

# **THE MAHARASHTRA STATE CO-OP. BANK LTD., MUMBAI**

(Incorporating The Vidarbha Co-op. Bank Ltd.,)

## **Scheduled Bank**

Sir Vithaldas Thackersey Memorial Building,  
9, Maharashtra Chamber of Commerce Lane,  
**Fort, Mumbai - 400 001.**

## **Request For Proposal**

Sealed Proposal are invited on the work of **Comprehensive Annual Maintenance Contract of 219 windows, split Air conditioner machines at various premises in Mumbai and Navi Mumbai**, from the agencies registered in Govt. departments, in the relevant category of work and who have carried out similar works from the reputed AC manufacturers or their authorized dealers as per the requirements and details enclosed. The copy of the proof for having carried out similar works in the last three financial years should be enclosed with the tender.

### **CONDITIONS :-**

1. The rates shall be include cost of labour, material etc. for the works complete in all respects.
2. The quoted rates shall be include all taxes, duties, CSGT, SGST etc. as applicable and no extra shall be payable on this account.
3. TDS as per rule shall be deducted. The agency must enclose copy of PAN No supported by copy of PAN Card of the company.
4. Rates and amount should be written in figure and words clearly of each item.
5. Experience of having successfully completed works costing not less than the amount equal to 80 % of the estimated cost put to tender.
6. Income tax returns of last three years.
7. Experience Certificate mentioning satisfactory completion of work.
8. Financial stamens certified by Chartered Accountant EPF registration, ESIC, GST Tax Registration and PAN Card.

Awaiting for your prompt and positive reply. For any clarification please feel free to contact us.

**LAST DATE OF SUBMISSION:- 26.03.2018**

**DATE OF OPENING :- 27.03.2018**

## Tender format

### **TECHNICAL BID :-**

Supply & Installation of 1,1.5,2.0 ton split / window & 3 ton cassette Air Condition Machines for our Bank.

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of Company	
2	Address with Phone number & Contact Person.	
3	Address & Tele. No. of Service Centers in Mumbai.	
4	No of Engineers in the company.	
5	Sales Tax No.	
	GST Number.	
	(Pl. attached zerox copy )	
6	PAN No. (Pl. attached zerox copy )	
7	Income tax returns & Certified Balance Sheet for last 3 years. (2014-15, 2015-16 &2016-17)	
8	List of clients with name of person, address & contact No. (Pl. attached separate List with copy of work order.)	
9	Company registration copy. License to Business (Pl. attached zerox copy of License)	

## **COMMERCIAL BID :-**

Supply & Installation of 1,1.5,2.0 ton split / window & 3 ton cassette Air Condition Machines for our Bank.

<b>Sr. No.</b>	<b>Description</b>	<b>Details</b>			
<b>1</b>	Period of AMC ( 3 Years)	<b>01.04.2018 to 31.03.2021</b>			
<b>2</b>	Frequency of Service	Bi - monthly Service Total six services in year and any number of breakdown calls should be attended promptly free of cost.			
<b>3</b>	Period for Breakdown call will be attended	Within 4 hours			
<b>4</b>	AMC Inclusive	Supply of all material spares, replacement / repairs of compressor from OEM's, gas charging, air filter, electrical parts, servicing, overhauling, greasing, starting relay, overload protector, wiring repairs, motor rewinding with bush and shaft, tapes including handling charges, blower motor / outdoor fan motor, remote set repairs, digital scanner, piping, insulation and spares of outdoor / indoor units replacement etc., complete in all respects, for ensuring the desired levels of cooling.			
<b>5</b>	List of Spare parts not included in AMC ( Pl. quote rates including Taxes if any )	1) .....	Rs.....		
		2) .....	Rs.....		
		3) .....	Rs.....		
		4) .....	Rs.....		
<b>6</b>	Payment	After every two months payment will be made on receipt of bill along with original service reports for bio-monthly service and proper authentication.			
<b>Sr. No.</b>	<b>Details of A.C Units</b>	<b>Capacity in ton</b>	<b>Rate per Unit Rs.</b>	<b>Qty</b>	<b>Total Amount for Quantity Rs.</b>
<b>1</b>	Window AC Units	1 Tr.		04	
<b>2</b>	Window AC Units	1.5 Tr.		45	
<b>3</b>	Window AC Units	2 Tr.		18	
<b>4</b>	Split AC Units	1 Tr.		10	
<b>5</b>	Split AC Units	1.5 Tr.		101	
<b>6</b>	Split AC Units	2 Tr.		36	
<b>7</b>	Cassette AC Units	2 Tr.		05	
	<b>Total</b>			<b>219</b>	

