Technical Bid

SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD.
(A Wholly Owned Subsidiary of SBI)
CIRCLE OFFICE-KOLKATA
Block – “D”, 9th Floor, SamriddhiBhavan,
1, Strand Road, Kolkata – 700 001

COMPREHENSIVE AMC FOR 4x 250 TR HVAC PLANT & IBMS AND OPERATION SERVICES
CONTRACT FOR SBIL, NEWTOWN, RAJARHAT, KOLKATA-700156

Tender reference No : KOL202003001

Last Date of submission of tenders: 20.03.2020 up to 17:00 Hrs

Name of the bidder M/s……………………………………………………………………

NOTE: THOSE WHO HAD ALREADY APPLIED IN THE PREVIOUS TENDER OF TENDER ID : KOL201912007 NEED NOT APPLY AGAIN.
SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD.
(A wholly owned subsidiary of SBI)
CIRCLE OFFICE, KOLKATA
9th floor, Block-D, SamriddhiBhavan, 1 Strand Road, Kolkata- 700001
Phone No. 033-22436677, e-mail: headkol.sbiims@sbi.co.in

PRE-QUALIFICATION OF CONTRACTOR

SBI Infra Management Solutions Pvt. Ltd. (SBIIMS) on behalf of State Bank of India (SBI) invites Expression of Interest in sealed cover offers for Pre-qualification of contractors from eligible Companies/Registered Partnership Firms/Proprietary firms having manufacturing unit of Screw Chillers within India and Service Setup at Kolkata with sound financial background, required experience, technical expertise, mechanized equipment, adequate qualified technical/skilled personnel and who satisfy the Bank’s specified qualification criteria for COMPREHENSIVE AMC FOR 4x 250 TR HVAC PLANT & IBMS AND OPERATION SERVICES CONTRACT FOR SBIL, NEWTOWN, RAJARHAT,KOLKATA-700156. The application form, details of eligibility criteria etc. can be downloaded from Bank’s web-site www.sbi.co.in under “Procurement News”. Corrigendum, if any, shall be displayed in the aforesaid Bank’s web-site only. Bank reserves the right to reject any or all the proposals without assigning any reasons thereof. Bank will not be liable for the postal or any other delay and the offer(s) not received on time will be rejected summarily. Agencies who are already empaneled with SBI, Kolkata Circle need to apply afresh.

Last date of submission of offer: **20.03.2020** up to **17.00 Hours**.

Place: Kolkata
Date: 02.03.2020

Vice President & Circle Head
SBIIMS, Circle Office
NOTICE INVITING TENDERS

THE VICE PRESIDENT AND CIRCLE HEAD, SBI INFRA MANAGEMENT SOLUTIONS PVT LTD, 9TH FLOOR, BLOCK – "D", SAMRIDDHI BHAVAN, 1, STRAND ROAD, KOLKATA – 700 001, INVITES SEALED TENDERS ON BEHALF OF THE STATE BANK OF INDIA FOR COMPREHENSIVE AMC FOR 4x 250 TR HVAC & IBMS AND OPERATION SERVICES CONTRACT FOR SBIL, NEWTOWN, RAJARHAT,KOLKATA-700156 AS PER ATTACHED SCHEDULE.

- **Tender No:** KOL202003001

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>1. NAME OF WORK</strong></td>
<td>COMPREHENSIVE AMC FOR 4x 250 TR HVAC PLANT &amp; IBMS AND OPERATION SERVICES CONTRACT FOR SBIL, NEWTOWN, RAJARHAT, KOLKATA-700156 AS PER FOLLOWING SCHEDULE</td>
</tr>
<tr>
<td><strong>2. ESTIMATED COST</strong></td>
<td><strong>Rs. 55 Lacs (Rupees fifty lacs Only)</strong></td>
</tr>
<tr>
<td></td>
<td>This amount is exclusive of applicable Goods &amp; Services Tax (GST), which shall be paid extra as applicable on final bill.</td>
</tr>
<tr>
<td><strong>2. EARNEST MONEY DEPOSIT</strong></td>
<td><strong>Rs. 55,000.00 (Rupees Fifty Five Thousand only).</strong></td>
</tr>
<tr>
<td></td>
<td>In the Form of Demand Draft Issued By Any Scheduled Bank Drawn In Favour Of “State Bank Institute Of Leadership, Kolkata” Payable At Kolkata Which Shall Be Converted Into Security Deposit For Successful Contractor, Whose Tender Is Accepted.</td>
</tr>
<tr>
<td><strong>3. SECURITY DEPOSIT.</strong></td>
<td><strong>Rs. 5,00,000/- (Rupees Five Lac Only)</strong></td>
</tr>
<tr>
<td></td>
<td>IN THE FORM OF BANKERS CHEQUE/DEMAND DRAFT ISSUED BY ANY NATIONALISED BANK FAVOURING “State Bank Institute of Leadership, Kolkata” PAYABLE AT KOLKATA OR BG OF EQUIVALENT AMOUNT ISSUED BY ANY NATIONALISED BANK/SCHEDULED BANK.</td>
</tr>
<tr>
<td><strong>5. Tender Processing Fee (TPF)</strong></td>
<td><strong>Rs.3,000/- (Rupees Three Thousand Only) (Non-Refundable)</strong></td>
</tr>
<tr>
<td></td>
<td>To Be Credited Through State Bank Collect (SB Collect an Efficient Mis Report Generation Tool) Only: The Steps Involved in Making the Payment Is Provided at Annexure-II. The Receipt Generated with Reference No. To Be Submitted Along with Technical Bid. GST Number of Contractor to Be Mentioned on It. Contractor Should Submit Tender Processing Fee (TPF) Through Online Mode Only as Mentioned in This NIT. TPF In the Form of Demand Draft (DD) Will Not Be Accepted. Such Tenders Without Online Payment Receipt Will Be Rejected</td>
</tr>
<tr>
<td><strong>6. DATE &amp; TIME FOR AVAILIBILITY OF TENDER DOCUMENT IN WEB SITE</strong></td>
<td><strong>05.03.2020</strong> To <strong>20.03.2020</strong>, Which Can Be Down Loaded from Bank’s Web Site <a href="http://www.sbi.co.in">www.sbi.co.in</a> Under “Procurement News.”</td>
</tr>
<tr>
<td><strong>7. ADDRESS AT WHICH THE TENDERS ARE TO BE SUBMITTED</strong></td>
<td>Deputy General Manager (Administration), State Bank Institute of Leadership, Ashoka Bhawan (Admin Block), 2ND Floor, Plot No. II F/2, Street No. 329, Action Area II, Newtown, Rajarhat, Kolkata 700 156</td>
</tr>
<tr>
<td><strong>8. LAST DATE &amp; TIME OF RECEIPT OF TENDERS</strong></td>
<td><strong>20.03.2020 Up To 5.00 PM</strong></td>
</tr>
<tr>
<td><strong>9. DATE AND TIME OF OPENING TENDERS (Technical Bid)</strong></td>
<td><strong>21.03.2020</strong> (Saturday) at <strong>12.00 AM</strong></td>
</tr>
<tr>
<td><strong>10. PLACE OF OPENING TENDER</strong></td>
<td>State Bank Institute of Leadership, Ashoka Bhawan (Admin Block), Plot No. II F/2, Street No. 329, Action Area II, Newtown, Rajarhat, Kolkata 700 156</td>
</tr>
<tr>
<td><strong>12. VALIDITY FOR OFFER</strong></td>
<td>6 (Six) Months from The Date of Opening of Technical Bid</td>
</tr>
<tr>
<td><strong>13. COMMENCEMENT OF</strong></td>
<td>With In 15 Days on The Issuance of Work Order</td>
</tr>
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</table>
IN CASE THE DATE OF OPENING OF TENDERS IS DECLARED AS A HOLIDAY, THE TENDERS WILL BE OPENED ON THE NEXT WORKING DAY AT THE SAME PLACE AND TIME.

SBI/SBIIMS RESERVES ITS RIGHTS TO ACCEPT/REJECT ANY/ALL TENDER WITHOUT ASSIGNING ANY REASON WHATSOEVER AND CAN INCREASE OR DECREASE MANPOWER THE QUANTITIES OF ANY ITEM AND CONTRACTOR HAS TO EXECUTE THE SAME AT THE RATE QUOTED APPROVED MANPOWER.

Please note that we are not considering MSME certificate for EMD and Tender Fees.

Sd/-
VICE PRESIDENT AND CIRCLE HEAD

TENDER SCHEDULE

Availability of Tender document : 05.03.2020 to 20.03.2020.

In Bank’s website

Last Date and time for submission of tender : 20.03.2020 up to 17:00 Hrs

Date and time of opening of Technical Bid : 21.03.2020 (Saturday) at 12.00 AM

Address for Communication

Deputy General Manager (Administration), State Bank Institute of Leadership, Ashoka Bhawan (Admin Block), Plot No. II F/2, Street No. 329, Newtown Action Area II, Rajarhat, Kolkata 700 156

OR

Vice President & Circle Head, SBI Infra Management Solutions Pvt. Ltd, Circle Office, 9th Floor, Block – “D”, Samriddhi Bhavan, 1, Strand Road, Kolkata – 700 001.

The complete tender documents can be downloaded from the State Bank of India website i.e. www.sbi.co.in under “procurement” news section. Technical bid to be submitted by interested eligible tenderer along with the requisite EMD of Rs. 55,000.00 in the form of a Demand Draft issued by any Nationalized/Scheduled Bank drawn in favour of “State Bank Institute of Leadership, Kolkata” payable at Kolkata and a non-refundable tender fee of Rs.3,000/- (Rupees Three Thousand only) which is to be deposited in online mode. Tender documents without tender fees and Earnest Money Deposit (EMD) shall be rejected summarily. SBI/SBIIMS reserves the right to increase or decrease the quantum of services to be provided and also reserves the right to reject, cancel or revise or accept any or all the tenders or part of tenders without giving any reasons thereto.
Dear Sir,

INVITATION FOR SUBMISSION OF EXPRESSION OF INTEREST
FOR HVAC & IBMS AMC AND OPERATION SERVICES CONTRACT

State Bank Institute of Leadership, Kolkata (also referred as SBIL hereinafter in this document) invites Tender in respect of the above mentioned work from reputed licensed organizations having manufacturing unit of screw chillers in India and Service setup at Kolkata with sound financial capacity, required experience, expertise, adequate qualified personnel for undertaking Comprehensive Annual Maintenance Contract (AMC) of HVAC and IBMS Systems and providing the Manpower Support for Day-to-Day Operation and Maintenance of HVAC and IBMS System installed at SBIL subject to compliance of the following terms and conditions. This document contains 49 pages, serially numbered.

