

INDIAN BANK

Zonal office , Chinsurah

Senco Building, Bally more, Bandel, Hooghly -712103

NOTICE INVITING QUOTATIONS

Work: Comprehensive Annual Maintenance of Air-Conditioner

Machines (Window & Split) installed in 66 Branches, 4 Offices under

Chinsurah zone in Hooghly and Bankura District.

Sealed quotations in two bids system from eligible, experienced AC service providers with Banks, Government Departments, PSUs etc, having its office in Hooghly District, with minimum 5 years experience in the similar fiels are invited for comprehensive Annual Maintenance of Air-Conditioner Machines (Window & Split) installed in 66 Branches, 3 Offices under Chinsurah zone spread across district of Hooghly and Bankura for a period of Three year with annual satisfactory review.

Full details and quotation documents are enclosed (as per Quotation) or may be collected from Bank's premises Department, Zonal Office Chinsurah, 2nd floor SENCO Buliding ,Bally more Bandel, Hooghly -712103, W.B. Dully filled in quotations in sealed envelope prescribing name of work/name of firm with address, contact number, e-mail ID should be submitted on above mentioned address as per following schedule.

1	Issue of quotation document	20.05.2026
2	Last date for submission of quotation	03.06.2026 Upto 03:00 PM
3	Opening of quotation (Part I)	03.06.2026 At 04:00 PM

The Bank reserves the right to accept or reject any or all the quotation without assigning any reason whatsoever.


Zonal Manager

**Work: Comprehensive annual Maintenance of Air- Conditioner machines (Windows& Split)
installed in 66 branches and 4 offices under Chinsurah Zone.**

General conditions and instructions to the contractors

1. Eligibility Criteria:

- a. Experienced AC service providers with Banks, Government Departments, PSUs etc. having its office at Chinsurah or in Hooghly District, with minimum 5 years' experience in similar field.
- b. The contractors/agency should have at least Five years of experience in the field , as on 31.03.2026
- c. The agency should have successfully executed minimum one AMC for window & split type ACs for a value not less that Rs. 100000/- per year or two works of Rs. 50000/- per year or three works of Rs. 40000/- per year in the Government Department, public Sector undertaking Banks, etc. during the last 3 years.
- d. The contractor should use its own equipment T&P for the jobs.
- e. The agency should have valid GST registration & other supporting documents related to GST.

2. Duration of Contract:

The AMC will be valid for a period of 1 year However, if services are not found satisfactory during the said period; the contract will be terminated any time by giving one-month notice. The contract may be extended for further one year on same rates at Bank's option.

3. Payment Terms:

- a. Payment will be released on a quarterly basis after ascertaining the satisfactory performance of contractual responsibility carried out in the said quarter based on the service reports duly signed by concerned Branch Manager to the effect that all the complaint recorder in the register/informed to AMC contractors have been attended to and routine maintenance has been carried out.
- b. No advance payments will be entertained.
- c. All Taxes as applicable will be deducted at source.

4. Scope of Work:

- a. Servicing overhauling of AC machines (Window & Split) (Once in every 3 months). Cleaning of filters, cleaning of cooling coil, pressure cleaning by air/water & general cleaning
- b. Gas filling /welding/brazing/Compressor Changing, etc. including the transportation and carriage charges , whenever necessary.
- c. Rectification of electrical circuits in ACs.
- d. Replacement of motors (all type) in AC units if necessary.
- e. Replacement of capacitors. Relays and overload relay in AC units , if damaged.
- f. Contractor should ensure to attend the breakdown/Complaints within 24 hours of information to him in case of minor/major complaints.

- g. All the AC machines are to be maintained in proper working conditions round the clock including no water leaking, no abnormal sound, proper setting of thermostat and their tripping etc. including functioning of their remotes.
- h. All the spares and consumables are to be provided by the contractor.

