



बैंक ऑफ महाराष्ट्र  
Bank of Maharashtra  
एक परिवार एक बैंक



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**TENDER DOCUMENT FOR  
AIR CONDITIONING WORK OF  
BANK OF MAHARASHTRA, CAMP BRANCH,  
SOLAPUR**

**THROUGH  
ZONAL MANAGER  
BANK OF MAHARASHTRA  
ZONAL OFFICE, PLOT NO.-94, GAIKWAD BUILDING,  
MURARJI PETH, PUNE ROAD, SOLAPUR - 413002**

ARCHITECT, Mrs. Shveta S Kothavale  
B. ARCH  
Pushkar 18, Sarvodaya Society, Near ICICI Bank,  
Mahaveer Chowk, Civil Lines, Solapur - 413003  
0217 - 2601592, 2600670.



## FORWARDING LETTER

To,  
The Zonal Manager,  
Bank of Maharashtra,  
Zonal Office, Solapur  
Dist. Solapur  
From

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**SUB: TENDER FOR INTERIOR (AIR CONDITIONING) WORK OF CAMP BRANCH SOLAPUR, BANK OF MAHARASHTRA UNDER SOLAPUR ZONE.**

Dear Sir,

With reference to the tender invited by you for above mentioned work, I / we hereby offer to execute the items of work specified in the Schedule – B I / we have examined and studied carefully all the drawings, specifications, conditions of contract, site and agree to comply with them. I / we agree to complete the whole work within the stipulated time from the date of work order. I / we are aware that any of schedule - B item/s can be canceled or replaced and quantity of any of items can be increased or decreased at any time by the Architect OR Owner, for which I/ we shall not claim extra.

Name of partners, if any  
(With certified Partnership Deed)

- 1.
- 2.

Yours Faithfully

**Contractor's Signature**

**(With Stamp & Address)**



## Tender Notice

1. Sealed Tenders are hereby invited on behalf of BANK OF MAHARASHTRA for the proposed **AIR CONDITIONING** work to be carried out at CAMP BRANCH, SOLAPUR UNDER SOLAPUR ZONE.

Date of issue tender	From 06.07.2019 to 15.07.2019
Last date for submission/receipt of tender	On or before at 12.00 Noon on 15.07.2019
Date of opening tender	At 1.00 PM on 15.07.2019
EMD	Rs 5000.00/- in the form of DD / Pay order payable in favour of "Bank of Maharashtra" payable at Solapur

2. Time for completion of job: 7 days from the date of acceptance of offer.
3. The agency shall visit/examine the site for each unit as per given time schedule or prior appointment and submit duly filled & signed Schedule -B.
4. The bidder shall attach copy of agency/company RTGS/Bank details.
5. The Tenderer/Bidder will not withdraw his/their Tender after opening of technical bid and if done so; his/their EMD may be forfeited.
6. The Tenderer/Bidder will not sublet the work (if awarded to his/their Bidder) and if it does so; the penalty shall be payable by his/their Bidder as may be decided by the Bank.
7. The offer shall remain open for at least 90 days from the date of opening of tender. The Earnest Money shall be accepted only in the form of Demand Draft/Pay order drawn in favour of "Bank of Maharashtra" & payable at Solapur, failing which the bid will summarily be rejected.

