



**J&K  
Grameen Bank**

Invites

**TENDER FOR**  
**FOR SUPPLY,**  
**INSTALLATION, TESTING**  
**AND COMMISSIONING**  
**(SITC) OF AIR**  
**CONDITIONERS IN**  
**J&K GRAMEEN BANK**

General Administrative Department  
J&K Grameen Bank  
Head Office, Narwal

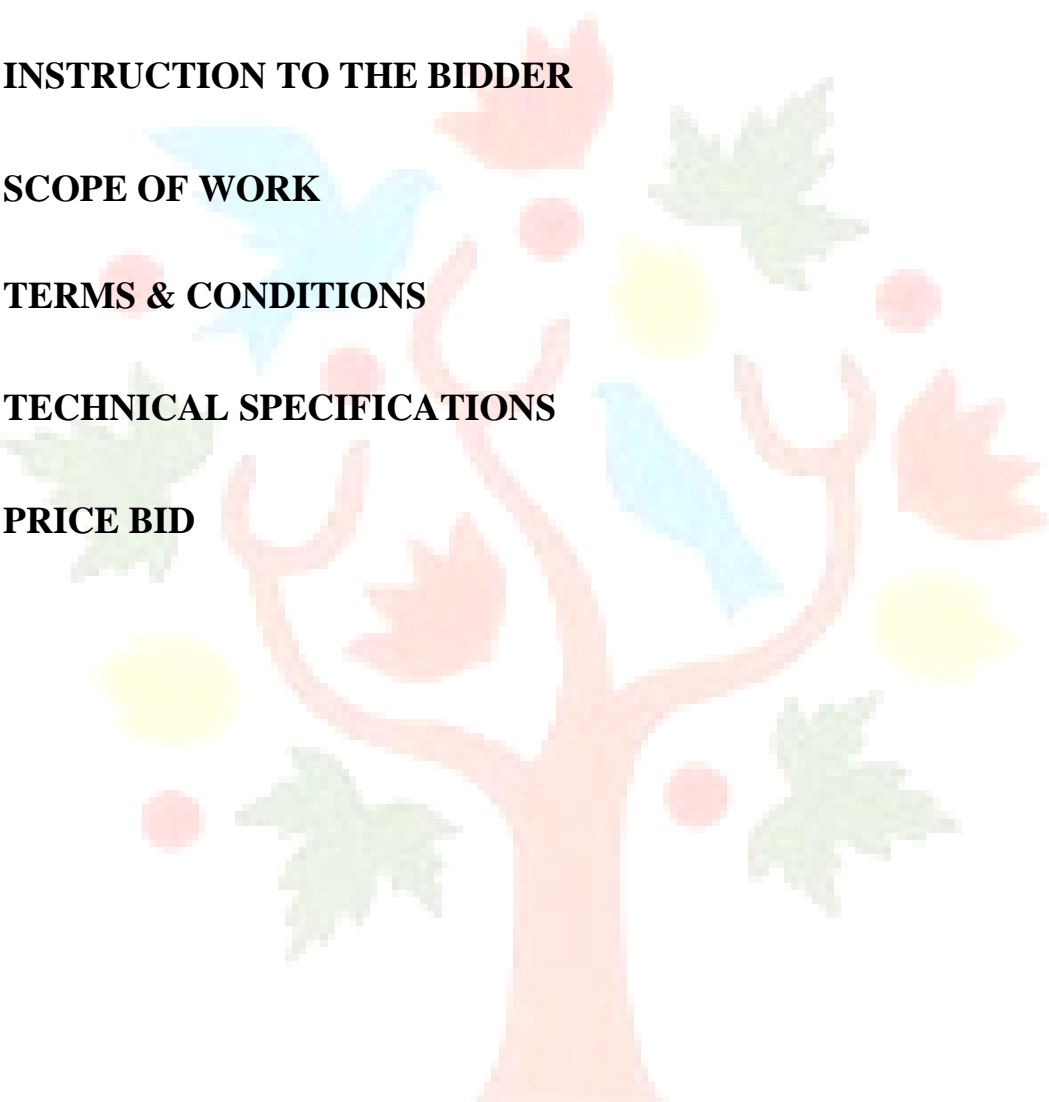
9797127377



## TENDER DETAILS

Bid Document Availability	Bidding document is available at General Administrative Department (GAD), Head Office, Narwal, Jammu as well as on Bank's website ( <a href="http://www.jkgb.in">www.jkgb.in</a> ) on or after 21-07-2021.
Last date for requesting clarification (optional)	All communications regarding points/ queries requiring clarifications shall be given in writing to General Administrative Department (GAD), J&K Grameen Bank, Head Office, Narwal Jammu or by e-mail: <a href="mailto:pdg.hoj@jkgb.in">pdg.hoj@jkgb.in</a> by 26-07-2021.
Pre – bid meeting at GAD, JKGB, Head Office Narwal, Jammu. (Only, in case any query is being received by the Bank)	From 12.00 PM to 12.30 PM on 31-07-2021. Clarifications to queries raised at pre-bid meeting shall be made available on Bank's website <a href="http://www.jkgb.in">www.jkgb.in</a> , as per decision by Bank.
Last date of submission of Bids	12-08-2021 by 01:00 PM.
Opening of Technical Bids	12-08-2021 at 03:00 PM. Authorised representative of vendors may be present during opening of the Technical Bids. However, Technical Bids would be opened even in the absence of any or all of the bidders' representatives.
Opening of Commercial Bids	On a subsequent date which will be communicated to such bidders who qualify in the Technical Bid.
Cost of RFP document	₹1,180/- (Rupees One Thousand One Hundred and Eighty Only)
EMD	Rs.15,000/- (Rupees Fifteen Thousand Only)
<b>Contact Details</b>	
Address for Communication, Pre-Bid meeting and submission of Bids	<b>HoD, General Administration Deptt., J&amp;K Grameen Bank, Head Office Narwal Jammu-180006.</b>
Mobile No.	9797127377
All correspondence relating to this RFP should be sent to email id	<a href="mailto:pdg.hoj@jkgb.in">pdg.hoj@jkgb.in</a>
RFP Document Fees	Demand Draft/ Pay Order Of ₹1,180/- favouring <b>Chairman J&amp;K Grameen Bank</b> , payable at jammu along with Technical bid in bidding document envelope.
<b>Note:</b> The Bank reserves the right to change the schedule mentioned above or elsewhere mentioned in the RFP, which will be communicated by placing the same as corrigendum on the Bank's website.	

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## PRE QUALIFICATION

S. No	Particulars	Remarks
1.	Name of the Dealer/ Firm.	
2.	Address for correspondence.	