QUALIFYING REQUIREMENTS FOR TENDER EVALUATION:

Applicants are required to comply with all the following basic qualifications. All these qualifications are mandatory as well as qualifying in nature. Price bid of those applicants who satisfy all these criteria will only be opened. Failing to qualify in one or more pre-conditions as detailed below will automatically render the concerned bids ineligible for further consideration.

1. The applicant must be an Indian Registered, Licensed Company (Public Ltd. or Private Ltd.) / Partnership Firm and should be a Manufacturer of Screw Chiller within India and having Service setup at Kolkata (India).

2. The applicant must have a proven track record of minimum 10 years in rendering HVAC & IBMS AMC and Operation Service.

3. The applicant should have minimum 10 years’ experience in handing of AMC with Carrier Make Chillers having capacity 1000 TR.

4. The applicant must have a fully operational service setup at Kolkata. Organization chart of the service setup needs to be furnished along with the tender.

5. The Applicant must submit the document mentioning the confirmation from original OEM especially Chiller and BMS System for supply of original Spare Parts, Software and any technical support during maintenance for next 5 years.

6. The Applicant should submit minimum 3 relevant certificates from their existing clients, where they are handling the Comprehensive Annual Maintenance for same make of Chiller successfully for last three years.

7. Applicant should have valid ESCO (Energy Service Companies) certificate under BEE Ministry of Power, Govt. of India. Certificate indicating ESCO grading also needs to be furnished.


9. The Applicant must have valid GST Certification, ESI & PF Registration, Professional Tax Registration and Labour License to carry out AMC Work.

10. Applicant should have valid electrical license.

11. The applicant must comply with all labour laws and should obtain all licenses, approval, permissions to carryon the business of HVAC maintenance and operation.
12. The applicant must have a minimum annual turnover of **Rs 5.00 crores** (Rupees Five Crores only) during each of the last three financial years (2016-17, 2017-18 & 2018-19).

13. Firm should not have incurred in any loss in any year during the last 5 financial years, 2018-19, 2017-18, 2016-17. 2015-16 and 2014-15. Certificate from Chartered accountant is to be furnished in this regard.

14. Applicant should have qualified and trained manpower to do trouble shooting of chiller & IBMS make being quoted.

15. Applicant participating in the tender should not be a joint venture company.

16. The applicant must produce relevant documentary evidences of all certificates & licenses as stated above along with the pre-qualification application form. Non-disclosure of relevant information or furnishing incorrect information or documents will invite disqualification from the process.

17. The applicant must furnish appropriate declarations in respect of the terms and conditions mentioned above along with his pre-qualification application forms.

18. SBIL will not be responsible in any manner for the postal delay or loss or non-receipt of tender documents.

19. The Successful Bidder will have to submit a sum of Rs. 5.00 Lacs (Rupees Five Lacs only) as Security Deposit in the form of Demand Draft (DD) from any Nationalized Bank/ Bank Guarantee (BG) from any Nationalized Bank except SBI in favor of SBIL, Kolkata. Formalities regarding release of the Security Deposit / Bank Guarantee are furnished under clause number 4.5 of this Tender Document.

**Documents to be enclosed:**

a. Certificate of Incorporation, Articles &Memorandum of Association in case of a company / Partnership Deed in case of a partnership firm.

b. Certificate of Registration with Labour Department, Govt. of West Bengal(WB)/ Central Govt. (later Local Certificate to be given)

c. Certificate of Registration with Professional Tax Office, Govt. of WB/ Central Govt.

d. Certificate of Registration under GST Act.

e. Certificate of Registration under Shops & Establishment Act and Trade License.

f. Certificate of Registration with the Office of the Regional Provident Fund Commissioner.

g. Certificate of Registration with Employees’ State Insurance Corporation.

h. Audited Financial Statements (P&L and Balance Sheet) for the last 5 financial year along with certification from CA .

i. Banker’s solvency certificate (from a nationalized Bank) obtained within last three months, for minimum of Rs.25.00 lacs (Rs twenty five lacs).

j. Income Tax Assessment copies for the last three financial years.

k. Performance certificate from previous & present clients for last 3 years.

l. Valid Certificate of ISO as mentioned above.

m. Valid ESCO (Energy Service Companies) certificate under BEE Ministry of Power, Govt. of India. Certificate indicating ESCO grading shall be furnished.
PRE-QUALIFICATION APPLICATION FORM

1. Name of the Firm/Organization/ and address (with telephone number):  

2. Name of the Contact Person with Telephone /mobile No.:  

3. E-Mail-id:  

4. Details of registration with Labour dep’t. / MCH (Central / State):  

5. Name of Directors / Partners with their technical qualification:  

6. Past experience in the long term contract HVAC & IBMS Maintenance and Operation services:

<table>
<thead>
<tr>
<th>Period of Contract</th>
<th>Name of the Organization for whom HVAC &amp; IBMS Maintenance contracts undertaken</th>
<th>Type of the Contract undertaken</th>
<th>Value of contract &amp; other details</th>
<th>Remarks, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
<td></td>
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(You can use additional sheets, if required)

7. Details of other HVAC & IBMS Maintenance and Operation Services of the unit:

<table>
<thead>
<tr>
<th>Name of the Service Provider</th>
<th>Name of the client, if any</th>
<th>Type of Service provided</th>
<th>Period</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>From</td>
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</tbody>
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(You can use additional sheets, if required)
8. Annual Turnover during the last three years (Enclose copies of last three years Audited Financial Statements):

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>Turnover (Rs.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Profit(Rs.)</td>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>


Enclose a copy of the latest Assessment Order

10. Contract Labour (R&A) Act License No.:

(Enclose photocopy)

11. Registration no. under Shops & Establishment Act / Trade License:

(Enclose photocopy)

12. GST / ESI / EPF registration no., if any is available:

(Enclose photocopy)

Enclose copy of latest Assessment Order

13. Enclose Performance Certificate from previous and present clients:

: 

14. Whether 24 X 7 service and support will be available:

: 

15. No. of persons in employment – Permanent:

Temporary:

: 

16. Name and address of Bankers and type of facility availed from them:

: 

Page 8
17. Names of reference and their addresses with telephone numbers:

Date: ____________________________  
Signature of the Tenderer  
With seal  
Name & Address:

Note: Documentary evidences should be enclosed, wherever necessary.
Sealed tenders are invited (in 2 Part system) by The Director, SBIL, at the above office from experienced HVAC & IBMS Maintenance Contractors for operation and maintenance HVAC & IBMS systems in SBIL Campus. Agency/Contractor who has done similar type of work of Comprehensive AMC nature with proven technical and financial capacity, possessing required infrastructure for the above work only will be considered.

Name of work: Comprehensive Annual Maintenance Contract (AMC) and Operation for 'High & Low end HVAC & IBMS Systems'

**ADMIN, HUB, AUD, ED-HOSTEL, HOSTEL Block and other facilities at SBIL**

<table>
<thead>
<tr>
<th>Ref No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Description</td>
</tr>
<tr>
<td>Estimated Cost</td>
</tr>
<tr>
<td>EMD Amount</td>
</tr>
<tr>
<td>Last Date for Sale of Documents</td>
</tr>
<tr>
<td>Last Date For Submission of Tender</td>
</tr>
<tr>
<td>Date of Opening</td>
</tr>
<tr>
<td>Tender Fee</td>
</tr>
<tr>
<td>Period of contract</td>
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</tbody>
</table>

Tender documents can be obtained on written request in the firm’s letter head, on any working day up to 14.00 Hrs on 20/03/2020 on payment of the cost of tender document, including sales tax in cash (non-refundable) from the Accounts Officer, State Bank Institute of Leadership, Kolkata Campus, West Bengal. Tenders would be issued only to those fulfilling the criteria specified in this tender document.
TENDER SUBMISSION:

Tenders shall be submitted in two parts simultaneously in separate sealed covers, super scribed as "COVER-I" and "COVER-II". Tenders will be received up to 17.00 hrs on 20 March, 2020 at the above address.

COVER-I of the tender will be opened on 21/03/2020 at 12.00 noon in the presence of attending tenderers. Opening of COVER-II (Price bid) will be intimated only to those tenderers who are qualified after evaluation of Technical Bid.
Tender reference No: KOL202003001

COVER-I shall contain the following:

1. EMD as specified above in the form of Demand Draft from any nationalized Bank, in favour of "State Bank Institute of Leadership". Cash or Cheque or any other mode for the EMD will not be accepted.

2. Entire tender document (Inclusive of Annexure-A to Annexure-E), duly signed & sealed in every page by the contractor, along with technical information. “IN OUR EXPERIENCE THE FOLLOWING MINIMUM MANPOWER IS REQUIRED TO BE DEPLOYED AT SBIL FOR ENSURING TROUBLE FREE MAINTENANCE” works.

**MANPOWER DETAILS**

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Nature of work</th>
<th>Deployment Details</th>
<th>Strength</th>
<th>Operation Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>HVAC &amp; IBMS and BMS Operator</td>
<td>BMS Operator</td>
<td>3</td>
<td>24 hrs basis</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supervisor skilled in both HVAC &amp; BMS</td>
<td>1</td>
<td>From 9 am to 5 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HVAC Operator</td>
<td>5</td>
<td>24 hrs basis</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Helper</td>
<td>5</td>
<td>24 hrs basis</td>
</tr>
</tbody>
</table>

However contractors can specify manpower deployment pattern they propose to adopt for this work after going through the scope of work, as it is completely contractor’s responsibility to fulfil SBIL requirements. But manpower deployment shall not be less than the figures indicated above.