-Sd/-  
Zonal Manager  
Solapur Zone



## GENERAL TERMS AND CONDITIONS

1. **Name of Work: - AIR CONDITIONING WORK OF BANK OF MAHARASHTRA, CAMP BRANCH, SOLAPUR.**
2. The bidders may visit/examine the site and its surrounding from **06/07/2019 to 15/07/2019** on any working day between 10:00 AM to 03:00 PM by prior appointment with the Branch Manager to assess the accessibility and assess the scope of works before submitting their offer. No claims later on in regard to the site and its surrounding or any matter relating thereto shall be entertained. The bidders shall arrange & maintain at his (their) own cost all materials, Tools & Plants, security (for their men/materials), storage for material and facilities to the workmen for executing the work.
3. An Earnest Money Deposit (EMD): EMD of Rs **5000/-** (Rupees Five Thousand Only) has to be enclosed along with the tender. The EMD shall be only in the form of Demand Draft / pay order drawn in favour of "Bank of Maharashtra", payable at Solapur, along with the tender, failing which the bid will summarily be rejected. **No Cheque / Cash shall be accepted as EMD.**
4. Earnest Money Deposited by the successful bidder shall be converted into security deposit. Same will be released after completion of work.
5. The rates mentioned in the financial bid shall be inclusive of all WCT, GST, Duties, Octroi, Packing, Forwarding, Cartage, Insurance, Loading-unloading, road permit/state entry permit and Delivery, Installation, Testing, Commissioning, etc at site including temporary constructional Storage, Risks, Overhead Charges, General Liabilities/ Obligations etc and any other taxes as applicable. Any variation in the above said taxes till the completion of the work will also be in the bidders account.
6. Tender documents shall be available on Bank's website only.
7. Duly sealed tenders shall be dropped in the tender box /to be submitted at **Bank of Maharashtra, Zonal Office, Plot No.-94, Gaikwad Building, Murarji Peth, Pune Road, Solapur – 413002.** Tender MUST be duly signed and stamped **on each page as a token of acceptance of all terms and conditions /clauses** of the tender enquiry.
8. Sealed tenders should be addressed to Zonal Manager, Zone Office, Bank of Maharashtra, Solapur Zone and super scribed as **"TENDER FOR INTERIOR (AIR CONDITIONING) WORK OF CAMP BRANCH, SOLAPUR ZONE"** and sent as to reach this office not later than **12.00 Noon on 15.07.2019.**
- 9.
10. Tenders not accompanied with EMD, supporting documents and application fee shall be rejected and considered invalid. The earnest money shall be to the tenderer if the tender is not accepted but without any interest. EMD amount deposited by the tenderer, whose tender is accepted, shall be adjusted towards security deposit to be retained by the Bank for one year.
11. **The conditional tender shall not be considered under any circumstances and shall be rejected without any notice.**
12. **No tender will be received after 12.00 Noon on 15.07.2019.**
13. All tenders/bids shall be the property of Bank of Maharashtra, and contractors will lay no claim whatsoever on the same.



14. Tender will be opened at Zone Office, Solapur on date **15.07.2019 at 1.00 PM**. interested bidders may attend tender opening process, Separate communication will not be given from our side. The rates tendered by the contractors shall be valid for 90 days from the date of opening.
15. Bank of Maharashtra reserves the right to reject any or all the tenders in full or in part without assigning any reasons whatsoever, and the decision of the Bank in this regard will be binding on all the bidders. Bidders not complying with any of the provisions stated in this tender document are liable to be rejected. Bank reserves the right to accept or reject any tender without assigning any reason and does not bind himself to accept the lowest tender.
16. Zonal Manager, Zone Office, Bank of Maharashtra, Solapur Zone does not bind himself to accept the lowest or any tender and reserves the right to accept or reject any or all the tenders whether in whole or in part without assigning any reason for doing so. The owner reserves his rights to negotiate with the lowest or any other tender/s.
17. Each of the tender documents is required to be signed by the person or persons submitting the tender in token of his/ their having acquired himself/ themselves with the general conditions, articles of agreement, mode of measurements, schedule of probable quantities, site conditions and the time schedule etc. as laid down. Any tender with any of the documents not signed will be liable to be rejected.
18. Payment terms as follows: - a) No advance payment will be made. b) The payment shall be made after successful completion and handing over of work in all respect.
19. Income Tax and surcharge will be deducted as per Govt. of India rules.
20. Tenderer shall fill in rates for all items of work described in the Schedule -B. All entries must be made by hand and in ink. The rates quoted for the items shall compulsorily be in "Figure" & "Words" in English. In the event of discrepancy between the rates quoted in figures & words, the rates quoted in words, shall be binding. Tender not quoted in above said manner will be refused and will not be considered. Items against which no rate is entered by the tenderer will not be paid for by the Owner when executed and shall be deemed covered by the other rates in the Schedule-B. If any of the documents is missing or unsigned the tender shall be considered invalid.
21. All erasures and alterations made while filling the tender must be attested with initials of the tenderer. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender invalid.
22. All the pages of the tender documents should be signed by the tenderer.
23. Within seven days of the receipt of intimation from the Owner of acceptance of his/ their tender, the successful tenderer shall be bound to implement the contract by signing the agreement in accordance with the draft agreement and the conditions of contract with the owner.
24. In case L1 backs out, Bank reserves the right to entrust to L2, provided L2 agrees to carry out work on L1's rates. In that case, EMD of L1 will be forfeited.
25. The retention money (as mentioned in appendix) shall be kept with the Owner for a period of 12 months after the completion certificate issued by the architect, said amount is not to bear interest.
26. The rates quoted by the contractor should include all charges for scaffolding materials labour, hire or any tools, marking out and clearing of the site as mentioned in the specifications. The rate quoted by the tenderer in the Schedule-B of probable quantities will be deemed to be for the finished work to be measured at site.