3.	Registration as Firm/Supplier A. Income Tax/ PAN No. B. GSTIN C. Any other registration kindly specify (Copies of Certificates of registration with relevant authorities to be enclosed)	
4.	Contact numbers and Email ID.	
5.	CDR Details: a) CDR No:- b) Date:- c) Amount:- d) Name of the Bank:- e) Pledged to:-	
6.	Approved with any Financial Institution like Bank.	

7.	Details of contractual dispute with any department/organization or Arbitration proceedings or Court case/other litigations if any initiated or pending.	
8.	The bidder should not have been blacklisted/debarred by the Govt. of India or their undertaking, any statement governments or their undertaking previously. In such cases the bid will be summarily rejected and no correspondence in this matter shall be replied by the bank (Undertaking should be provided in this regard).	
9.	Detail of Works done during the last two Financial Years 2019-2020 & 2020-2021 in any Govt./ PSU/ Banking Organization (Attach copies of PO and Completion Certificate).	
10.	Service Center for servicing of ACs and Automatic Voltage Stabilizer must be located in Jammu (Attach details/Certificates duly signed by the concerned OEMs)	

**Sign of the Bidder**  
**(With Seal)**  
**(Sole Proprietary/ Partnership)**

## **INSTRUCTION TO THE BIDDER**

1. The tender should be submitted as per the tender document along with EMD and other mandatory documents.
2. The bidder should attach the following documents with the tender/quotation otherwise the bid will be rejected out rightly:
  - a. Photocopy of PAN Card.
  - b. Photocopy of GST Registration Certificate.
3. The cover duly super scribed with the statement "Tender for SITC of ACs in J&K Grameen Bank" must contain the address of the Bidder and shall be addressed to The General Manager, J&K Grameen Bank, Head Office Narwal, Jammu-180006.
4. The offer submitted should give all relevant price information and should not contradict any terms and conditions.
5. The bidder should sign and affix his/her firm's stamp at each page of the tender and all its related documents/ annexure as the acceptance of the offer made by the bidder.
6. **Bidder must submit the Technical & Price Bid in separate envelopes and both these envelopes should be placed in a single envelope super scribing "Tender for SITC of ACs in J&K Grameen Bank" along with the seal of the bidder.**
7. The J&K Grameen Bank Management will not be responsible for non-receipt/ late receipt or loss of tender document in postal transit.
8. The J&K Grameen Bank Management reserves the right to reject any or all of the tender documents, even withdraw the tender at any stage and will not be bound to give any reason for such decision.