5. Penalty:

While all contractual obligations will be strictly enforced deductions will be made for poor services like

- a. In case the contractor's service personal refusing to do duty assigned in respect of maintenance of air conditioners.
 - b. The contractor's service personal not turning up for service on the appointed day at the appointed time.
 - c. For deficiency in the workmanship and misbehaviour of the staff deployed for supply and service.
 - d. In case of delay in attending the work in time , the bank will be at liberty to get the work done through any other contractor on risk & cost of AMC contractor and the cost will be recovered from the bill of AMC contractor.
 - e. The penalty will be levied on the basis of assessment by Bank.
6. Rate should include charges for removal of debris out of premises to nearest dump as per local bye laws removing stains, cleaning the site thoroughly and restoring it to original condition where work is undertaken.
 7. Quoted rate should be workable and should include all overheads and profits GST to be mentioned separately. No variations of rates will be allowed during the execution of work.
 8. The contractor should have valid license relating to the contract work all the same and the workmen employed by the contractor should also have the valid license and experience in the trade.
 9. The contractor should observe all the safety precautions for the safety of the labour and the employees of the bank during execution of works. The contractor should arrange to obtain necessary insurance cover for its employees. The contractor would be responsible for the safety of persons employed by him.
 10. The contractor shall be fully responsible and compensate the bank in the event of any damage to men or material, injury/damage or death as the case may caused directly or indirectly due to negligence of the contractor or his agents and his agents and/ or his employees or workmen. The decision of the bank in this regard shall be final and binding.
 11. The contractor should not employ any person who is prohibited by law from being employed for fulfilling obligations under this contract.
 12. Any act of indiscipline/misconduct/theft/pilferage on the part of any employee engaged by the contractor resulting in any loss to the bank in kind or cash will be viewed seriously by the contractor resulting in any loss to the bank in kind of cash will be viewed seriously and the bank will have the right to levy damages or fine and/ or even terminate the contract forthwith.
 13. In case of any default or failure on your part to comply with all any one of the terms and/or conditions , the bank reserves to itself the right to take necessary remedial measures befitting to the situation including , inter-alia , the deduction of appropriate amount(s) from

- dues otherwise payable to you and/or by taking recourse to appropriate recovery proceedings.
14. If any dispute arises on any matter concerning this contract the decision of the bank shall be final and binding.
 15. The contractor should not cause or permit any nuisance on the site which shall cause unnecessary disturbances or inconvenience to the employees of the bank.
 16. The workman employed by the contractor should abide by the rules and regulations inside the bank.
 17. The contractor should obtain approvals, if any, necessary for the work from the statutory bodies on behalf of the Bank. The fees if any will be reimbursed, based on the original receipts issued by them.
 18. The contractor shall not directly or indirectly transfer assign and sublet the contract or any part of it
 19. The rate quoted in the quotation shall be inclusive of all charges of scaffoldings lifting tools and plants, freights, labour conditions and fluctuations in rates.
 20. Contractors are required to organize the work in such a way that working of office/residents of the building are not affected contractor are required to take adequate care during progress of work to protect belongings of office, building, furniture etc. in case any damage contractors at their own cost shall make the same good contractors are to submit time schedule of work. After completion of work, cleaning of floors, furniture, etc. are to be done to the satisfaction of occupants.
 21. All erasures and alteration to be made while filing the quotation must be attested by initials of contractor. Overwriting of figures is not permitted.
 22. The bank reserves the right to reject any or all the quotation, accept part of any quotation, entrust the entire work to any contractor or divide the work to more than one contractor(item wise without assigning any reason or giving any explanation). The rates quoted by the contractors will help well for bifurcation and no compensation will be paid on this account.
 23. The contractor should quote in figures as well as in word the rate and amount quotationed by them. The amount of items should be worked out and the requisite total is to be given.
 24. The contractor shall provide everything necessary for the proper execution of the work.
 25. Bank will not supply any T&P materials or any other material, etc. required for AMC work. The contractor shall supply fix and maintain all the scaffoldings, jhulla, T&P etc. at his own cost during execution of any work and remove them as soon as possible as the work is over.
 26. All the defects/replacement of parts etc. caused in the work order period shall be got rectified by the agency at his own cost and nothing extra shall be payable on this account.
 27. Contractors may visit the site to understand the nature and scope of the work and doubts of any nature should be clarified before quoting price/submitting quotation documents

PART- I (TECHNICAL BID)

Particulars of the form to be furnished by the contractor for the purpose of the Comprehensive Annual Maintenance of Air –Conditioner Machines (Window& split) installed in 66 branches and 4 offices under Chinsurah zone.

1. Name of the Organization :
2. Address & Tell/Mob No. :

3. Year of Establishment :
4. Status of the firm
(whether Company/Firm/Proprietary) :
5. Name of Directors/Partners/Proprietor :
 - a.
 - b.
 - c.
6. Whether registered with the Registrar of companies Registrar of firms. :
If so, mention number and date
7. Whether registered for goods and service :
Tax if so, mention number and date
Furnish also copies of GST related documents
8. Whether an assessed of Income tax. :
If so mention permanent account number
Furnish copies of Income Tax Clearance Certificate

Note: Where copies are required to be furnished, these are to be certified copies preferably by the concerned agencies or a government officer.