Details regarding the 219 machines at present location, number of units and contact numbers are attached in **Annexure- "A"**

I agree all terms & conditions mentioned in tender.

**Seal & Signature of Contractor**

## **TENDER SHOULD FULFILL THE FOLLOWING TERMS -**

1. Proposal shall be submitted in official tender form only. If submitted in any other form the same shall be similarly rejected. No tenderer shall be issued more than one tender form.
2. Proposal form shall be complete in all respects.
3. The name and address of the tenderer shall be clearly stated in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender
4. The proposal is liable to be ignored if complete information is not given there-in, or if the particulars and data (if any) asked for in the schedule to the tender are not filled in.
5. Individual signing the tender or other documents connected with the proposal must specify whether he signs as
  - (i) A sole proprietor of the concern or constituted attorney of such sole proprietor, or
  - (ii) A partner of the firm if it is a partnership firm, in such case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firms, or
  - (iii) Director or Principal Officer duly authorized by the Board of Directors of the company.

The proposal shall be submitted in sealed envelopes super scribed as **“Comprehensive Annual Maintenance Contract of 219 windows, split & Cassette Air conditioner machines at various premises in Mumbai and Navi Mumbai.”** addressed to:-

**The Joint Manager,**  
**(Gen.Administration)** 3<sup>rd</sup> floor,  
The Maharashtra State Co-op. Bank Ltd.,  
Estate & Maintenance Dept.,  
Sir Vithaldas Thackersy Memorial Building  
9, Maharashtra Chamber of Commerce Lane,  
**Fort, Mumbai 400 001.**  
**Phone No.022- 22800747**  
**- 22800562**

6. Duly filled proposal should be **submitted on or before 26.03.2018** during office hours I.e 10.15 a.m. to 5.00 p.m. (Mon. to Fri.) & Excluding Holidays.
7. Late proposal will not be considered and shall be rejected.
8. The MSC Bank reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weight- age shall be given to several factors besides the commercial bid.
9. The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless MSC Bank may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract. MSC Bank decision that a breach has occurred will be final and shall be accepted without demur by the Contractor.

