptance, which in the opinion of the Bank has arisen from bad design, material and/or workmanship, shall upon intimation to the bidder, be made good at the bidder's own risk within 2 working days.
- III. During the said warranty period of 12 months, the bidder shall without any extra cost, carry out all routine and special maintenance of the Air Conditioner. There should be regular **preventive Maintenance at least once in three months.**
- IV. The defective or replaced parts shall be returned to the Bidder upon request and at his cost and responsibility. The Bank will, however, render such assistance in the matter as will expedite the same.
- V. If the Bidder on account of the defects and/or repairs replaces certain items by changing the design or materials, such change shall not reduce the performance of the equipment as per the technical specification.

- VI. Bank reserve rights to forfeit the Security Deposit deposited by the vendor in case of any breach / deviations on part of vendor on any service related issues or warranty issues or any breach in the contract during warranty period.

24. COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT.

- i. The Bank, at its discretion may enter into Annual Maintenance Contract with the bidder.
- ii. The support for maintenance of Air Conditioner supplied should be available for a minimum period of 5 years after warranty period by the bidder.
- iii. The Bidder shall quote his rates per year Air conditioner for all inclusive (comprehensive) maintenance service inclusive **of Taxes**, after the expiry of Warranty period, for minimum period of Five years.
- iv. The rate of AMC must be quoted both in words and figures in the Financial Bid separately for maintenance contract (which shall cover replacement of defective parts) for 5 years after the expiry of warranty.
- v. The AMC Charges should cover the regular maintenance of the machine, cost of the replaced parts, consumables and also the manpower cost except electrical power.
- vi. It may be noted by the bidder that Bank will not provide any kind of assistance in the form of men/material and the Bidder will have to make his own arrangements for deputing the required skilled manpower including all necessary spares for setting right the reported/observed defects. These rates shall remain firm and valid for a period of **Five years** from the date of expiry of the warranty period.
- vii. The Bank shall have the option to terminate the service contract any time during the contract period by giving a written notice of 3 months, without assigning any reason thereof. However, the contractor shall commit himself to the service contract for a minimum period of 5 years, unless the service contract is terminated by the Bank and bidder will have no right to terminate the contract within this period.
- viii. Bank reserve rights to forfeit the Security Deposit deposited by the vendor incase of any breach / deviations from the vendor side on any service related issues or any breach in the contract during AMC period.
- ix. There should be a preventive maintenance during the AMC period, such preventive maintenance should be at **least once in three months**.

ANNEXURE -I

(On the Bidder's Company letter head)

To
The General Manager
Assam Gramin Vikash Bank
Head Office, Bhangagarh
Guwahati – 781005

Date:

Dear Sir,

SUB: Air Conditioning work at Fancy Bazar Branch of the Bank.

With reference to your advertisement dated 21.01.2019 for the captioned work, we enclose herewith for your kind consideration the Technical Bid and Financial Bid in the format provided by you in **Annexure II** and **Annexure III** respectively along with necessary supporting papers (with an additional set of its Xerox copies) duly signed and sealed by the authorized signatory of the firm. A copy of the authorization letter is enclosed. We confirm that the details furnished by us are true and correct.

We undertake to produce the original of all the papers/documents attached herewith as and when asked for by the bank and shall extend all assistance to the Bank Authorities for the purpose of empanelment.

We clearly understand & undertake that mere submission of application does not guarantee for our empanelment and Bank's decision in this regard will be final and binding on us. We submit this application in token of our acceptance of the terms & conditions laid down in this advertisement.

Thanking You.

Yours faithfully

(Signature/ Name of Authorized Signatory)

(Seal of the Firm)

ANNEXURE -II

TENDER FOR TECHNICAL BID

SL NO	PARTICULARS	RESPONSE	REMARKS
1	Name of the Bidder		
2	Whether Individual/AoP/Firm/Company		
3	In case of Firm or Company, name and designation of the Authorised signatory		
4	Address of Head Office		Address proof to be enclosed.
5	Address of local office in Guwahati		Address proof to be enclosed.
6	Contact No. and email ID		
7	GST and other statutory Registration Number of the applicant.		Copy of supporting documents to be submitted.
8	Date & Year of incorporation / Date & Year of commencement of business.		Copy of trade licence to be enclosed.
9	Whether a Manufacturer/ Authorised dealer / General contractor.		
11	Brand/Make offered		
13	Details of Key / Senior Officials / Directors / Authorised Signatory / Service Engineer / Technicians		
	a) Name		
	b) Contact No		
	c) Designation		
	d) Qualification		
	e) With the company since		
	f) Line of experience / expertise.		
14	List of existing clients (proof of work order as well as completion certificate to be attached)		As per attached format ANNEXURE - IV

15	Total value of orders executed during the last 36 months.		Supporting document to be enclosed.
16	Work Experience		As per attached format ANNEXURE -V
17	Sales Turn over for last 3 years		
18	Whether company service centre exists locally?		
21	Time required for execution of order from the date of supply order.		
22	Earnest Money Deposit (Amount)		

Details of Air Conditioner:

Sl. No	Type of AC	Ton	ISEER Value	Star Rating	Normal/ Inverter	Refrigerant Gas	Warranty	
							Full Machine	Compressor
1	Split Type	1.0						
		1.5						
		2.0						
2	Ductable Ceiling Suspended Type							