3. Any deviations from the tender conditions, specifications, makes etc in Annexure -C.
4. The Supervisor should have a minimum qualification of Diploma in Electrical / Mechanical Engineering and having minimum 5 years’ experience and having a permanent employee of the organization and all the operators should be minimum ITI in AC / Electrical system and having minimum 5 years’ experience of operating the similar type installation.
5. The BMS Operator should be certified & Trained by the BMS OEM Supplier and should having a capacity to do the basic level programming changing activities.
6. Reference of similar completed & on-going works with proof in the form of up to 3 major work orders of highest value for the last 3 years.
7. Confirmation saying that Schedule I (Annexure F) is completely filled and kept in price bid.
8. Valid labour license to undertake HVAC & IBMS AMC works,
9. PF, ESI, GST registration copies etc.
10. Latest solvency certificate issued by the Bank
11. Financial statement for the last 5 years and turn over details
12. Organization details, proprietorship / ownership details along with details of organization staff Matrix.
13. Major client list where HVAC & IBMS maintenance works are carried out in the last 3 years with their address, contact person/s name and contact details.
15. ESCO Certificate.
Tender reference No: KOL202003001

**COVER-II- Shall contain the following:**

1. **SCHEDULE-I** (Annexure-F), as per the given format

If clarifications are sought by the contractor during the bidding period the same should be in writing. Both the clarifications from the tender and the response to the clarifications from **SBIL** should be in writing and all such correspondences should be enclosed along with **COVER-I**.

Director, **SBIL** does not bind himself to accept the lowest or any other tender, and reserves the authority to reject any or all the tenders or to allot parts of the works to different agencies without assigning any reason thereof.

**NOTE:**

1. Each and every page of the offered bid shall bear the dated signature and seal of the contractor.

2. The vendors, who download the tender documents from the internet website, shall submit a DD for Rs.500/- of a scheduled Bank guaranteed by the Reserve Bank of India, along with technical bid, in favour of **State Bank Institute of Leadership**, Rajarhat, Kolkata-700156 towards tender document fees. And, such DD shall be drawn on or before the last date of tender sale.
NAME OF THE WORK: Comprehensive Annual Maintenance and Operation Contract for ‘High & Low end HVAC & IBMS Systems’ at SBIL (ADMIN, HUB, AUD, ED-HOSTEL, HOSTEL Block) and other facilities at SBIL.

1. Scope of Contract

1.1 The Contractor will provide services at STATE BANK INSTITUTE OF LEADERSHIP Plot No.IIF/2, Action area II, Street No.329 New town, Rajarhat, Kolkata - 700156

   a) Annexure – A – Scope of work & Tentative Guidelines for the Work Involved in the Scope
   b) Annexure – B – General Terms and conditions.
   c) Annexure – C – Schedule of Deviations
   e) Annexure – E – Undertaking from the contractor
   f) Annexure – F – Schedule-I (Price Break up for Maintenance works)

1.2 The details of rates and the number of personnel required for carrying out the work shall be indicated by the Contractor in the Annexure “B”.

1.3 Once the Work Order is issued, the Contractor will receive instructions from an Officer designated for this purpose (Officer-in-Charge) or his authorized nominee and the Contractor hereby undertakes to abide by his/her any suggestions/instructions, etc. as regards services covered in this contract.

1.4 Addition/alterations in scope of work: Any alterations or additions to the scope of work will be communicated to the Contractor and the Contractor shall carry them out. For any reduction/increase in the Scope of work, the increase/decrease in the rates shall be negotiated and finalized on mutually agreed basis.

2. Quality and scope of services

2.1 The Contractor shall appoint trained staff having a minimum qualification as mentioned below and a good bearing and maintain high standards of turn out, maintain adequate staff to ensure there is no hold up of any service for any reason whatsoever. Any deficiency in the number of staff deployed will entail penal reduction from the compensation payable as decided by the SBIL. The successful Contractor as soon as the agreement is signed shall submit a list of their workmen/supervisor/others along with copy of appointment order issued to them. As and when there is a change in the staff posted, a revised list shall be submitted along with copy of appointment order issued to the new appointee/appointees, simultaneously.

2.2 It is normally understood and agreed between both the parties that SBIL will not be responsible or be liable for any laws that are in force/that may come into force from time to time in respect of personnel engaged by the Contractor and he will be solely responsible for the terms and conditions of their services, safety, health, statutory requirement, etc.
2.3 The Contractor shall depute such officers and supervisors as proposed by him, who shall be available on site to supervise the Contract employees and interact on daily basis with Officer-in-Charge regarding delivering the specified services.

2.4 It is understood and agreed that the Contractor will be held responsible for any disciplinary matters arising out of their employees and the Contractor will take appropriate disciplinary action against those employees found indulging in any act of indiscipline in Center’s premises or in connection with the services referred to herein.

2.5 The Contractor will immediately replace any employee found to be unfit in any manner immediately or on receipt of advice from any authorized person in SBIL.

2.6 The Contractor shall maintain proper and detailed record for the job carried out by their employees and shall also maintain all records and returns as necessary for carrying out the work smoothly and as provided under the Contract Labour Act, Minimum Wages Act, ESI Act, PF Act, etc, as relevant and applicable from time to time.

2.7 The Contractor shall be solely responsible to comply with all legal and statutory requirements that arise out of this agreement and in respect of the employees engaged by the Contractor in fulfilment of the contractual obligations stated herein. An indicative list of these statutory obligations is at Annexure "D". It is understood and agreed that the Contractor will provide suitable uniforms with company insignia, badges/ID cards with photos and safety equipment and shoes to their employees. It is Contractor’s responsibility to have them periodically checked medically so as to ensure that medically fit staff only is deployed for the work.

2.8 a) The Contract employees should be covered under all statutory requirements like ESI, PF, ELI etc. by the Contractor and the Contractor shall comply with all the formalities in this regard. Copy of Challan and Schedule of Contract Employees for payment of ESI/PF/ELI etc. to be furnished (whether running/monthly or final) by the contractor along with their monthly Payment for Operation and maintenance work.

b) The Contractor shall pay salary and other allowances/benefits as indicated by the Contractor in their tender and accepted by SBIL. Such salary shall be same or more than minimum wages.

c) The SBIL will have the right to inspect/call for books/registers, documents in relation to all matters referred to, in this tender or agreed later on. The SBIL will also have all rights to make recoveries from the compensation, if any that any statutory agency imposes upon the SBIL due to the Contractor’s non-compliance with statutory obligations. A list of these as applicable at present is set out in Annexure ‘D’ attached. All the Contract employees should be covered under all statutory requirements like ESI, PF, etc. by the Contractor and the Contractor shall comply with all the formalities in this regard. Copy of challan and Schedule of Contract Employees for payment of ESI/PF/ELI etc. will be furnished by the contractor for reimbursement.

d) The contractor shall maintain a muster role, wages register of all men employed by them and all other documents and submit it to the SBIL on the 1st of every month for the previous month or as necessary for inspection. The Contractor shall provide all facilities for inspection /books / personnel on demand by SBIL or any Statutory Authority.
e) The contractor should provide PF A/c number, ESI Card and Photo Identity Card to the contract employees posted at SBIL. This should be done immediately but not later than one month from the date of signing joint agreement.

f) Contractor should not depute any Child Labour at Site.

2.9 It is clearly understood and agreed upon that neither the Contractor nor Contract employees shall have any claim on employment with SBIL at any point of time and this arrangement is purely between the Contractor and the SBIL for specific services for the period specified.

2.10 The successful Contractor shall indemnify/deemed to have indemnified the SBIL for all claims/losses arising out of this tender. The Contractor is deemed to have indemnified the SBIL against any claim by any authority once the work order is awarded. In the event the SBIL has to pay any individual, statutory body or any agency for reasons directly or indirectly attributable to this tender, the Contractor only shall pay such claim/damages and even if the SBIL is called upon to pay, such damages/penalties and or cost shall be recovered from the contractor's dues/amount payable or shall be paid by the Contractor on demand from SBIL.

2.11 The Contractor shall follow all rules as may be existing or may be framed from time to time at SBIL on all aspects covering this tender. Material movement, entry/exit of personnel, identity card, safety, etc. shall be according to procedures existing in SBIL as amended from time to time.

2.12 The rate quoted by the Contractor should include all statutory cost like ESI, PF, ELI, Bonus etc. as per Minimum Wages act.

3. Tenure & Termination

3.1 The contract with the SBIL will be initially for a period of 3 months and if the services are found to be satisfactory, the contract may be extended for a further period of 9 months. The SBIL reserves the sole right to extend the contract for further period but not exceeding 5 years from the date of initial engagement on the same terms and conditions. The SBIL reserves the right to terminate the Contract during the pendency of the Contract period if the performance is found unsatisfactory.

3.2 Except as provided in Clause 3.6 below, the Contract could be terminated by either side by giving one month's notice in writing. If the notice period is not given or if a shorter notice is given by the Contractor, the entire security deposit would be forfeited. Any other costs and / or damages incurred by the SBIL to maintain the services contracted to the Contractor, on account of such short notice will be deducted from the dues payable to the Contractor, or shall be paid by the Contractor on demand if such dues fall short of such costs.

3.3 In the case of failure to complete the contract in as per the terms & conditions of such engagement within the contract period specified in the tender and incorporated in the contract and if such work is executed by any other party engaged by SBIL at a higher rate the Contractor shall be liable to pay SBIL the difference between existing rate and the rate of the new Contract.

3.4 Risk Clause: Notwithstanding the other terms therein, SBIL at its option will be entitled to terminate the contract and to avail service from elsewhere at the risk and cost of contractor either the whole of the contract or any part which the contractor has failed to perform in the opinion of the SBIL within the time stipulated or if the same
performance is not available, the best and the nearest available substitute thereof. The contractor shall be liable for any loss which the SBIL may sustain by reason of such risk in addition to penalty.

3.5 **Insolvency and breach of contract**: The SBIL may, at any time, by notice in writing summarily terminate the contract without compensation to the Contractor in any of the following events:

(a) If the Contractor being an individual or a firm if any partner in the contractor's firm shall be adjudged insolvent or shall have a receiving order or order for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency act for the time being in force or make any conveyance or assignment of his Effects or enter into an arrangement or composition with his creditors or suspend payment, or if the firm be dissolved under the Partnership Act, or

(b) If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of its affairs or a receiver or manager on behalf of the debenture holders shall be appointed or circumstance shall have arisen which entitle the court or debenture holders to appoint a receiver or manager, or

(c) If the contractor commits any breach of contract not herein specifically provided always that such determination shall not prejudice any right of action or remedy which shall have then accrued or shall accrue thereafter to the SBIL provided also that the contractor shall be liable to pay the SBIL for any extra expenditure he is thereby put to but shall not be entitled to any gain on re-tender.