The rates shall be inclusive of all octroi duty, L.B.T.; works contract tax, Provident Fund, Insurance etc. levied by any Government or any public body. The contractor shall abide by the rules of Minimum Wage Act and Child Labour Act and keep the owner indemnified regarding the same. The contractor should take necessary insurance for the work as required under the workman compensation act, labour laws etc. as prevailing.

27. The rate shall be binding to the Contractor, for all the tender items till the completion of defect liability period irrespective of variation in market rates of material and labor.
28. Zonal Manager (Solapur Zone) reserves the right to terminate the contract without any reference or any notice period on account of poor workmanship, non-compliance of set norms/specifications for the works, delay in progress of work, violation of any contract provisions by the bidder, failure to start the work within 7 days from date of issue of Letter of Intent (L.O.I). The contract can also be terminated at the request of contractor within 7 days from the date of issue of LOI order. In such cases the bidder is liable to pay Liquidated damages @ 5% of tendered value besides forfeiting security deposit/EMD.
29. Bank shall be fully empowered to expel any of the bidder's staff in case of any indiscipline/misconduct/violence.
30. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period and in such case the amount of earnest money/B.G will be forfeited.
31. The agency shall carry out regular visit/inspection/maintenance (if required, with prior approval of Bank's Engineer) of entire system and attend un-limited calls/breakdown calls during the contract period & then after up to defect liability period. The contractor will attend to all defects noticed during defects liability period. If the contractor fails to attend the defects these defects will be rectified by the bank and the expenditure incurred on this account will be recovered from the security deposit.
32. The calculations made by the tenderer should be based upon probable quantities of the several items of work, which are furnished for the tenderers' convenience in the schedule B. It must be clearly understood that the contract is not a lump-sum contract that neither the probable quantities nor value of the individual and the aggregate value of the entire tender will form a part of the contract and that Architect doesn't in any way assure the tenderer or guarantee that the said probable quantities are correct or that the work would correspond thereto.
33. The items against which no quantity is shown in schedule -B for which tenderer is to quote his rates and the Owner at his discretion shall ask the contractor to execute those items if required and which shall be binding on the part of the contractor to execute those items at the rates quoted therein in the tender.
34. In case the successful bidder reviles from the offer within the validity of tender, the earnest money will be forfeited. Similarly, if successful contractor fails to commence the work within 7 day from the date of issue of award letter, the amount of earnest money will also be forfeited besides blacklisting the firm.
35. Special attention of the tenderer is drawn to the alternative items in the schedule of probable quantities. The rates and amount for these alternative items shall be duly filled in. The Architect reserves to himself the right to adopt any of the alternative items, either after scrutinizing and deciding upon the tenders or later when the work is being executed.
36. The various materials stored on site shall be protected from the fire, floods or rains etc. and the contractor shall be responsible for any damage caused to the owner for the same.