## **SCOPE OF WORK**

1. The Air Conditioners are required to be installed at two locations of the Bank i.e at HO Jammu Narwal and Regional Office Rajouri. The bidder is advised to visit the sites and access the requirement of materials for installation of ACs before quoting for the tender. All expenses towards fabrication work, copper piping of each type, drain piping, insulation of copper piping, additional accessories, gas charging and electrical work including material required for installation complete in all respects shall be provided by the bidder.
2. The supplier shall be fully responsible for the correctness and for the faultlessness of the equipment so that the purpose of installation is served with optimum operational efficiency.
3. In addition to the breakdown maintenance, the bidder will be required to provide two complete services in a year for:
  - a) Complete check up of ACs for performance with oiling and tuning of all mechanical and electrical parts.
  - b) Cleaning of condenser and cooling coils, filters etc.
  - c) Temperature regulation and power consumption checking.
  - d) Any other problem faced by the Bank from time to time.
4. In case of compressor failure, no repairs shall be allowed. The bidder has to provide replacement of compressors from the company. The compressors shall carry replacement warranty of 05 years free of cost.
5. For indoor/outdoor unit, Alternating Current power (230+/-10%, 50 Hz) will be provided by Bank



## **TERMS AND CONDITIONS**

### **1. Parties:**

The parties to the SITC of ACs are the Tendering Firm and J&K Grameen Bank.

### **2. Addresses:**

For all purposes of the SITC, the address of the firm mentioned in the tender shall be final unless the firm notifies a change of address by a separate letter sent by Speed Post/Registered Post with acknowledge due. The firm shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

### **3. Signing of Tender:**

Individual Signing the tender or other documents connected with contract must specify whether he/she signs as:

- a.** A “sole proprietor” of the firm or constituted attorney of such sole proprietor.
- b.** A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of firm and to 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 firm.
- c.** Director or a principal officer duly authorized by the Board of Directors of Company, if it is a company.
- d.** A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, J&K Grameen Bank without prejudice, can cancel the contract and hold the Signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- e.** The bidder should sign and affix his/her firm’s stamp at each page of the tender and all its Annexure as the acceptance of the offer made by the bidder.

#### **4. Tender Process and submission of Tender documents:**

- i. The bid will consist of two parts – Technical Bid and Financial Bid. Each of the bids is to be placed in two separate sealed envelopes clearly super scribing “**Technical Bid**” and “**Financial Bid**”. Both the envelopes are to be placed in one sealed cover clearly super scribing “*Tender for SITC of ACs in J&K Grameen Bank.*”
- ii. The bid of all the parties whose financial bid is not found in a separate sealed cover or the rates quoted by them found being mentioned in their Technical Bid shall be rejected forthwith.
- iii. The offer/ bids received incomplete and/ or filed after due date shall be summarily rejected. The Financial Bids of only those parties shall be opened whose Technical Bids are found to be eligible.

#### **5. Earnest Money:**

- i. Tender document must be accompanied with Earnest Money Deposit of **₹15,000/- (Rupees Fifteen Thousand Only)** in the shape of CDR/FDR only in favour of “General Manager, J&K Grameen Bank, HO Narwal” failing which tender will not be accepted.
- ii. Earnest Money deposited with other tender will not be adjustable with the tender.
- iii. If a bidder withdraws its offer after opening of Technical or Financial Bid before the award of tender to the other valid bidder, the Earnest Money deposited by them will be forfeited.
- iv. The EMD of successful bidder shall be released upon successful SITC of the ACs at the respective sites and after receiving reports duly signed by the concerned Incharges.
- v. The EMD deposited by the unsuccessful bidder will be refunded to bidder at the earliest after finalization of the Tender.

#### **6. Subletting of Contract:**

The successful bidder shall not be allowed to sublet/ subcontract the contract to any other contractor.