(Signature/ Name of Authorized Signatory)

(Seal of the Firm)

ANNEXURE III
FINANCIAL BID
FOR
AIR CONDITIONING WORK AT FANCY BAZAR BRANCH OF THE BANK

Name of the Bidder:

Address:

Table A

H.V.A.C. TENDER FOR AGVB's FANCY BAZAR BRANCH AT GUWAHATI, ASSAM.					
Sl.No.	Description of Items	Qty.	Unit	Rate	Total
1	Ducted Ceiling Suspended Air Conditioner with scroll compressor and micro-processor based controller				
A	11.0 TR Ductable Air conditioner Unit	1	Nos.		
2	2.0 TR Hi-Wall Split Type AC (minimum 3-Star)	1	Nos.		
TOTAL - PART A					
Part B : Installation & Commissioning of the Unit with Accessories					
Sl.No.	Description of Items	Qty	UNIT	Rate	Amount
1	MS Stand/ Structure for Outdoor Units	1	No		
2	VI Pad for Outdoor Units	1	Set		
3	REF Gas.	12	KG		
4	Hard Drawn Copper Piping for interconnecting Indoor & Outdoor units				
A	11.0TR (1.18 & 5.5)	25	Rmt		
5	Soft Drawn Copper Piping with insulation interconnecting Indoor & Outdoor units, for 2.0 TR & 1.0 TR.	5	Rmt		
6	32/25 NB Drain line with hard UPVC with insulation	30	Rmt		
7	Electrical Control Cabling				
A	6C X 1.5 SQMM	30	Rmt		
B	4C x 2.5 Copper.	5	Rmt		
8	GSS Ducting with suport of 1.5mm to 1.7mm intervall of each & fitting.				
A	24G	25	Sqmt		
B	22G	5	Sqmt		
9	Installation, Testing and commissioning Of Packaged & ducted Unit with nitrogen presure testing proper flushing of the system & vaccum hold for 2Hrs then refrigerant charging.				
A	11.0 TR	1	Nos		
B	Installation, Testing and commissioning Of Hi--wall Split type AC.	1	Nos		
10	Duct Thermal Insulation with 10/13 mm thk Alu. Nitrile	20	Sqmt		
11	Duct Acoustic Insulation with 12 MM thick	5	Sqmt		
12	Duct Dampers (GI)	0	Sqmt		
13	Al Power Coated Diffusers/Grilles without VCD	2.5	Sqmt		
14	Al Power Coated Diffusers/Grilles with VCD	2.5	Sqmt		
15	Canvass connection	1	Nos.		
16	I.T.C of automatic voltage stabilizer for 2TR. Split AC (3KVA)	1	Nos.		
TOTAL BASIC VALUE FOR THE INSTALLATION,TESTING AND COMMISSIONING		PART-B			
TOTAL PROJECT COST WITH TAX		PART A + PART B			

Table B:

COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (AMC) FOR 5 YAERS FOR AGVB'S FANCY BAZAR BRANCH, GUWAHATI					
NOTE: THE MAINTENANCE SHALL BE APPLICABLE AFTER THE EXPIRY OF MANUFACTURER'S WARRANTY					
	Descriptions of Items	Qty.	Unit	Rate	Total
a	For the first year	13	Ton		
b	For the second year	13	Ton		
c	For the third year	13	Ton		
d	For the fourth year	13	Ton		
e	For the fifth year	13	Ton		
TOTAL with TAX					

Total Cost = Table A+ table B

Note:

- 1) **ALL THE WORK MUST BE CARRIED OUT ON SITE ONLY**
- 2) Any other material required will have to be brought as per the decision of Bank only.
The materials will be rejected if brought without the notice of Bank.
- 3) Contractors are requested to visit the site, understand the tender detail, Discuss with the bank officials (if any doubts or queries) and carry out the work as per the instructions & specification given by the bank.
- 4) **The AMC charges shall be inclusive of all taxes, charges, fees.**
- 5) The AMC price offered (Table B) for all the years shall be added to the price of the Air Conditioner offered (Table A), for the purpose of evaluation of the price bid and arriving at L1

Please note that above rates must be inclusive of all taxes, charges and other expenses. The bank shall not accept any conditional quoting of prices like, "the prices are exclusive of all charges, taxes etc. or" out station charges are extra" etc. However the vendor may show the breakup of their final quoted prices for their billing purposes.

Name of Authorised signatory:

Designation:

(Signature of Authorized Signatory with seal)

ANNEXURE -V

WORK EXPERIENCE

SL NO	NAME OF CLIENT	NO. OF ORDERS IN PAST 36 MONTHS	ESTIMATED VALUE	DATE OF START	DATE OF COMPLETION	REASONS FOR THE DELAY, IF ANY	OFFICE ADDRESS OF THE CLIENT

(Signature/ Name of Authorized Signatory)

(Seal of the Firm)

ANNEXURE – VI
(Completion Certificate)

To
The General Manager
Assam Gramin Vikash Bank, Head Office

Dear Sir,

Reg: Completion of Air Conditioning Work at Fancy Bazar Branch of the Bank

This is hereby certified that M/Shas completed the Air Conditioning work as per details given below at this as per terms and specification of Work/Supply Order No..... dated and now the Air Conditioners are in operational condition.

We recommend for release of payment accordingly

Yours faithfully,

Designation:
(Signature with seal)

Date:-