37. The contractor shall allow enough facilities to the sub-contractors employed by the owner and should co-operate with them and that small holes etc. made by these sub-contractors to the structure shall be properly corrected by the general contractor without any prejudice and extra cost whatsoever.
38. The bills shall be prepared by the contractor in the manner required by the Architect & Bank and should be submitted to him. The owner shall pay the contractor within the 15 days from the issue of the certificate of payment by the architect. All payments by the owner under this contract shall be made at Solapur.
39. If bidder at any time makes default during currency of work or does not execute any part of the work with due diligence or Commits default in complying with any of the terms and conditions of the contract and does not initiate any remedy for it or takes effective steps for its remedy or Fails to complete the work(s) or items of work with individual dates of completion, on or before the date(s) so determined, and does not complete them within the period specified in the notice given in writing in their behalf by the Bank's Engineer. The Bank's Engineer without prejudice to any other right or remedy against the bidder which have either accrued or accrue thereafter, by a notice in writing to take the part work / part incomplete work of any item(s) out of his hands and shall have powers to take possession of the site and any materials, constructional plant, implements, stores, etc., thereon; and/or Carry out the part work / part incomplete work of any item(s) by any means at the risk and cost of the bidder
40. The tender submitted on behalf of a firm shall be signed by all the partners/ directors of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the owner may reject the tender.
41. The owner reserves the right to omit any item or items or part thereof for which contractor shall not claim any compensation whatsoever.
42. **The contractor will arrange his water and electricity for completing the work. In case water and electricity are already available at the site, the same will be provided by the bank and actual amount will be deducted from the bill.**
43. The rates quoted in the tenderer shall include all charges of scaffolding, lift, any tools and plants, railway, freight, labor conditions and any other charges or expenditure for carrying out the work.
44. The bidder shall supply materials at site with manufacturers test certificate and challan as desired by the ARCHITECT and Bank. Successful bidder shall submit a letter with list of makes that is to be incorporated in the work. The same shall be got approved by the Bank before incorporation in the work.
45. All materials brought at site shall be got approved by the ARCHITECT before being used. If rejected, the same shall be removed immediately. The material of only approved make shall be brought at site.
46. The earnest money deposit of unsuccessful tenderers will be returned within 30 days from the date of opening of tenders.
47. The bidder shall depute their own security staff for watch and ward of their materials supplied/ installed at site till the final handing over of the complete work and temporary lockable shed/Almirah etc. shall be arranged by bidder at his own risk and cost. No accommodation/ staff/ lockable space will be provided by Bank under any circumstances.
48. All erasures and alterations made must be attested with initials of tenderers filling the tender. Overwriting of figures is not permitted.





49. No escalation in any form either of cost/materials/labours or any taxes shall be payable by the Bank during the contract period.
50. The bidder shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at Bank. The bank shall have no liability in this regard. The personnel employed by the bidder will not claim any right to become the employees of Bank and there will be no Employee and Employer relationship between the personnel engaged by the bidder and Bank.
51. On completion of all work, bidder shall remove all surplus materials & leave the site in a broom clean condition, failing which the same shall be done at bidder's risk & cost. Bidder shall be responsible for disposing off the all old dismantled waste materials away from the campus. The disposal of such materials shall be done immediately after completion of work at own risk & cost.
52. Non tendered/extra work if asked to be done by the contractor, only on written instructions/order from Bank. The time schedule will not change.
53. Successful Bidder shall produce all the invoices for the incorporated material in the work. The final bill shall be enclosed with all the photocopies of invoices.
54. The rates quoted by bidders should be realistic and workable for each and every items. Quoting unrealistic/unreasonable lower or higher price will be treated as non-responsive bid and will not be considered for further evaluation. The decision of Bank shall be final in this regards.
55. The bidder shall ensure compliance of all statutory laws & bye laws of the central Govt./ state Govt./Municipal authorities related to the employment of their staff and all obligations under Minimum Wage Act, Workman Compensation Act, Provident Fund & Miscellaneous Provision Act, Bonus Act, Contract Labour Act 1970 & other legislative enactment applicable etc. Bank will not be responsible for such purposes in anyway.
56. Any claim, dispute or difference arising out of or in connection with this agreement and which cannot be settled by mutual consultations, shall be referred to sole Arbitration or an Arbitrator to be appointed by Bank. The award of the Arbitrator shall be final and binding between the parties as per the terms and conditions of the Agreement to be executed on award of contract. The Arbitrator proceeding shall be governed by the Arbitration and Conciliation Act 1996 and shall be conducted in Pune. The agreement is subject to the jurisdiction of the courts at Solapur.
57. The successful tenderer is bound to carry out entire work **within the period stipulated** in the appendix. The tenderer will have to pay liquidated damages for non- completion of job within stipulated period at the rate of Rs 500/- per day after expiry of period of completion subject to maximum of 10% of the contract value.
58. 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 the tender item, then the rates will be worked out on actual cost of material and labor, any other expenditure for completing that work plus 10% towards contractor's profit and overheads.
59. The contractor must co-operate with other contractors appointed by the Bank so the entire work shall proceed smoothly with least possible delay and to satisfaction of the Bank.
60. The contractor shall acquaint himself with the site conditions making his own arrangement for storing of material at site lift cartage etc.



