

Invites

***TENDER FOR RATE CONTRACT FOR AMC OF SERVO STABILIZERS***

General Administrative Department

J&K Grameen Bank

Head Office, Narwal

9797127377

pdg.hoj@jkgb.in

**Tender Details**

|  |  |
| --- | --- |
| **Tender Reference No.** | JKGB/GAD/TEND/20- Dated: 07.12.20 |
| **BID Document Price** | Rs 1,180/- |
| **EMD (Earnest Money Deposit)** | Rs 5,000/- (in favour of General Manager, J&K Grameen Bank, Head Office Narwal, Jammu) |
| **Bid Document Availability** | General Administrative Deptt. J&K Grameen Bank  Head Office, Narwal,  Near Fruit Complex, Jammu – 180006 from 08.12.2020 to 29.12.2020 |
| **Last Date for Receipt of Tenders** | 30.12.2020 up to 1:00PM |
| **Date & Time of Opening of Tenders** | 30.12.2020 at 03:00 PM |
| **Address of Communication** | General Manager  J&K Grameen Bank  Head Office, Narwal,  Near Fruit Complex,  Jammu – 180006. |
| **Email ID** | [pdg.hoj@jkgb.in](mailto:pdg.hoj@jkgb.in) |
| **Web Site** | [www.jkgb.in](http://www.jkgb.in) |

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**Pre Qualification**

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| --- | --- | --- |
| **S. No** | **Particulars** | **Remarks** |
| 1. | Name of the Dealer/ Firm. |  |
| 2. | Address for correspondence. |  |
| 3. | Registration as Firm/Supplier   1. Income Tax/ PAN No. 2. GSTIN 3. Any other registration kindly specify   (Copies of Certificates of registration with relevant authorities to be enclosed) |  |
| 4. | Contact numbers and Email ID. |  |
| 5. | List of similar works duly executed/completed in last Two years.  (Minimum two Years of experience in AMC of Servos of Banks is required)  (Attach supporting documents) |  |
| 6. | List of Works in progress.  (Attach details) |  |
| 7. | CDR Details:   1. CDR No:- 2. Date:- 3. Amount:- 4. Name of the Bank:- 5. Pledged to:- |  |
| 8. | Details of contractual dispute with any department/ organization or Arbitration proceedings or Court case/ other litigations if any initiated or pending. |  |
| 9. | 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). |  |
| 10. | Approved with any financial institution like Bank.  (attach details) |  |

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**Sign of the Tenderer**

**(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:
   1. Photocopy of PAN Card.
   2. Photocopy of GST Registration Certificate.
3. The cover duly super scribed with the statement "*Tender for AMC of Servo Stabilizers”* 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 tenderer should sign and affix his/her firm's stamp at each page of the tender and all its related documents as the acceptance of the offer made by the tenderer will be deemed as a contract and a formal agreement will also be drawn regarding the contract.
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 AMC of Servo Stabilizers”*.
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 have the right to reject any or all of the tender documents and will not be bound to give any reason for such decision.

**Scope Of Work**

1. The agency shall be responsible for maintaining 119 stabilizers( *as in where in condition*) of different KVA\* capacities installed at J&K Grameen Bank branches of Jammu region *(List of branches as per Annexure attached)*. The agency shall be responsible for all preventive maintenance of the stabilizers and fault rectifications.
2. The agency shall be responsible for the maintenance towards routine servicing once in every quarter and labour for attending any number of breakdown calls during the contract period and fault rectification on-site as well as off-site.
3. On receipt of a break down intimation, a qualified staff would be deputed immediately on the same day and fault would be rectified immediately on priority basis and within 24 hrs so as to ensure that stabilizers are functioning satisfactorily.

\* The stabilizers are of 5 KVA, 7.5 KVA and 10 KVA ratings only.

**Terms And Conditions**

1. **Parties:**

The parties to the Contract are the Tendering Firm and J&K Grameen Bank.

1. **Addresses:**

For all purposes of the contract including arbitration there under, 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.