10. Dispute, if any, arising out of the contract shall be settled by mutual discussion.
11. The Contractor will work in close co-operation with **Estate & Maintenance Dept.**, for the repair & Maintenance services as per proposal.
12. Payment shall be made Bi-monthly on satisfactory completion of the job and T.D.S as applicable will be deducted.
13. All statutory obligations under various laws from time to time shall be borne by contractor for which no extra payment shall be made at any time during the contractual period.
14. As per MSC Bank policy, payments and receipts to Government and Semi Government Agencies would be rounded off to the nearer higher rupee and in other cases the rounding off will be to nearest i.e. paisa 50 or above will be rounded off to the near higher rupee and paisa less than 50 will be ignored.
15. In case L-1 is more than one, then the past performance of the proposal will be the criteria and the decision of MSC Bank will be final.
16. The rates quoted should be on FIRM & FIXED basis. No negotiation will be held in case of rate T & C.
17. Comprehensive AMC of Window & Split cassette unit AC's shall include supply of all material spares, replacement /repairs of compressor from OEM's, gas charging, air filter, electrical parts, servicing, overhauling, greasing, starting relay, overload protector, wiring repairs, motor rewinding with bush and shaft, tapes including handling charges, blower motor/outdoor fan motor, remote set repairs, digital scanner, piping, insulation and spares of outdoor/indoor units replacement etc., complete in all respects, for ensuring the desired levels of cooling.
18. Any Mishap during caring out maintenance work will be responsibility of contractor.
19. The replacement of compressors, which are under warranty / guarantee will be replace by the AMC provider.
20. A minimum stock of spares including compressors, fan & blower motors, fan blades (1 no of each model) & accessories etc. will have to be maintained by contractor.
21. Contractor has to do Bi-monthly service of the unit by trained personnel including the following:-
  - a) Checking of electrical parts including motors & rectification.
  - b) Checking & adjustment of controls and lubricating of moving parts.
22. **The rates shall be submitted in the prescribed Performa of commercial Bid** hereto. on companies letter head.
23. The rates of AMC shall be inclusive of all taxes, duties works contract tax, cartage loading, turnover tax and any other statutory taxes and complete in all respects, valid for a period of three year from the date of award of contract.
24. The contractor will maintain history sheet of equipment's under maintenance contract with detailed specification.
25. Details of all minor/major, routine/preventive repair / maintenance job undertaken shall be entered into the history sheet.
26. After completion of the Agreement, contractor has to hand over the system in perfect running condition (complete in all respects as per inventory) to the department.
27. Any damage to the building or the any part of the equipment which might result during the operation shall be repaired by the contractor.

28. Mechanic should have his Mobile Phone at the time of Duty at MSC Bank
29. Any damage resulting to the system on account of the negligence or mal- operation shall be made good by the contractor. Nothing extra will be paid for such work.
30. The contractor or his representative should not remove, disturb, and dislocate the existing equipment and its parts from its positions until and unless it is authorized by the Engineer -in - Charge .The entire installation should be intact at any time of inspection as was handed over to him at the time of initial taking over of its maintenance and operation. Care shall also be taken not to damage installation by improper handling.
31. Water and power shall be made available free of cost for bonafide use.
32. The material requires replacement shall be of same quality / manufacturer and specifications. The dismantled material shall be the property of contractor.

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## **Scope of Work:-**

Inspecting the system and carrying out preventive maintenance as per standard practice six times in a year.

1. Checking the refrigeration system, motor and starters for performance and ensuring the overall healthy condition of system.
2. Checking the system for leakages and then rectifying leakage, if any.
3. Taking a set readings and then evaluating them to ensure satisfactory performance of the system.
4. Checking the refrigeration control system for operation and adjusting the setting.
5. Descaling the condensers if deemed necessary.
6. Cleaning the evaporator and condensers coils four times a year.
7. Lubricating the bearing of motor pumps and fans as and when necessary.
8. Quarterly inspection of belts, including adjusting the tension and replacing the worn out belt.
9. Repairing / replacing the components of the equipment at site or at any other place as and when require.
10. Overhauling the components of the equipment at site or at any other place as and when required.
11. Replenishing the refrigerant as a result of leak from the system arising out of standard wear & tear.
12. Annual changing of the oil for open type of compressors.
13. Attending to the system when called upon.
14. Promptly attending to complaints/ breakdowns calls whenever received to you within 4 hours.
15. Reporting the healthiness of the system suggesting the improvement, if any.
16. Painting of equipment once in every three year.
17. Penalty against failure in attending the breakdown calls will be Rs.100/- per day after 24 hours.

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**TECHNICAL BID:-**

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3	Address & Tele. No. of Service Centers in Mumbai.	
4	No of engineers in the company .	
5	Sales Tax No.	
6	PAN No.	
7	Certified Balance Sheet for last 3 years. ( 2014-15 to 2016-16)	
8	List of client with name of person address & contact No. (Pl. attached separate List with copy of work order.)	
9	License to Business (Pl. attached zerox copy of License)	