(d) In the event of inadequate or unsatisfactory performance of duties by the Contractor, the SBIL shall have the right to bring to the notice of the Contractor the default (s) on their part and the Contractor shall ensure that the said default (s) is / are not repeated and/or are duly remedied, within a period of three days from the receipt of the said notice. Failing such remedial action, or in the event of the said default (s)’s being inadequately corrected, the SBIL shall have the right to immediately terminate the agreement.

3.6 Notwithstanding any other clause herein, if there is any act or omission by the Contractor or the Contract employees which jeopardizes the safety / security of the SBIL including, but not limited to:

a) Theft or pilferage of property of SBIL
b) Fire, flooding, breakage or damage
c) Violence or physical attack on the Campus
d) Any act or incident which may prove detrimental to the interests of SBIL.

The contract would be terminated without any notice. Further, the Contractor would be levied penalties, as found appropriate by the deemed authority. The decision of the SBIL Director shall be final in such matters.
4. Payment Terms:

For Maintenance Services:
No advance will be paid. SBIL will pay the payment quarterly basis and completion of quarterly services. The Bill should be submitted along with quarterly service report duly signed by SBIL authorized personal.

For Day to Day Operation services:
Within 10 days on next month after submission of Invoice along with all relevant documents as mentioned in detail scope of work along with ESI, PF Challan copy.

4.1.1 The contractor shall submit bills after the completion of every calendar month and normally payment will be released within 15 working days from the date of submission of bill if the bill is complete and correct in all respects. Contractor should submit the Bill along with the Chillan Copy for PF, ESI, ELI etc.

4.2.1 The monthly running bill of the Contractor will become payable at the end of each month on submission of a monthly claim to the Accounts Officer, and on due certification by the Officer-in-Charge of satisfactory services against the claim. The Contractor's payment will be released only after disbursing the salary to contract employees every month.

4.2.2. The Officer-in-Charge is authorized to deduct any amounts as determined by the SBIL Director from the amounts due to the Contractor for any deficiency in services, provided by the Contractor.

4.2.3. Payment of Contractor's bill shall normally be made within 15 days of submission subject to the claim being found proper in all respects and in accordance with the terms and conditions of the contract. All payments will be made after deduction of taxes and duties at source as applicable from time to time.

4.3 Payments to the contract employees shall be disbursed by the 7th of the succeeding month in the presence of the Officer-in-Charge, or any authorized officer of SBIL. If 7th happens to be a holiday, payments shall be made on the previous working day. The Contractor shall notify all his employees / workers of this date in their appointment order, and follow this very strictly, whether the SBIL has paid the Contractor's bill or not. The payment of salary and all other benefits such as bonus and over time to the contract employees shall be disbursed in the presence of Officer-in-Charge or any authorized officer of SBIL.

4.4 No claims will be entertained in respect of any discrepancy or defect or short claim if such demand is not made within 90 days of payment of the final bill.

4.5 Security Deposit:

The person/persons whose tender(s) may be accepted shall permit SBIL at the time of making any payment to him for work done under the contract to deduct a sum at the rate of 10% of the gross amount of each running bill till the sum along with the sum already deposited as earnest money, will amount to security deposit of 10% of the tendered value of the work, subject to a maximum of Rs. 5.00 Lakhs. Such deductions will be made and held by SBIL by way of Security Deposit unless he / they has / have deposited the amount of Security at the rate mentioned above in cash or in the form of Government Securities of fixed deposit receipts. In case a fixed deposit of any Bank if submitted by the contractor to SBIL as part of the security deposit and the Bank is unable to obtain payment against the said fixed deposit receipt, the loss caused thereby shall fall on the contractor and the contractor shall forthwith on demand furnish additional security to the SBIL to make good the deficit.
Security Deposit will be released only after the completion of the defects liability period of 3 months after the date of completion of the work provided that there are no defects or loss or damage caused to the Bank and/or materials/articles/equipment provided to them are duly accounted for and returned to the Bank in good working order and condition by the contractor to the satisfaction of the Bank and all his dues to the Bank and all other liabilities under any law or statute otherwise arising out of or in connection with or in respect of the services or towards its employees engaged at the site (SBIL) by the contractor are fully settled.

Moreover, Security Deposit will not be refunded till clearance certificate from labour officer is obtained by Contractor. However, if there is genuine difficulty to obtain a clearance certificate, Engineer – In Charge will make a reference to Labour Officer before releasing Security Deposit. If no reply is received within a reasonable period, say 1 month from the date of such reference then Engineer – In Charge may make his decision to release based on his discretion.

4.6 It is important for the Contractor to note that, the rate quoted shall be inclusive of all taxes and duties/escalation and shall remain valid for the period of the agreement, i.e. 5 years from the date of Work Order. Any increase or decrease in the rates shall be only in respect of statutory duties / levies and such claim /s shall be valid only with adequate documentary evidence. Any decrease in the duties/levies during the period of agreement, shall entail corresponding reduction in the contract amount. If no details or break-up of taxes, duties/levies, etc. are indicated, it will be assumed that the quote submitted is inclusive of all taxes/levies/duties, etc.

4.7 The Contractor shall pay any claim made by the SBIL for any deficiency (both tangible and intangible) in service. Such amount may also be deducted from bills payable to the Contractor. It may be noted that the SBIL shall have the right to forfeit the Security Deposit in full or part for any due/damages caused by the Contractor. If the Security Deposit or outstanding bills of the Contractor is found inadequate, then such monetary recoveries shall be effected from any amount payable to the Contractor against this or any other contract until the dues of the SBIL are fully settled. If the claim of the SBIL could not be met in this manner, the Contractor shall pay up all such claims if a demand is made by SBIL.

5. Safety, Security and Insurance

5.1 The Contractor shall follow all security rules of the SBIL and instructions received from time to time regarding personnel identity cards, material movement, etc., of the Contractor.

5.2 During the pendency of the agreement, the contractor shall be liable fully to compensate all concerned for any loss, damage of construction of works, construction, plant & machinery, person, property, etc. including third party risks arising due to causes attributable to the agreement. The decision of the SBIL Director will be final & will be binding on both parties.

The contractor shall take Employees Liability Insurance of prescribed value for their employees. It must adequately cover all employees/workers under Workmen Compensation Act, 1928 as amended from time to time. Before starting the work, the Contractor shall produce the original insurance policy and the license of the workers where applicable to the SBIL.

6. Miscellaneous

6.1 The work mentioned in the schedule is only indicative. The SBIL reserves the right to increase or decrease the quantum of work. The contractor shall execute the work on the same terms and conditions and rates throughout the period of agreement.
6.2 The contractor or his supervisor shall meet the designated Officer of the SBIL every day to receive the details of issues / complaints to be attended and after attending to these complaints, a report on the same has to be submitted to the concerned Officer.

7. **Dispute and Resolution**

Any dispute or differences that may arise between the parties shall be referred to the sole arbitration of the SBIL Director or his nominees and the Contractor shall have no right to object to the appointment of the Director or his nominee as the sole arbitrator. The decision of the arbitrator shall be final and binding on the parties. The venue for arbitration shall be Kolkata and no other place. The provisions of the Arbitration and Conciliation act, 1996 as amended from time to time shall apply. The courts in Kolkata shall have exclusive jurisdiction to deal with any or all disputes between the parties.

8. **Primacy of Documents**

The tender documents, subsequent communication exchanged and the work order as well as all annexure shall be part and parcel of this agreement. If there is any discrepancy between the above documents, the statement in the following documents will apply with primacy for communications issued after the work order, any pre-order correspondence as accepted jointly, followed by work order, tender documents and annexure thereof, i.e. tender documents and annexure have least primary, if any clause or detail there has been superseded by communication after the opening of bids if jointly accepted, work order or subsequent communication to the Contractor.

9. **Amendments to Work Order / Agreement:**

Any amendment to the Work Order/agreement shall be valid only if both parties have agreed to such amendment(s) in writing duly authenticated by authorized personnel of both parties.
ANNEXURE - A

Operation and Maintenance of 'High & Low end HVAC & IBMS Systems’ AT SBIL (ADMIN, HUB, AUD, ED-HOSTEL, HOSTEL Block) and other facilities at SBIL.

SBIL has various air-conditioned facilities. Hence, the essence of this contract is to achieve ‘Zero Break-down’ and to maintain the system such that it is always normal, available and can be used for its optimum performance. All efforts are to be made with up to date maintenance in achieving this, by using predictive & pro-active maintenance techniques at times, and, by strictly adhering to preventive maintenance practices & schedules.

Air-conditioning contractors with proven track record & confident in achieving this task are only eligible to compete in this AMC tender & only such firms will be considered for contract engagement. Please enclose the documents supporting the AMC track records etc.

Contractors shall engage and deploy technical staff on every day basis, who has hands-on experience in AC system maintenance and troubleshooting to meet our kind of requirements. So engaged supervisors / technicians shall have ability to read AC system drawings, understand the requirement & provide trouble free maintenance.

SCOPE OF WORK

SITE: SBIL - Plot No.IIF/2, Action area II, Street No.329 New town, Rajarhat, Kolkata-700156

MAINTENANCE & OPERATION OF CHILLED WATER OPERATED AC SYSTEM

Daily Operation / routine monitoring, scheduled preventive maintenance (servicing), breakdown maintenance of all the Air-conditioning system in the campus working on chilled water supply, using all necessary spares. The system has Air handling units (AHU), Fan coil units (FCU), with necessary electrical power and controls, air distribution system with air-ducts, dampers, grills, diffusers, chilled water lines, drain system etc.