61. The contractor shall make adequate arrangements for watch and ward of material and shall ensure the safety, breakage and any theft of material fixed or unfixed by him or other sub-contractors.
62. The contractor will take necessary precautions for carrying out the work avoiding any damage to structure/decorative parts of the property. The contractor will rectify any damages done at his cost.
63. Electrical, and Sanitary works will be carried out as per Bank's standard drawings/specifications and to the entire satisfaction of the Bank.
64. The bank may delay the progress of work without in any way vitiating the contract and grant extension of time for the commencement/completion of contract as it may think proper and sufficient in consequence of such delay and the contractor shall not make claim, compensation or damage in relation thereof.
65. The contractor will not execute any extra item without Bank's permission in writing.
66. The quantities mentioned in the schedule of quantities are approximate. Payment will be made on the actual work done by the contractor. However the contractor should not deviate the quantity without Bank's permission. Conditional tenders quoted by Contractor is liable to be rejected.
67. 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 alternations or variations shall be carried out without prejudices to the contract.
68. Contractor must inform in writing to the architect before executing any work that is not covered in tender or any quantities of the tendered item that are increasing while executing the work. Prior permission from the Owner shall be obtained before executing any such item.
69. I/ We hereby declare that I/We have accept/read and understood the above instructions for the guidance of the tenderer.

**Date:**

**Signature of the tenderer**

**Place**

**SEAL**

**Schedule -A**



### DETAILS OF BIDDERS:

Sr. No.	Particulars	Details
1.	Name of the firm/ Company	
2.	Address with contact person details	
3.	Email id of the firm/company	
4.	Year of Establishment	
5.	Status of firm - whether company, partnership, proprietor etc.	
6.	Details of Dealership License	
7.	Name of Proprietor, partner, Director with mobile number & email	
8.	Registration details of firm/Company	
9.	Copy of Sales tax no./VAT/TAN / EPFO/ ESIC whatever applicable.	
10.	Copy of PAN and GSTIN	
11.	Details of Bank Account	
12.	<b>Copy of the</b> Copy of income tax return last three years	
13.	Copy of empanelment for AC work with PSBs, if any.	
14.	Any work order for AC work with PSBs, if any.	
15.	Copy of completion certificate for AC work with PSBs, if any.	
16.	Self-declaration saying that your firm/ company is not block listed by any Govt./PSBs/PSUs is to be submitted.	

\* Information has to be filled up in this format only.

Note: Where copies are required to be furnished, these are to be self-attested / notarized copies. In case you intend to give further / more information, please attach separate sheet/s.

**Note: - Signed Copies/certificate of all above information should be attached & submitted to the Bank with tender.**

Date: -

Signature & Seal of the firm



**“APPENDIX”**

**• APPENDIX HERE IN BEFORE REFERRED TO:**

GENERAL CONDITIONS OF CONTRACT CLAUSE.