1. **Signing of Tender:**

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

* 1. A “sole proprietor” of the firm or constituted attorney of such sole proprietor.
  2. 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.
  3. Director or a principal officer duly authorized by the Board of Directors of Company, if it is a company.
  4. 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.
  5. The tenderer 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 tenderer will be deemed as a contract and a formal agreement will also be drawn regarding the contract.

1. **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 and over heads. Any inferences drawn by the tenderer 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.

1. **Right of Acceptance:**
2. 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.
3. 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.
4. Successful bidder will be informed of the acceptance of his bid by speed post/e-mail. J&K Grameen Bank would enter into a agreement with the successful bidder firm which would be referred as the contract.
5. **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.

1. **Other terms and conditions:**
2. **Scope of Work:**

The AMC shall be for onsite service as well as for all spares (It includes changing of dimmer, sensing unit/control card, pulse transformer or any other part including main transformer, leakages in body etc) i.e. it shall cover cost of services and also spares.

1. **Routine Inspection and Reports:**

The firm’s technician/engineer shall carry out routine maintenance/inspection once in every quarter for the Servo Stabilizers/AVR’s. The firm shall get a certificate duly signed by the Branch Head that the routine preventive maintenance (once in every quarter) has been carried out by the firm and forwarded the copy of the same to concerned Head Office, Narwal Jammu. The AMC shall be deducted proportionately by the Branch Head in case the certificate is not obtained.

1. **Break down Calls:**

The firm shall undertake corrective/service maintenance as & when complaints are reported to the firm’s centre. All service calls made shall be attended within a maximum of 24 hrs and the defects be rectified for smooth functioning of the Servo Stabilizers/AVR. The agency shall intimate the landline & mobile numbers of the technicians/Engineers deployed to every Branch/Office.

1. **Standby Arrangement:**

In case of major fault when Servo/AVR cannot be set right at the Branch &shifting thereof to the workshop becomes necessary, the firm will provide a substitute Servo/AVR without charging any rent etc. At such arrangements however the Bank may provide reasonable carriage charges.

1. **Safety:**

The Vendor 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.

1. **Payments:**

The payment on account of AMC charges shall be released at the end of the quarter. The Bank will pay no conveyance charges etc. to the Technician/Engineer for visits to the Branch/Offices.

1. **Penalty:**

The Bank reserves the right to cancel the AMC at any time & take suitable action against the firm like imposition of penalty etc. to be determined by the Bank in case the performance of the Contractor is found unsatisfactory.

1. **Arbitration:**

In case of dispute in any matter the right to cancel the AMC at any time & take suitable action against the firm like imposition of penalty etc to be determined by the Bank in case the performance of the contractor is found satisfactory.

1. **Miscellaneous:**
2. The firm shall station a service Engineer/Technician permanently at Jammu for attending calls from Branches/Offices.
3. No alteration can be made, no attachment fitted or repairs or adjustments done except by the consent of Bank’s Engineers.
4. The AMC shall not include any work external to the system such as maintenance of wiring etc.
5. Damages due to mishandling of Servo/AVR by the firm will be the responsibility of the concerned firm.
6. The duration of the contract shall initially be for a period of one Year from the date of execution of the agreement & can be renewed at the sole discretion of the Bank.
7. Taxes as applicable like TDS etc. shall be deducted for the bills.
8. The servo stabilizer whose warranty period lapses shall automatically be put under AMC and same will be intimated to the agency.

**Price Bid**

1. Name of bidder :
2. Address :
3. Telephone/Mobile No. :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No | Detail of Work  (SERVOS) | RATE per Unit\*\* | Total Qty | Total RATE\*\* |
| 1 | AMC of 05 KVA |  | 70 |  |
| 2 | AMC of 7.5 KVA |  | 45 |  |
| 3. | AMC of 10 KVA |  | 04 |  |
|  |  | **Grand Total** | **119** |  |

\*\* Rates should be inclusive of all charges (including service charges, all types of taxes etc.)

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