Following is the indicative detail of the existing system;

List of Equipment – HVAC & IBMS at SBIL

<table>
<thead>
<tr>
<th>HVAC &amp; BMS Equipment Details</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC Equipment Details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Side Equipment Details - Chillers</td>
<td>Water Cooled Screw Chillers (CARRIER Make) - 250 TR Each</td>
<td>4</td>
</tr>
<tr>
<td>Low Side Equipment Details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pumps &amp; Cooling Towers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary Chilled Water Pump</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Condenser Water Pump</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Secondary Chilled Water Pump</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Cooling Tower (CT Fan = 8 Nos)</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>
### AHU & FCU

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor Mounted Air Handling Unit (AHU)</td>
<td>28</td>
</tr>
<tr>
<td>Fan Coil Unit (FCU)</td>
<td>222</td>
</tr>
<tr>
<td>Ceiling Suspended Air Handling Unit (AHU)</td>
<td>1</td>
</tr>
</tbody>
</table>

### Exhaust / Supply / Pressurization System

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smoke Ventilation Fan</td>
<td>2</td>
</tr>
<tr>
<td>Lift Pressurization Fan</td>
<td>6</td>
</tr>
<tr>
<td>Axial Fan</td>
<td>25</td>
</tr>
<tr>
<td>Jet Fan</td>
<td>60</td>
</tr>
</tbody>
</table>

### Precision AC Unit

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schneider PAC Unit</td>
<td>2</td>
</tr>
</tbody>
</table>

### BMS System Details

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schneider Mitosis Make BMS System along with Server, Supervisory Controller, DDC Controller, Sensor, cables etc.</td>
<td>1 Lot</td>
</tr>
</tbody>
</table>

### HVAC & BMS Daily Operation & Maintenance Manpower Details

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMS Operator (Highly Skilled)</td>
<td>3</td>
</tr>
<tr>
<td>HVAC &amp; BMS Supervisor</td>
<td>1</td>
</tr>
<tr>
<td>HVAC Operator (Skilled)</td>
<td>5</td>
</tr>
<tr>
<td>HVAC Helper (Un Skilled)</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total Manpower Required</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

In few of the AHUs coils & blowers are upgraded / modified. Currently, all the AHUs & FCUs are in good working condition.

**DETAILS OF WORK:**

Daily operation / monitoring, scheduled annual preventive / routine & predictive maintenance, breakdown maintenance including repair / replacement of all spare parts and consumables of entire existing AC system in the campus working on chilled water. The system has chilled water supply & return lines, AHU / FCU, air supply & return ducts, grills, diffusers, dampers, control & protection system. Work shall be carried out by continuous deployment of competent, experienced & trained staff members at site. This is a continuous mode operation & maintenance. All emergencies at all times to be attended without fail.
The AHU / FCU units which are to be maintained will be consisting of Cooling coils (heat exchangers), blowers, motors, heaters, PICV, humidistat's, thermostats, pressure & temperature gauges, pulleys, V-belts, flexible hoses, hose clamps, hydraulic hoses with fixtures, water flow control valves, fasteners with all accessories, pre-filters, micron class filters, canvas, EPS & Nitrile Rubber insulation, tar sheet, control transformer, fuse units, contactor, Push-buttons, connectors, control units & control schemes, drain system, plenum area, etc. complete set. The chilled water lines, related control valves & accessories are also to be maintained. Problems anywhere in entire network of chilled water supply & return lines like air locks, line blocks, leakages etc. are to be attended & rectified by the contractor, to bring the system to normalcy.

All the air ducts, diffusers, dampers, grills, flow control valves, air filters etc. in the system are to be cleaned & maintained periodically.

**ADDITION & ALTERATION WORKS:** All the addition and alteration jobs in the air conditioning system shall be carried out by the maintenance contractor at the agreement rates. If the prices are not available in the agreement, the same shall be paid at departmentally estimated rates (based on market rates). Rate analysis shall be produced by the contractor whenever asked by the department.

All fabrication works, repairs, servicing of machines / equipments / parts therein (or arrangement for the same) within the purview (entire AC system) of this contract, shall have to be carried out by the contractor within specified time.

If the contractor fails to carry out the assigned or entrusted work, the department shall get the work done by engaging any other agency and twice the cost incurred shall be recovered from the AMC contractor.

The entire existing AC system (working on chilled water) is covered under the scope of this AMC. Any additions and alterations made in the system (whether by the contractor or by any other agency or by SBIL), up to an extent of 10% of existing installed AHU & FCU capacities are covered under the scope of this contract for operation & maintenance.

**SCHEDULING**

In a broad manner, the work can be scheduled as follows;

A) **Daily operation**

The scope of work/duties for the tendered for providing required labour for HVAC and BMS Operation for the following:

1. Smooth Chiller operation, monitoring & maintaining log sheet. Communicate with the client & Electrical vendor as per requirement.

2. Starting & Stopping of all HVAC equipments & BMS System as per requirement.

3. Checking of all Electrical & BMS Panels, Starters, switches, power & control connections.

4. Operations of all HVAC equipment’s like pumps, AHUs, chillers, cooling towers, make up water pumps, valves, treated tanks, make up water tanks, level checking & maintaining.
5. Measuring & keeping the record of temperatures of all floors / areas, Chilled water Temperature in the Chiller In/Out, AHU in/out, Condenser water temperature in/out in all equipments, Current & Voltage in all electrical panels and equipments and ambient as per approved log sheet on bi hourly basis.

6. Take necessary print out from BMS for all performance related data in hourly basis.

7. Compare the BMS Data and manual Data and take necessary action on any abnormalities.

8. Monitoring energy meter readings and electric meter readings on a record book.

9. Observe any abnormal noise / vibration / erratic performance in the system and contact the AMC team.

10. Making daily report to the client only.

11. Operation of Air-conditioning plant and to maintain the following conditions in the Air conditioned areas in the building premises:

   Temperature

   (a) In Summer and Monsoons : 24°C ± 2°C (Pl mention in Centigrade)

   (b) In Winter : 23°C ± 2°C FDB

   Relative Humidity

   (a) In Summer and Monsoons : Less than 60%

   (b) In Winter : Not less than 25%

12. To execute all and / or any work related to the Operation of HVAC System / Equipment(s).

13. To execute the work under the contract as per any modification / alterations / substitutions and / or additions

14. Furnish operational check lists / reports on daily, weekly, fortnightly and monthly basis (as applicable) to the client as per the format mutually agreed upon.

15. It will be the responsibility of the vendor to give regular training to its staff deployed at the site to enhance their skills and achieve the targets.

16. To ensure implementation of all the aspects relating to the Building Management Services of highest standard in maintaining of Electrical system in the complex.

17. It is the responsibility of the vendor to meet once in a month with the Building Manager and handover him the record of training given to its staff deployed at the site and will also share the training schedule of the next month.

18. It will be the responsibility of the vendor to get its staff verified by the local Police authority and submit report along with relevant documents relating to age, address, educational / technical qualification etc.
19. Ensure availability of electricity in all panels and restoration of power within 2 minutes of failure.

20. Return air temperature at AHU room to be maintained at 25 deg +/- 1 deg C.

21. Water level in Cooling Towers to be maintained full and there should not be any overflow.

22. All SOPs as mentioned in Annexure VIII are to be implemented diligently.

23. All technical and operational training to be given to all staff on regular basis.

24. Incident reporting and incident investigation pertaining to safety and security is to be done as per standard.

25. Good condition of PPE to be maintained at all times.

26. HSE standards to be maintained.

27. Shaft/ electrical room/ AHU room/ etc to be closed and clean at all times.

28. BMS Operation.

29. Keeping all equipments external cleaned and AHU and plant Room etc.

30. Checking all rotating machine for smoothness of drive, vibration and noise level.

B) **Daily maintenance** but not limited to the items as mention below. Vendor Should ensure all required maintenance to run the System efficiently.

1. All equipment’s running and standby, to be maintained in working condition at all times. In Case of any Minor Failure of any Equipments / Components, vendor should attend the same within 3 hours and for any major problem like failure of any control card, Compressor etc vendor should attend within 72 hrs. Failure of the same will attract penalty @ 800.00 per hrs. basis.

2. Leak testing of the Chiller.

3. Attend and rectification of all mirror breakdown of AC Plant instantly where spare parts are not required for the same to avoid any interruption of AC Plant operation.

C) **MONTHLY Preventive maintenance** but not limited to the items as mention below. Vendor Should ensure all required maintenance to run the System efficiently.

- Cleaning of filters of all AHUs & FCUs.

- Checking the performance of important AHUs (like ADMIN, HUB, AUD, ED-HOSTEL, HOSTEL Block) parameters like CFM, Current, Voltage, Chilled water inlet / out let temperature & Pressure, operation of all valves, controls etc and record all data.

- Calibration of all Sensors / gauges etc with respect to calibrated measuring equipments.

- Measuring of Vibration and Noise Level of all rotating machine and submit the details report to client.
• Checking and adjustment of V belt drives.

D) **Quarterly all inclusive, comprehensive maintenance for HVAC System** but not limited to the items as mentioned below. Vendor should ensure all required maintenance to run the System efficiently.

• Inspect connection for any water leaks in the coil and connection. Check the tightness of hose, fittings & tighten if necessary. There should not be any flooding of water from the AHU.
• Check and clean drain pan, condensate drain pipe and floor drains to ensure no choking and flooding.
• Cleaning of cooling coils, fins and filters, air & water flow, release of air lock etc.
• Open up the electrical control panel, inspect for any blackening of contacts, loosening of connections, component condition etc. rectify if any abnormality is noticed.
• Inspect the conditions of the thermometers and pressure gauges for proper function.
• Check for proper operation of the associated measuring, control and safety device like thermostat, humidistat, PICV etc. Reset if required.
• Check, report and rectify, if any abnormal noise / vibration is observed.
• Check and re-tighten any loose bolts and nuts in proper sequence.
• Clean all the type air filters.
• Check the fan belts for proper tension, and replace if necessary, and examine the fans for correct alignment, lubricate the bearing as required.
• Inspect the condition of insulation materials and rectify if necessary.
• Clean the water strainer of chilled water system.
• Checking for leakage of oil and refrigerant for chiller.
• Topping up system with refrigerant and oil required for chiller.
• Checking the operation of oil separator, motor protector, flow switch, slide valve mechanism, overload etc for chiller.
• Checking condition of oil filter for chiller.
• Checking of Microprocessor control panel for chiller.
• Checking three phase voltage & current balance for chiller.
• Any materials, parts and spares for water cooled screw chiller package.
• Entire AHU room to be thoroughly cleaned with vacuum cleaner & to be made clean & dust free.
• Inspection and cleaning of all filters as required for AHU & FCU.
• Checking of operation of fan, impeller, drive pulley, belt tension, bearing noise, abnormal sound, motor vibration and necessary rectification if required.
• Cleaning of drain trays and drainpipes for AHU & FCU.
• Checking and rectification of AHU starter, fuses and all electrical connection as required.
• Recording the values of settings & temperature & RH levels maintained in each area
• Necessary documentation of all data before and after maintenance.
• Checking & Rectification of gland packing / Mechanical seals for chilled water pump.
• Checking of all bearing for pump and carry out Greasing of bearings if required.
• Checking alignment of pump and motor and maintain records for alignment checking through dial gauge.
• Checking and rectification of operation of pump and motors bearing, noise, abnormal sound, motor vibration.

