THE HARYANA STATE COOPERATIVE APEX BANK LTD
SCO 78-80, Bank Square, Sector 17-B, Chandigarh.
Tel. No. 0172-2703187 Website : www.harcobank.org.in
Email-harcobank @harcobank.org.in

E-TENDER DOCUMENT

FOR

Comprehensive

Annual Maintenance Contract

OF

Centrally Air Conditioning System

THE HARYANA STATE COOPERATIVE APEX BANK LTD.
SCO 78-80, Bank Square, Sector 17-B, Chandigarh.
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E-Tender notice for Comprehensive Annual Maintenance Contract of Centrally Air Conditioning System.

The E-tenders are hereby invited on behalf of the Haryana State Cooperative Apex Bank Ltd., under two bids system i.e. Technical and Financial from well established and authorized distributor/dealer engaged undertaking the Comprehensive Annual Maintenance Contract (AMC) of Centrally Air Conditioning System located at Chandigarh/ Panchkula/Mohali. The firms/dealers forwarding their E-tendering must comply with the Scope, terms and conditions mentioned at "**Annexure-A"**.

The Air Conditioning System is installed at Bank's Banking Hall at Chandigarh as per details mentioned at "**Annexure-D"**.

The complete bidding documents, fee details, technical's specifications and key dates can be viewed/ downloaded from web sites http://etenders.hry.nic.in and **www.harcobank.org.in.**

The Managing Director, Harco Bank reserves the right to accept or reject any or tendering without assigning any reason whatsoever.

Managing Director
The Haryana State Cooperative Apex Bank Ltd.,
Chandigarh

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SCO 78-80, Bank Square, Sector 17-B, Chandigarh.
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Notice Inviting E-Tender

The E-tenders are hereby invited on behalf of the Haryana State Cooperative Apex Bank Ltd., under two bids system i.e Technical and Financial from the well established and authorized distributor/dealer engaged in undertaking the Comprehensive Annual Maintenance Contract (AMC) of Centrally Air Conditioning system (39 tones) of Blue Star/Hitachi make, 2007 model. The Details of the E-Tender document is as follows:-

Description	Details of the E-tender
Ref No	C&m/2019-20/CMC
Estimated Value of the tender	Rs. 140000.00
Earnest Money Deposit	Rs. 3000.00
Tender Fee(Non refundable)	Rs. 1000.00
E-Service Fees(Non refundable)	Rs.1000.00
Start date and time of Bid preparation & submission on E-procurement portal	14.09.2019 at 10.00 AM
Pre Bid meeting for queries	23.09.2019 at 11.00 AM
Last date and time for Bid preparation & submission by bidders	07.10.2019 at 5.00 PM
Date and Time of Opening Technical Bid.	09.10.2019 at 11.30 AM
Date and Time of Opening Financial Bid.	To be decided later on
Last date and time for Earnest Money Deposit(EMD) of bid submission	On or before 07.10.2019 at 5.00 PM

The complete bidding documents, fee details, technical's specifications and key dates can be viewed/ downloaded from web sites http://etenders.hry.nic.in and **www.harcobank.org.in**

The Managing Director, Harco Bank reserves the right to accept or reject any or tendering without assigning any reason whatsoever.

Managing Director

Annexure-"A"

Terms and Conditions

1. The tenderers are requested or advised to study the document carefully before submission of bids and must ensure that the conditions laid down for submission of offers detailed below are correctly and completely fulfilled. The E-tendering found to be deficient in any respect shall be summarily rejected. Similarly, conditional offers and offers with terms and conditions inconsistent with those contained in this document shall be rejected.

2. The tender shall deposit the sum of Rs.3000/- (Rs. Three thousand only) as per earnest money and receipt so obtained may be submitted alongwith technical bid. The EMD of the successful bidder will be converted into security deposit and shall not carry any interest and be refunded after successful delivery of the Air- Conditioning System

3. The following documents are required to be submitted online alongwith the bid

a. The vendor/firm must have Valid registration certificate of business concerned.
b. The vendor/firm must have permanent account number.
c The vendor/firm must have GST registration No.
d Having Annual Turnover of **Rs. 30.00 lacs** or more for similar business during the last three financial years 2016-17, 2017-18 and 2018-19 duly signed by the Chartered Accountant .
e. The vendor/firm must have earned and profit during the consecutive three financial years.
f. Income Tax Return for the last financial Year.
g The vendor/firm must have at least five years of experience in providing services of maintenance to Air Conditioning System.
h The firms must have a similar experience of successfully undertaking the AMC of Air Conditioning System in a Government Organization/ Semi- Government Organization/ Banking Sector. List of such Clients and Quantum of AMC handled must invariably be enclosed(Documentary Proof).
i) The Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government agencies

4. Conditional bids shall not be entertained and shall be liable to reject

5. The AMC will be awarded to the eligible firm/dealer/service provider only after all the formalities as per the terms and conditions are complied with and valid documents are produced to the satisfaction of this office.

6. The bank does not bind itself to accept the lowest bid or any tender and reserve the right to reject any tender without assigning any reason whatsoever any decision of the bank in this regard shall be final, conclusive and binding of the bidders.

Managing Director
The Haryana State Cooperative Apex Bank Ltd.,
Chandigarh

Scope of the work

1. Comprehensive AMC will be for a period of one year w. e. f. 17.11.2019 onwards. This can be cancelled unilaterally by this office whenever the service is not found to be satisfactory or up to the mark.