#### **7. Criterion for Evaluation of Tenders:**

A committee constituted by the competent authority will evaluate the bids. The evaluation of the tenders will be done on the basis of fulfilment of eligibility conditions, on the basis of information furnished and the quoted price.

Decision of the lowest bidder will be taken on the basis of consolidated price quoted by the bidders which includes all kind of taxes, other charges (installation, carriage, transportation etc) and over heads. Any inferences drawn by the bidder or their representatives during the opening of the Bid will be their own view and J&K Grameen Bank will not be responsible and required to abide by the same.

#### **8. Right of Acceptance:**

- a. J&K Grameen Bank reserves all the rights to reject any tender including of those bidders who fail to comply with the instructions at any stage without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of J&K Grameen Bank Management in this regard shall be final and binding.
- b. Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvas for the said work will prejudice the firm's quotation.
- c. Successful bidder will be informed of the acceptance of his bid by speed post/e-mail. J&K Grameen Bank would enter into an agreement with the successful bidder firm

#### **9. Right to call upon Information regarding Status of Work:**

Officials of J&K Grameen Bank shall have the right to call upon information regarding status of work at any point of time.

#### **10. Eligibility Criterion of Bidder:**

- i. The bidder should have a minimum experience of 02 years in the relevant field and should have provided such Air Conditioners/ executed such orders in any Bank, PSU or Govt Organization (minimum 10 units supplied in the past 02 years).
- ii. The bidder should be Authorized dealer/ Authorized franchise/ Authorized distributor of the company/OEM of which the bidder intends to provide ACs to the Bank. Letter of Authorization/ Dealership Certificate from the manufacturer/ Company (OEM) should be enclosed for ACs.
- iii. Service Centre for servicing of ACs and Automatic Voltage Stabilizers must be located in Jammu. The bidder must provide letter from concerned OEMs in this regard.

iv. The bidder should never have been blacklisted

**11. Other terms and conditions:**

**a. Name of Work:**

Tender for Supply, Installation, Testing & Commissioning of Air Conditioners with Technical Specifications as laid down and agreed by the party.

**b. Scope of Work:**

The supplier shall be fully responsible for the correctness and for the faultlessness of the equipment so that the purpose of installation is served with optimum operational efficiency. Except as otherwise provided herein the supplier shall be responsible for supply of Air conditioners and there after carry out the necessary installation and commissioning including chipping and minor civil work complete with all accessories as required. The site where the ACs are to be installed are mentioned in the Tender document. For indoor/outdoor unit, Alternating Current power (230+/-10%, 50 Hz) will be provided by Bank.

**c. Contractor's General Responsibilities:**

The contractor shall, subject to the provisions of the contract, and with due care & diligence, execute, complete & maintain the works & provide all labour including Supervision, materials, constructional plant & all other things, whether of a temporary or permanent nature, required in and for such execution, completion & maintenance so far as the necessity for providing the same, excluding those to be provided by the Bank is specified in, or is reasonably to be inferred from the contract. Temporary electric, water charges & any other extra charges shall be paid by the contractor & nothing shall be paid by the Bank.

The contractor shall carry out and complete and maintain the works in accordance with accepted good engineering practices and using materials and workmanship of the quality and standards therein specified provided that where and to the extent that approval of the quality of materials or of the standards of workmanship is a matter of option, such quality & standards shall be to the satisfaction of the Bank.

The Air Conditioners to be supplied and all works to be done under this order shall be manufactured and executed in a manner set out in relevant specification and where not set out to the satisfaction of the Bank.

The supplier warrants to the Bank that upon delivery, all materials/apparatus/equipments to be provided under this order shall be new from original manufacture, free from any defects and all components thereof will fulfil the performance data characteristics and properties and serve the purpose with maximum operational dependability.

**d. Delivery:**

The Air Conditioner shall be delivered and installed within 05 days from the date of issuance of Order.

**e. Safety:**

The Supplier shall at all times conduct his operation in such a manner so as to avoid any risk of bodily harm to persons or damage to property. In addition the vendor shall comply with all applicable safety standards, codes and regulations.

**f. Payments:**

Payments shall be released as under:

- i. 90% after successful SITC.
- ii. 10% as Retention Money after warranty period i.e 01 year.
- iii. Tax/es as applicable shall be deducted from the bills.