E) **Quarterly all inclusive, comprehensive maintenance for BMS System** but not limited to the items as mention below. Vendor should ensure all required maintenance to run the System efficiently.

• Visual checking of all BMS field device like DDC, Controller switch, valves, Sensor, damper, meters etc.
• Visual checking of all BMS graphics of all integrated equipment form BMS User interface.
• Checking of all AL, DO, DI and AO command of equipment for BMS User interface.
• Checking of Alarm & Event chart of pop up messages analysis their reason.
• Checking and functioning of all fielded devices like Dampers, Fans, Valves, Sensors, etc. in every quarter.

• Checking of the integrations of BMS User-interface with relate IBMS system (i.e., Energy Monitoring, Fire integrations, DG integrations, Electrical integrations, etc.)

• Calibration of the Sensor & transducer with a calibrated temperature / pressure sensor.

• Software Calibration and updating.

F) **Quarterly all inclusive, comprehensive maintenance for HVAC Electrical System**, but not limited to the items as mention below. Vendor Should ensure all required maintenance to run the System efficiently.

• Checking of LT Panel, Chiller Panels, Chiller CSM, Starter panels & automatic lighting systems.

• Checking of Distribution Boards, MCB, RCCB, MCCB, ELCB, OLCD, VCB, MCCB & etc.

• Checking and rectification of the electrical panels and electrical connections as per requirement.

• Checking functionality of energy monitoring system through EBI.

G) **YEARLY Preventive all inclusive, comprehensive maintenance** but not limited to the items as mention below. Vendor Should ensure all required maintenance to run the System efficiently.

• Perform all Daily, Monthly & quarterly services.

• Overall servicing of the unit, cleaning, reduction of noise level, checking of mechanical assemblies, foam insulators over the pipes.

• De-scaling of copper tubes of the cooling coil (the water circuit) by suitable means as per manufacturer’s recommendation and general standards.

• Parameter checking before & after servicing.

• Air flow checking & adjustment / balancing, if required

• Checking of IR value for motor and heater banks.

• Checking and calibration of temperature and pressure gauges on supply & return chilled water lines and replacement of the same if required.

• Checking of unit efficiency, total capacity delivery of the unit & bringing it to optimum performance level, air flow and water temperature measurements on supply & return ends, maintaining the lab temperature and temperature & RH adjustments.

• General checking of electrical switchgears controls etc. All electrical system should be checked through competent persons as per relevant Indian Standard and as per electricity Act 1910.
Tender reference No: KOL202003001

- Cleaning of ducting system having diffusers, grills, dampers etc.
- Necessary documentation of parameters (before & after servicing work) and submission of checklist.
- Replacement / cleaning of Cooling tower Fills and Cooling tower Basin. The Cost of Fills to be included in the AMC Cost
- Replacement / Cleaning of All AHU Filters. The Replacement of Damage Filters is also included in the AMC Cost.
- Replacement of Pressure Gauges, Thermometer, Sensors if required.
- Annual servicing of all electrical panels.
- Annual servicing of All Chillers, Compressors, Microprocessor control panels.
- Updating of all software and arrangement of licensed software from OEM. The copy of license software to be submitted to client.
- All repairing, servicing etc. are including of supply of all spare parts including all electrical components, fuses, MCB etc.
- Repairing / replacement of VFD Drives for Motors & AHU.
- Painting of all equipments.
- Rectification of Damage of cooling coils if required.
- Overhauling of Compressor & all Motors.
- Rewinding of Compressor motors and all motors if required.
- Servicing of all valves including supply of gasket etc.

**NOTE:**

1. If it is required to clean the cooling coil by water jet, the same has to be done by removing the cooling coil with all precautionary measures & taking it to a convenient place for full cleaning of water & air circuits. Coil to be cleaned with suitable chemical & water jet. This work is to be done carefully without damaging the AHU & the coil. This is also included in the AMC scope at no extra cost.

2. Coil, fins, filters etc. are to be thoroughly cleaned to achieve desired air and water flow rates.

3. All the maintenance / servicing works should be carried out in such a way so that the equipment / unit can be used for its optimum performances. Any work which is found to be required for optimum performance of the system has to be done.

4. Necessary care should be taken while carrying out all types of maintenance / servicing of equipment to avoid damages. Any damages of equipment / equipment parts during the services has to be replaced free of cost.
5. Contractor should supply all necessary materials like suitable grade of grease / lubricant, cotton waste, cleaning brush etc., to carry out servicing without any extra cost.

H) BREAKDOWN MAINTENANCE, but not limited to the items as mention below. Vendor should ensure all required maintenance to run the System efficiently.

Any breakdown complaint should be attended immediately to avoid disturbance in institute's activities. Spares & tools required to attend any breakdown has to be maintained.

After attending to breakdowns, the unit / system shall be closely observed / monitored next day and parameters shall be checked & recorded.

FINE CLAUSE: If complaints are not attended within 4 hours for Minor in nature & within 72 hrs for Major in nature like repairing of Compressor, Control Cards etc. the fine will be imposed at the rate of Rs.800.00 per hrs basis.

REPAIR AND REPLACEMENT OF PARTS:

During routine / periodic maintenance and during breakdown maintenance the tender shall repair faulty parts / equipment with his resources. Repair shall be done in such a way that it should not affect the performance & life of the equipments, and while doing maintenance work, care should be taken that water should not come out from the unit to the lab area.

If equipment which is beyond repair shall be replaced and will be paid separately as approved by Engineer-in-Charge. Please refer Annexure-I for replacement of parts / equipments.

All the works to be done as per daily / monthly/ half yearly or yearly schedule. In case, if it requires the same work to be done in-between, same shall be attended without any extra cost, in the interest of the system.

This contract includes supply and replacement of all genuine spare parts / consumables of the unit like blower, motor, V-belts, bearings, shaft, key ways, grip screws, fastener items, cooling coil, filters, hoses, hose clamps, switchgear & control items, OLRs, contactors, push button stations, wing nuts, indication lamps, PICV, tar felt, elemex connections, wiring accessories, nipples, water flow valves, foam insulation, acoustic insulation, canvas, dampers, diffusers, grills etc.,

The essence of the contract is to maintain the Air-conditioning & BMS system in such a way that it gives desired optimum performance. Repair / replacement of all the parts / equipments required for proper functioning of the machine, whether specified or not, are included in the scope of work.

PERSONNEL TO WORK AT SBIL:

The contractor has to manage & execute all the entrusted work.

For the purpose of continuous monitoring and maintenance of the system throughout the year, contractor has to deploy adequate number of qualified and experienced staff members (Supervisor, technicians, helpers) at site on every day basis to carry out the dedicated work.
These staff members shall carry out the works as per the plans & schedules in consultation with the concerned engineer. These staff members shall also carry out all other works as entrusted by the concerned engineer pertaining to AC related work of SBIL and shall never say ‘no’ to any of the requirements of SBIL.

Depending on the quantum of work and exigencies, the manpower deployed shall vary as required. The contractor, after studying and understanding / gauging the requirements of SBIL, shall fix a staff pattern at his/her discretion for normal running of the system, and strictly adhere to it (which may increase during exigencies). The following are the qualification & experience pre-requisites of the staff deployed;

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Nature of work</th>
<th>Deployment Details</th>
<th>Strength</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>HVAC and BMS Operation</td>
<td>BMS Operator (Skilled)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supervisor for both BMS &amp; HVAC (Highly Skilled)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HVAC Operator (Skilled)</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Helper (Semi-Skilled)</td>
<td>5</td>
</tr>
</tbody>
</table>
The following are the qualification & experience pre-requisites of the staff deployed:

<table>
<thead>
<tr>
<th>QUALIFICATIONS &amp; EXPERIENCE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor, BMS Operator and HVAC Operator:</td>
</tr>
<tr>
<td>ITI/Diploma (Air-conditioning) having 4 to 5 years relevant Experience. Highly skilled / Skilled.</td>
</tr>
<tr>
<td>Helper:</td>
</tr>
<tr>
<td>Literate with 2 or 3 years' experience, preferably in HVAC &amp; IBMS maintenance (semi-skilled)</td>
</tr>
</tbody>
</table>

It is fully the responsibility of the contractor to deploy qualified staff with hands on experience, relevant License/permits to handle electrical, Air conditioning works. They should be fully conversant with relevant Indian Standards and should follow electrical & Industrial safety norms / practices.

Contractor should provide Uniforms, Shoes, safety & protection gear, Identity Cards, working tools etc. to the staff deployed, at no extra cost.

Contractor will ensure consistency of work and work force, correct trouble shooting, good workmanship, follow all safety procedures and will make all necessary efforts to maintain healthy environment and reliable services. High attrition rate of staff is not acceptable, and shall remain less than 25% per year.

Any air-conditioning work / exigency of SBIL even if it is not specifically mentioned in this document and do not incur cost in spares / material shall be carried out by the deployed staff at no extra cost.

If any of the staff member appointed by Contractor is found to be ‘not competent’, he has to be replaced by a right person within a stipulated time maximum 15 days from date of notice as given by Engineer In charge, SBIL.

All the relevant documents pertaining to staff deployed, like copies of job appointment order with the contractor, address proof, photocopy of ID card etc. and any other details as sought shall be provided to SBIL, by the contractor under his responsibility for the correctness.

Wages of the staff deployed should not be less than as that mentioned in Minimum Wage Act applicable to the respective category/experience, as on date. The ESI, PF, gratuity, bonus etc., and labour law, other rules & norms requirement as found required for contracts of this nature should be met. The same details shall be submitted along with tender bid.

In no case, the contractor or his/her employees shall claim job / employment with SBIL. No transport facility shall be provided for the contractors employees by SBIL.
It is purely contractor's responsibility to get his staff acquainted with the site condition, operation and maintenance procedure, Equipment detail, Safety devices, Scope of work etc.