Defects Liability period	12 Months (TWELEVE MONTHS)
Date of commencement	Within three days from the date of acceptance Letter is issued to contractor or day on which the contractor is instructed to take possession of the site. Whichever is later.
Time of completion	7 Days from the date of acceptance.
Period of Final Measurement	15 days from the date of virtual completion.
Liquidated damages	Rs. 500/- per day of delay or part thereof subject to maximum of 10% of the accepted contract value.
Initial security deposit	2% of the accepted tender value including earnest money.
Retention after virtual completion	5% of the total billed (certified) amount towards defect liabilities, to be refunded on successful completion of defects liabilities period of 12 months.
Refund of total security comprising of EMD, ISD and Retention	The initial security deposit comprising of EMD, shall be refunded to the ISD and retention contractor within 15 days of the issue of certificate of Virtual completion. The retention amount will be refunded to the contractor 15 days after the end of the defect liability period.
Period of honoring Certificate	15 working days (after receipt of contractors bills in the specified format along with certificate for payment from the PMC / Architects to the Client)

Signature of the tenderer



**Air Conditioners (AC) Make - Voltas / Blue Star / Carrier / Hitachi with 3 star – Inverter**

Sl. No	Description of item	Brand Name	Model No.	Qty.	Rate per unit	Amount
1.	Providing and fixing on site Split AC - 3* - 1.0 TR inverter with V-Guard stabilizer			02 nos		
2.	Providing and fixing on site Split AC - 3* - 1.5 TR inverter with V-Guard stabilizer			02 nos		
3.	Providing and fixing on site Split AC - 3* - 2.0 TR with V-Guard stabilizer			01 nos		
4.	Providing and fixing on site Cassette AC -3* - 3 TR Inverter			02 nos		
5.	Installation charges for Split AC Unit 1.0 & 1.5 and 2.0 TR with all complete aspect.			05 nos		
6.	Installation charges for Cassette AC 3 TR with all complete aspect.			02 nos		
7.	<b>External</b> - M.S. powder coated Stand for Split AC & Cassette AC Units along with fitting on desired positions.			07 nos		
8.	<b>Internal</b> - M.S. powder coated Stand for Cassette AC Units along with fitting on desired positions.			02 nos		
9.	Drain piping for Split AC Units (18mm dia PVC hard pipe for drainage of condensate.) to be concealed in both ceiling & wall - <b>Prince make</b>			106 Mtr		
10.	Copper piping Split AC Units (Copper piping between indoor and outdoor unit. Suction line to be insulated with elastomeric nitrile rubber tubular insulation of 9mm thickness and joints sealed with black monsoon tape, with electrical wiring Complete) ) to be concealed trough out.			75 Mtr		
	<b>TOTAL Amount</b>					
	<b>IN WORD -</b>					



### Other Terms & Conditions:

1. Rate should be inclusive of transportation, installation, testing, material, tools, machinery, cleaning cutting wastage & commissioning.
2. Any drain and copper pipe should not be seen open anywhere.
3. Measurement of drain pipe & copper pipe are to be taken after deducting company' standard length.
4. Warranty period minimum 12 months.
5. **Free comprehensive maintenance for 12 months.**
6. Defect liability period is 12 months from date of certificate.
7. 5% retention will kept during retention period.
8. Stabilizer V-Guard Make & Model VND400 for AC 1.0, 1.5 TR and VND500 for AC 2.0 TR.
9. Work should be completed within 7 days from the date of acceptance of tender.
10. Penalty for delay will be Rs.500/- per day.

### Note -

1. The bidders are requested to visit the branch before quoting the rates.
2. All corrections should be initialed in the Bid.
3. **GST will be paid extra. As per applicable norms.**
4. The above quantities are approximately taken for estimation purpose they may increase or decrease.
5. Contractor will be paid for actual work executes against each item, Brief specification are given for each item.
6. Minor verification in design and specification for each item are likely for which no extra payment will be given. Any of these items may be cancelled.
7. **All pages of application are to be submitted with stamp & sign by the applicant.**

Date-

**Seal and Signature of Tenderer**