**g. Warranty:**

The bidder shall provide a Comprehensive Warranty of minimum 1 Year from the date of Commissioning. The Compressor shall carry warranty of 5 Years. No repairing of the Compressor is allowed during the warranty period. During the Warranty period, the supplier at his own cost will arrange to rectify the defect developed, which may include replacement of defective part or even Air Conditioner unit within specified limit of 07 days. The supplier must possess a technical support in J&K UT so as to provide prompt services during the warranty period.

**h. Liquidated Damages:**

The Bank expects installation of ACs at the site within 05 days from the

purchase order. However, if the vendor commits delay in delivery or installation, within the period, the vendor will be liable to pay or Bank shall deduct a sum of 1% (one percent) of the order value per site for each week of delay beyond the scheduled installation date by way of liquidated damages unless the delay is beyond one's control and accepted by the Bank.

If the contractor fails to provide services during the Warranty period as specified in 7(g) above, the Banks shall have the right to get such defective work rectified after giving due notice in writing to the Contractor and recover the cost of repairs from the monies so retained.

**i. Rates and its validity:**

Prices shall be expressed in Indian Rupees only. The prices quoted by the bidders should be inclusive of supply, installation, of all equipments and other components. Charges for transportation, forwarding and insurance to cover the equipments during transit will be borne by the bidder. The bank shall neither pay any other cost nor consider any other cost for paying to vendor. The cost will not depend on any variation in USD/£/€ exchange rate or change in tax structure. **Rates mentioned in commercial bid should be inclusive of all taxes, installation, transportation etc.**

**j. Checking of records:**

J&K Grameen Bank reserves the right and can at any point check the books & records of the Firm.

**k. Arbitration and Jurisdiction:**

The courts in Jammu (J&K) only shall have the jurisdiction to hear and decide any such suit. Such arbitration shall be governed by the J&K Arbitration and reconciliation Act 1997.

### Technical Bid

S No	Description	Capacity	Make	Model*
1	<b>Split Type Unit (Non-Inverter AC)</b> Comprising of HIGHWALL MOUNTED TYPE units with Copper Condenser <b>(Cold Mode Only)</b> operating on R32 / R410 Refrigerant. Complete with Indoor, Outdoor, Cordless Remote, filter & 3 meter Copper kit (Insulated with Nitrile rubber of Class "O"), 3m electrical wiring and 3m Drain pipe. (3 Star BEE Rating only)	1.5 TR		
2	Automatic Voltage Stabilizer of Copper winding, Range 100-280 V.	5KVA		
3	Outdoor angle stand of suitable size powder coated (If required)	Per unit		
4	Copper piping including necessary NITRYL RUBBER insulation of class O beyond first 3 meters (If required)	Per meter		
5	High Quality PVC Drain pipe beyond first 03 meter of 25mm dia UPVC with insulation (If required)	Per meter		

\* **Bidders shall mandatorily submit each datasheet corresponding to submitted Model no.**

\* **Brands for AC: Hitachi, Carrier, Blue Star, Daikin, Voltas, O General, LG, Samsung, Whirlpool, Godrej and Lloyd.**

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**Sign of the Bidder**  
**(With Seal)**  
**(Sole Proprietary/ Partnership)**

### PRICE BID

- 01) Name of bidder :
- 02) Address :
- 03) Telephone/Mobile No. :

S. No	Items	Quantity Required		Rates per unit (Jammu)	Total Cost (Jammu)	Rates per unit (Rajouri)	Total Cost (Rajouri)
		Jammu	Rajouri				
1	Split Type Unit (Cold) (As per S No 1 of Technical Specifications)	03	06				
2	Automatic Voltage Stabilizer (As per S No 2 of Technical Specifications)	NIL	06	NIL	NIL		
3	Outdoor angle stand (As per S No 3 of Technical Specifications)						
4	Copper piping (As per S No 4 of Technical Specifications)						
5	PVC Drain pipe (As per S No 5 of Technical Specifications)						
<b>GRAND TOTAL</b>							

**\*\* Rates should be inclusive of all charges (including service charges, all types of taxes, transportation, installation etc.) L1 will be decided based on total amount per Item inclusive of all types of taxes, transportation charges, installation charges etc. Hence bidder shall quote for all the specified items. If not, bid shall be rejected.**

**Sign of the Bidder (With Seal)**  
**(Sole Proprietary/ Partnership)**