In case of delay, repetition of work, non-compliance, and inadequate staff etc. fine will be imposed as per the fine clause mentioned.

Safety aspects in work places have to be followed as per relevant standards & codes. Any accident or damage to death will be treated as negligence & it is purely the responsibility of contractor. SBIL is not responsible for any accidents or damages to death. Safety of all the staff under this contract is the sole responsibility of the contractor.

Contractor is responsible for the behaviour & conduct of his workmen and hence they should be properly educated and controlled.

**TESTING, MEASURING EQUIPMENTS, TOOLS & TACKLES:**

All the tools required for carrying out the work stipulated in this document shall be provided by the contractor at site. But, the following minimums are a must at all times.

All the technicians and supervisors should be given with the following:

1. Test lamp set each (3ph. & 1 Ph.)
2. Three screw drivers (one light duty & one heavy duty)
3. Cutting pliers, 500V grade
4. Live line tester, 500V
5. Megger 1000V

Following calibrated, well maintained instruments should always be available at site;

1. Clamp multimeter - 4 No
2. Anemometer - 3 No
3. Digital thermo meters & one RH meter - 4 No + 1 No
4. One mercury thermometer

Following tools should always be available at site;

1. Two sets of 6 – 7 to 30 – 32 size (metric) double end open spanner
2. Two nos. adjustable wrenches each (One No. 8inch & one No. 12 inch) – total 4 No's
3. Three set of allen keys (2 set metric & 1 set inch)
4. Screw driver set (normal & star) - 3 set
5. Hack saw cutting sets with spare blades - 2 sets
6. Suitable bearing puller - 2 No
7. Vacuum & blow air cleaner - 2 No
8. Water pump, 1 ph. 1HP

Other tools & tackles; instruments etc. as and when required shall be arranged by contractor at no extra cost.
All these shall be suitably kept at site, with contractors own security arrangement. These items should always be available for work.

No work shall be partially or fully stopped for want of personnel or tools or instruments. If such an event occurs, the fine will be levied.

**FINE CLAUSE:**

The Availability & functioning of AC & BMS system is very essential and critical. Non-availability may result many tangible & non tangible losses in research work, equipments, animals, tissues etc.

Hence all the work routine, servicing, breakdown maintenance has to be carried out in accordance with all standards and statutory norms with minimum time and maximum accuracy to ensure Maximum availability. Failure in meeting the above requirements will attract the ‘fine’ clause as below.

Contractor should depute experienced personnel to carry out maintenance work both low & high side in such a way that the repetition of the problem should be avoided.

  a) **Absenteeism:** No absenteeism shall be allowed. In case of absence of any staff in the agreedstaff pattern, fine will be imposed at one and half times the rate for the day the staff remains absent.

  b) **Non-Compliance of work:** In the event of failure of compliance of awarded work instipulated time fine will be imposed as per double of actual expenditure incurred in attending the same by other agency.

  c) In case of repeated problems where the service personnel fail to diagnose the problem properly, fine will be imposed at the rate of Rs.450.00 per repeats.

SBIL / concerned engineer will be authorized to deduct amount from the contractor bill or security deposit or initiate any other action as found suitable.

**Specific Note**

Contractor must visit the site; understand the site condition, type of work involved, quantum of work etc. for carrying out works, before quoting.

Quoting firm should have similar kind of experience of having maintained at least two sites with minimum 50 Nos. of AHU / FCU units. Supporting certificates in this regard to be enclosed in the quote.

**TOTALITY:** All the AC & BMS related works including all spare parts, consumable etc in this contract. SBIL is looking at a total work / trouble shooting solution through this contract, which shall be met by the contractor. Contractor shall
never say ‘no’ to any of the AC related work requirement of SBIL which is found to be reasonable to be entrusted onto him by Engineer In charge.

Quoting firms, familiar with working in similar kind of installation & proven technical & financial record & having PF, ESI registration & labour license only shall quote. Previous month paid challans to be produced every month to claim the bills.

**Documentation** – Submission of daily / monthly / quarterly / yearly reports as per SBIL formats for:

- a) Maintaining Individual maintenance check list / Service card for all equipments / units.
- b) Preparation of schedule of work / updating of records.
- c) The performance details, observation remarks
- d) Inventory and history records.
- e) Smooth Chiller operation, monitoring & maintaining log sheet.

The contractor should ensure that the staff deployed will come by wearing uniforms, safety shoes and displaying identity cards on person. The deployed staff shall report to concerned engineer and carry out work as per plan & schedule. They should submit the report of work done during the day which shall be inspected & accepted by concerned engineer.

All works to be carried out in accordance with relevant Indian Standards. For carrying out above job the contractor has to make his own arrangements for men, tools, tackles, spares, materials, testing and measuring equipment, safety and protective gear/devices, transportation, etc. If any small value items (value of the item less than 5000/- and not covered in annexures) to be supplied, the same need to be supplied at the market rate/manufacturer’s price list in consultation with the Engineer in charge. For all such works rate analysis shall be provided.

Any air-conditioning related work / requirement of SBIL, even if it is not specified in this document, Does not incur cost in spares / materials, shall be carried out by the staff deployed at site, at no extra cost. As the work involved is specific in nature, the contractor will ensure proper supervision at all times. In case of deficiency fine will be imposed. Running of the system under abnormal condition or in risk will attract fine.

Contractor will be responsible for any act of sabotage, misdeed, in-discipline, and negligence on the part of contractor or his employees. Penalty or fine or legal action, as decided by Director, SBIL shall be imposed on the contractor.

IMPORTANT: Cleanliness and aesthetic finish are very important in SBIL. Hence whatever kind of work whether maintenance, shifting, new work etc. area and generated dust & debris should be properly cleaned. Work finish should be neat and appealing. All areas where work is carried out shall be cleaned and left spic & span after completion of work.
Annexure – B

GENERAL TERMS AND CONDITIONS OF CONTRACT

STATE BANK INSTITUTE OF LEADERSHIP
PLOT NO. II F/2, ACTION AREA II, STREET No. 329
NEW TOWN, RAJARHAT, KOLKATA - 700156

INVITATION FOR TENDERS FOR COMPREHENSIVE AMC and OPERATION SERVICES OF HVAC & IBMS SYSTEM

AT SBIL, KOLKATA

Note:

1. The employees/ workers employed shall be trained and experienced to handle the services as per the Scope of work mentioned in the Annexure ‘A’. If such experienced hands are not available, either because the service is extremely specialized and only in house training is possible, at least a certain percentage of employees/workers shall be experienced / trained who shall be able to impart training / expertise to others.

2. The Contractor shall provide the name and details of his personnel. A list of all the names shall be submitted at the beginning of the contract, along with a copy of each appointment order and whenever there is a change. No personnel will be changed unless SBIL has asked for it or without advance approval of SBIL.

3. The Contractor shall ensure that no contract employees nor anyone from his side use SBIL transport to come to the work spot or return. The Contractor shall use emergency services like medical help and emergency vehicles of SBIL in the event of any accident or emergency to his employees, though all responsibility for such accidents and any injury / death and or loss / damage will fully rest with the Contractor.

4. At all point of time, there must be a minimum of 90% attendance of workers per day. Efforts should be made to ensure 100% attendance on regular basis. Shortage of manpower or absenteeism beyond this percentage will be penalized including termination of the contract. Payment will however be restricted to actual number of people as physically provided in each month.

5. The Tenderer must indicate the deviation in Annexure – C, with reasons thereof and only if such deviation (s) is/are part of the work order issued by SBIL, will the deviation (s) become part of the agreement.

6. The Contractor shall supply 2 sets of uniform, including winter garments & shoes within a month of award of contract and fresh two sets will be issued if the contract is renewed beyond one year by the 13th month on renewal for 2nd year.
ANEXURE – C

SCHEDULE OF DEVIATIONS

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Requirement of the SBIL</th>
<th>Sl. No. As per schedule</th>
<th>Deviation Proposed</th>
</tr>
</thead>
</table>

Name and Address of the Tenderer

Signature of the Tenderer
STATUTORY OBLIGATIONS:

The Contractor will strictly observe and follow the following statutory regulations/acts as well as any new rules / changes as applicable, during the period of this contract. He shall be solely responsible for failure to fulfil these statutory obligations. The successful bidder shall indemnify / is deemed to have indemnified SBIL against all such liabilities which are likely to arise out of the Contractor’s failure to fulfil such statutory obligations. All documents, registers pertaining to this contract shall be maintained meticulously and shall be provided periodically for inspection. The salient features of the statutory regulations/acts are listed below and it is the responsibility of the selected Contractor that these regulations/acts and their amendments from time to time are strictly adhered to in totality. Even if the Contractor appointed for this contract may be exempt from any or all of the following employee -friendly legislation, it is incumbent on all Contractors to cover all their employees / workmen cover by this tender with these cover / benefits.


   The Contractor shall obtain and produce license from the Labour Commissioner’s office. They will maintain and submit to us for inspection on demand such records as Muster Roll, Payment Register, Advance Register, Fines Register, etc.

2. Payment of Wages Act:

   It is necessary that the Contractor’s employees are paid their wages as per central Govt. wages act. payable for one month of working by 7th of the succeeding calendar month.

3. Provident Fund Act:

   The contracts shall cover their employees under the Provident Fund Scheme as per Central Govt. rule.

4. Employees State Insurance Scheme:

   The contract shall cover all your employees under Employees State Insurance Scheme as provided for under the relevant rules and shall remit the premium without default. Incase if the ESI coverage is not possible, they have to be covered under equivalent and suitable insurance.

5. Minimum Wages Act:

   Rate of Central Minimum Wages as circulated from time to time by the Government of India, Ministry of Labour & Employment, Office of the Chief Labour Commissioner (C), New Delhi, vide its notification will be followed.
6. **Workmen's Compensation (ELI):**

All employees/ workers shall be covered for injury / death under Workmen's Compensation Act 1923 by an Employer's Liability Insurance in the name of the Contractor to cover all employed by the Contractor in SBIL.

7. **Payment of Bonus:**

Bonus will be paid as per the applicable provisions of Bonus Act, 1965.