Place
Date

Name & Signature with seal

Enclosure to part-1

PROFORMA-1

PARTICULARS IN RESPECT OF WORK EXECUTED

S. N O	Name of the work project with Address	Short description of work Executed	Name & Addresses of Owner	Value of work Executed	Stipulated time completion with date of commencement	Actual time completion with date of completion	Name of Architect/Consulting Engineer

Place

Date

Name & signature with seal

Enclosure to part- 1

PROFORMA-2

OTHER RELEVANT INFORMATION

A. WORK FORCE

S.NO	Employee	Number	Any Other	Years with the firm
1	Technicians			
2	Mate/Helpers			
3	Others			

B. WORKSHOP FACILITIES

S.NO	Location	Land Area	Type of structure	Type of Facilities
1				
2				
3				

C. LIST OF MAJOR CONSTRUCTIONAL EQUIPMENT IN POSSESSION OF THE FIRM

Place

Date

Name & Signature with Seal

PART-'B' (PRICE BID)

Schedule of works for comprehensive Annual Maintenance of Air- Conditioner Machines (window & split) installed in Chinsurah Zonal office & 68 Branches /offices under Chinsurah Zone .

s.no	Name of premises	Type of AC	Number	AMC Rate/Year per unit(in Rs.) Excluding taxes	Total AMC Amount (In Rs.) Excluding taxes
1	66 Branches, 4 Offices under Chinsurah zone in Hooghly and Bankura District				
2	Total Amount (Excluding GST)				
3	GST @----- % Final Amount including Taxes/GST				

Place

Date

Name & signature with seal

Branch list Hooghly District

SL. No	BRANCH	No of Air Conditioner	SL. No	BRANCH	No of Air Conditioner
1	ADISAPTAGRAM	04	31	HARIPUR	04
2	ALAMPUR	03	32	HELAN	04
3	ARAMBAGH	07	33	HIND MOTOR	08
4	ATGHARA	03	34	JEJUR	03
5	BARUIPARA STATION ROAD	03	35	KANCHRA	05
6	BAIDYABATI	08	36	KONNAGAR	06
7	BALIGORI	03	37	LAXMIGANJ BAZAR	06
8	BALIPUR	04	38	MADHUSUDANPUR	03
9	BANDEL BAZAR	09	39	MIRZAPUR BAKIPUR	05
10	BARUIPARA MAIN	09	40	MOLLARBER-GUMODANGA	04
11	BASUBATI	03	41	PANDUA	03
12	BEGUMPUR	09	42	PIPULPATI	09
13	BENGAI	05	43	PURAH	08
14	BERELA	03	44	RADHAGOBINDANAGAR	09
15	BORHAL	02	45	RISHRA	07
16	BORADANGAL	06	46	SERAMPORE	07
17	CHINSURAH POLICE LINE	07	47	SARADAPALLY	08
18	CHAMPANDANGA	06	48	SHEORAPHULI	09
19	CHANDANNAGAR	09	49	SINGUR	05
20	CHINSURAH MAIN	07	50	SIPAIGACHI	03
21	DANKUNI	07	51	SRIPUR BAZAR	05
22	DASGHARA	03	52	TARAKESHWAR	05
23	DIHIBAGNAN	03	53	ZONAL OFFICE	16
24	DUMURDAHA	05	54	RAPC & MAPC	03
25	DWARBASHINI	06	55	CURRENCY CHEST	02
26	DWARHATTA	05			
27	GOPALNAGAR	04			
28	GOURHATI	06			
29	GURAP	07			
30	HARIPAL	06			

Branch List Bankura District

SL. No	BRANCH	No. of Air Conditioner
1	BANKURA NUTUNCHATI	06
2	BAMANTORE	00
3	BANKURA S.P MOOKERJI RD	05
4	BIKRAMPUR	02
5	BISHNUPUR	04
6	GHUTGORIA	04
7	GORABARI	04
8	KANCHANPUR	04
9	MANKANALI	01
10	NAMO ANCHURI	05
11	RAMPUR	00
12	RUDRA	03
13	SARENGA	05
14	SONAMUKHI	04

Total No. of Air conditioner 356.