2. Scope of Comprehensive Annual Maintenance Contract services shall include four compulsory visits in providing routine maintenance services, pertaining to complaints as and when they occur in Duct /Split Air Conditioning System and annual maintenance services. Comprehensive AMC services shall include providing all man power, labour, tools and replacement of all parts of the Air Conditioning System including compressor, refilling of gas, indoor blower, outdoor connector, motor repair, PCB repair, fan blade etc. etc.. The rates quoted for the AMC services shall also include all taxes and duties as applicable and cost of transportation of freight, insurances etc.

3. The total amount of Comprehensive AMC does not exceed the lowest rates accepted by this office as per the E-tendering. The AMC charges are payable in four quarterly installments and nothing over and above this amount is payable. The release of payment will be made by the Bank, on the quarterly basis on the production of **'**Satisfactory Service report' from the office covered under the AMC.

4. Even if no call is made by the bank covered under AMC, the firm is required to undertake preventive maintenance by checking all the Air Conditioning System at least once in every two months and servicing in every three months and confirm that the systems are in the best of working conditions.

5. Units taken out of the office premises for service at the workshop shall be returned at the earliest and in any case, within three days time and in case more time is required, permission shall be obtained in writing from the Bank.

6. All service request/calls for repair work must be attended within 48 hours of the complaint being lodged with the AMC Provider. If the AMC Provider firm/dealer/service provider failed to attend the calls within 48 hours, this office reserves the right to get the work done by other firms/ dealer/service provider and deduct such expenses from the AMC charges. In the Case of exceptional and repeated delays, poor services, fault, break down, etc, this office reserves the right to deduct such costs as deemed to be necessary by way of damages and may also cancel the AMC unilaterally.

7. At the end of period/termination of Comprehensive AMC, the AMC holder shall demonstrate satisfactory testing and operation of all the air Conditioning System

8. The AMC will be awarded to the eligible firm/dealer/service provider only after all the formalities as per the terms and conditions are complied with and valid documents are produced to the satisfaction of this office.

9. The bank does not bind itself to accept the lowest bid or any tender and reserve the right to reject any tender without assigning any reason whatsoever any decision of the bank in this regard shall be final, conclusive and binding of the bidders.

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-sd-
(Managing Director)
The Haryana State Cooperative Apex Bank Ltd.,

Chandigarh

ANNEXURE-B

(**To be submitted on letter head of the bidders alongwith the technical bid)**

The Managing Director,
The Haryana State Cooperative Apex Bank Ltd,
Chandigarh.

Sir,

DECLARATION

Declaration regarding tender for Comprehensive Annual Maintenance Contract of Centrally Air Conditioning System.

1. I/ We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

2. I/We undertake to offer my services in conformity with your requirements with terms and conditions set in the tender document.

3. I/We declare that I have never been black listed by any State Govt./Central Govt. or any State/Central PSU.

Dated: Signature of the authorized of the bidder.

Name and address of the bidder
(Seal of the bidder)

ANNEXURE-C

TECHNICAL BID

Bidder profile for Comprehensive Annual Maintenance Contract of Centrally Air Conditioning System at HARCO Bank.

1.	Name and address of the firm/vendor and telephone No.	_____ _____
2.	Registration NO. of the firm/vendor	_____
3.	Name Designation and Address And telephone No. of authorized person Of the firm to deal with	_____ _____ _____
4.	GST NO.	_____
5.	PAN No.	_____
6.	Details of bid security(EMD) Deposited Amount Draft No. Date	_____ _____
7.	Annual Turnover for the last three years (in lakhs) Attach proofs	2016-17 Rs. _____ 2017-18 Rs. _____ 2018-19 Rs._____
8.	Profits for the last 3 years (Attach proofs)	2016-17 Rs. _____ 2017-18 Rs. _____ 2018-19 Rs._____
9.	Documents for providing of comprehensive AMC of Air-Conditioning Systems to Govt./ Central or State PSUs. (Attach proofs)	_____

(Signature of the bidder with seal)

Annexure 'D

TECHNICAL SPECIFICATIONS

Details of Air Conditioning System installed at Head Office Building Banking Hall , Sector 17-B, Chandigarh to be placed under Comprehensive AMC for one year

S.No.	Type/make of Air conditioner	Capacity	No. of Air Conditioning System	Total Tonnage
1.	Ducted Split 11TR AC, Blue Star (DSA-1322S)	11.00 Ton	2	22
2	TS TR Ducted Split AC, Hitachi (MPA-1090 EMD3)	7.50 Ton	2	15
3	High Wall Split AC, Blue Star, B Series(HWE-241YBK)	2.00 Ton	1	2
	Total			**39**

Annexure 'E

Financial Bid

Sr. No.	Particulars of Air-Conditioners System	Approx. quantity required	Rate(In Rs.) per unit (Including GST)
1.	Ducted Split 11TR AC, Blue Star (DSA-1322S)	11.00 Ton	
2.	TS TR Ducted Split AC, Hitachi (MPA-1090 EMD3)	7.50 Ton	
3.	High Wall Split AC, Blue Star, B Series(HWE-241YBK)	2.00 Ton	
8.	Any other related cost, if any.		

(In words : (Rupees _____

Signature_____

Name_____

Company Seal