**Miscellaneous**

SBIL will not be responsible for death, accident or injury to the Contractor’s employees engaged by him, which may arise in the course of their duty at our premises, nor shall we be responsible and be liable to pay damages or compensation to such persons or to third parties. The Contractor shall at all times indemnify and keep SBIL indemnified against all claims which may be under the Workmen’s Compensation Act, 1923, or any statutory modifications thereof or otherwise for or in respect of any damages or compensation payable in consequence of any accident or injury sustained by any workman or other person/ person at the SBIL. Damages to SBIL premises, building, equipments etc, if found attributable to the Contractor or his workmen, such damages shall be made good by the Contractor.

IN WITNESS WHEREOF the parties here to have set and subscribed their respective signatures and seal to the writing herein above on the date, month and year mentioned herein.

“SBIL”

“CONTRACTOR”

WITNESS
ANNEXURE – E

STATE BANK INSTITUTE OF LEADERSHIP
PLOT NO. II F/2, ACTION AREA II, STREET No. 329
NEW TOWN, RAJARHAT, KOLKATA – 700156

HVAC & IBMS COMPREHENSIVE AMC AND OPERATION SERVICES CONTRACT

UNDER TAKING BY THE TENDERER

1. I/we intend to carry out the subject work by resorting to engage ............... Nos. of work force in a month.

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Nature of work</th>
<th>Deployment Details</th>
<th>Strength</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>HVAC and BMS Operator</td>
<td>BMS Operator</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supervisor FOR HVAC &amp; BMS</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HVAC Operator</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Helper</td>
<td>5</td>
</tr>
</tbody>
</table>

2. I/We undertake to pay the wages equal to or more than the minimum wages as applicable (Wages fixed by Ministry of Labour, Government of India (or) Government of West Bengal (or) Department recommended wages whichever is higher).

3. I/We undertake to contribute for workers towards PF, ESI, and ELI from the employer’s side as fixed by the relevant authorities.

4. I/We undertake to pay the Bonus at the rate of 8.33 % of the total.

5. I/We are fully responsible for the safety and security of the men, material, tools & equipment used in the scope of the contract.

Name and Address of the Tenderer

Signature of the Tenderer
Tender reference No: KOL202003001

(Name and Address of the Issuing Bank)

The Dy. General Manager (Admin),
State Bank of Institute of Leadership,
Plot no. II-F/2, Road no. 329
Rajarhat, Newtown
Kolkata – 700156

Dear Sir,

Solvency Certificate

This is to state that to the best of our knowledge and information M/s .........................................................., customer of our Bank is respectable and can be treated as good up to a sum of Rupees.......................................................... (Rupees in words).

It is certified that this information is furnished without any risk and responsibility on our parting any respect whatsoever more particularly either as guarantor or otherwise. This certificate is issued at the specific request of the customer.

Yours faithfully,

Branch Manager
<table>
<thead>
<tr>
<th>SL NO</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNITS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Comprehensive (all inclusive supply &amp; labour of Spare parts, consumable etc as per tender scope) Annual Maintenance Service Contract of Complete (Both High &amp; Low end) HVAC System at SBIL with all equipments and accessories for five years from the date of award of contract</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>1st year from the date of award of contract</td>
<td>1</td>
<td>Lot.</td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>2nd year from the date of award of contract</td>
<td>1</td>
<td>Lot.</td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>3rd year from the date of award of contract</td>
<td>1</td>
<td>Lot.</td>
<td></td>
</tr>
<tr>
<td>1.4</td>
<td>4th year from the date of award of contract</td>
<td>1</td>
<td>Lot.</td>
<td></td>
</tr>
<tr>
<td>1.5</td>
<td>5th year from the date of award of contract</td>
<td>1</td>
<td>Lot.</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>TOTAL HVAC AMC Price for 5 Years (1.1 to 1.5)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.0</td>
<td>Comprehensive Annual Maintenance Service Contract of Complete IBMS System at SBIL with all equipments and accessories for five years from the date of award of contract</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>1st year from the date of award of contract</td>
<td>1</td>
<td>Lot.</td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>2nd year from the date of award of contract</td>
<td>1</td>
<td>Lot.</td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>3rd year from the date of award of contract</td>
<td>1</td>
<td>Lot.</td>
<td></td>
</tr>
<tr>
<td>2.4</td>
<td>4th year from the date of award of contract</td>
<td>1</td>
<td>Lot.</td>
<td></td>
</tr>
<tr>
<td>2.5</td>
<td>5th year from the date of award of contract</td>
<td>1</td>
<td>Lot.</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>TOTAL IBMS AMC Price for 5 Years (1.1 to 1.5)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>Day to Day Operation Service Contract of HVAC &amp; IBMS System at SBIL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SL NO</td>
<td>Service &amp; Service Heads</td>
<td>Total</td>
<td>Rate/ month/ man power</td>
<td>Cost / month</td>
</tr>
<tr>
<td>3.1</td>
<td>Highly Skilled (Supervisor)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>Skilled (BMS &amp; HVAC Operator)</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3</td>
<td>Semi-Skilled (Helper)</td>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: The detail cost break up for each category of employee like Basic, ESI, PF, Bonus etc. to be provided by the bidder as per Annexure on the next page. The rate should comply with the present rate of Central Govt. Minimum Wages Act. Any change in future in Central Govt. norms, will be applicable and salary falling below Central Govt. Minimum Wages will be revised accordingly.
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>C</strong></td>
<td>Total Manpower Cost (per month)</td>
<td></td>
</tr>
<tr>
<td>3.4</td>
<td>Service Charges per Person Per Month subject to maximum Rs.2160/-</td>
<td></td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>Total Service Charges per month for 14 manpower</td>
<td></td>
</tr>
<tr>
<td><strong>E</strong></td>
<td>Total cost for one month towards manpower cost, including service charges (C+D)</td>
<td></td>
</tr>
<tr>
<td><strong>F</strong></td>
<td>Total cost for Day to Day Operation contract of HVAC &amp; BMAS Equipments for 1 Year (E X 12)</td>
<td></td>
</tr>
<tr>
<td><strong>G</strong></td>
<td>Total cost for Day to Day Operation Service Contract of HVAC &amp; IBMS System at SBIL for 5 Years (F X 5)</td>
<td></td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>Total Bid Amount (A + B + G)</td>
<td></td>
</tr>
</tbody>
</table>
**ANNEXURE**

**Break-up of Rate of Salary Per Month Per Employee**

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Position</th>
<th>Supervisor</th>
<th>BMS / HVAC Operator</th>
<th>Helper</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Category as per Minimum Wages Act</td>
<td>Highly Skilled</td>
<td>Skilled</td>
<td>Semi-Skilled</td>
</tr>
<tr>
<td></td>
<td>Min Wages / day</td>
<td>Rs.</td>
<td>Rs.</td>
<td>Rs.</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>797.00</td>
<td>733.00</td>
<td>666.00</td>
</tr>
<tr>
<td>2</td>
<td>Basic (Min Wages X 26)</td>
<td>20722.00</td>
<td>19058.00</td>
<td>17316.00</td>
</tr>
<tr>
<td>3</td>
<td>HRA</td>
<td>1036.10</td>
<td>952.90</td>
<td>865.80</td>
</tr>
<tr>
<td>4</td>
<td>Other Allowance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Uniform Allowance</td>
<td>200.00</td>
<td>200.00</td>
<td>200.00</td>
</tr>
<tr>
<td>6</td>
<td>PF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>ESI</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Bonus (Only for eligible employees as per Bonus Act, 1965)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Leave Wages</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Total Salary Per Month</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:**

a) Modalities for payment of Gratuity, if considered as payable will be decided later on.

b) Medical Insurance for those positions which are not eligible for ESI. Total sum assured per employee will be Rs.2.00 lacs. However, maximum premium reimbursable by the Bank will be restricted to Rs.5000.00 /employee / annum. In the event of resignation / termination / substitution of any employee in such positions premium for medical insurance of the new employee will not be reimbursed by the Bank.

c) Accidental Insurance Coverage of Rs.5 lacs per employee is to be arranged by the Contractor. Premium (Maximum Rs.15 per employee per month) amount will be reimbursed by the Bank.
Annexure-II

The steps involved in making the payment through SB Collect are as under:-

1. The Vendor needs to use SBI internet banking site http://www.onlinesbi.com/.
2. Select “SB Collect” from Top Menu, that will lead to the next page:
3. “Proceed” will lead to the next page.
4. Select “All India” in State of Corporate/Institution” & select “Commercial Services” in “Type of Corporate/Institution”.
5. “Go” will lead to the next page.
6. Select “SBI Infra Management Solutions” in Commercial Services Name and “Submit”
7. Select “Tender Application Fee” in “Payment Category” and enter the “Tender ID” exactly as we preloaded with characters in Uppercase only in place of Circle Codes.
8. The next page will be ready with few of the Preloaded Tender Details:
9. The Vendor will have to fill up the fields properly and upon making the payment a receipt will be generated with a Reference No.

NOTE: Any type of vender, whether dealing with SBI or other bank can use the SB Collect facility.
Even a contractor not dealing with any bank can use this portal and generate challan and deposit by cash in any SBI branch. The bank charges for cash deposit will be also borne by the vender himself.
Tender reference No: KOL202003001

The Vendor needs to use SBI internet banking site https://www.onlinesbi.com/

Select "SB Collect" from Top Menu, that will lead to the next page:
Select “All India” in “State of Corporate / Institution” & Select “Commercial Services” in “Type of Corporate / Institution”.
Tender reference No: KOL202003001

“Go” will lead to the next page:

Select “SBI Infra Management Solutions” in Commercial Services Name and “Submit”

Select “Tender Application Fee” in “Payment Category” and enter the “Tender ID” exactly as preloaded with characters in Uppercase only in place of Circle Codes.
The Vendor will have to fill up the fields properly and upon making the payment a receipt will be generated with a Reference No.

**SPECIAL NOTE:**

1. VENDORS ARE REQUESTED TO SUBMIT THE COPY OF PAYMENT RECEIPT OF TENDER APPLICATION FEE ALONG WITH THE TECHNICAL BID IN HARD COPY.
2. VENDORS ARE REQUESTED TO CONTACT THE CONCERNED EIC/PERSO ON OF SBI OF SBIMSPL, CO-KOL FOR ANY FURTHER QUARRY RELATED TO THIS PROJECT.