

UCO BANK
ZONAL OFFICE -BHOPAL

**TENDER DOCUMENT FOR
AIR CONDITIONING
AT
BO: DABRA**

Tender issued to:

.....

.....

UCO BANK- ZOANL OFFICE-BHOPAL

NOTICE OF INVITATION TO TENDER

(SHORT TERM TENDER NOTICE)

REF. NO.

DATE:

To

.....
.....
.....

Sub: Supply & Installations Air Conditioners at Uco Bank, BO: DABRA.

Dear Sir,

Sealed tenders on item rate basis are invited for Supply & Installations of Air Conditioners at BO DABRA. Tender Document may be collected from UCO Bank, Zonal Office at Bhopal.

Earnest Money: Rs. 3500.00 (by crossed demand draft payable at Bhopal
& drawn in favor of UCO Bank - Bhopal.

Time of Completion: 10 Days.

Time & Date of submission
Of Tender : on or before 20th April 2017 ; 3.00 pm on dated

Time & date of opening
Of Tender : 3.30 pm on dated 20th April 2017

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

Uco Bank
Zonal Office,
Bhopal.

FORM OF TENDER

To,
The Chief Officer,
UCO Bank,
Zonal Office,
Bhopal.

NAME OF WORK: Supply & Installations of Air Conditioner at UCO Bank BO: DABRA

Sir,

1. Having visited the site and examined the drawings, conditions of contract, special conditions of contract, General specifications and detailed specifications, schedules and bill of quantities for the above named works, we offer to complete and maintain the whole of the said works in conformity with the said drawings, conditions of contract, specifications, schedules and bill of quantities for the sum State in bill of quantities of this Tender Document or such other sum as may be ascertained in accordance with the said conditions of contract.
2. We undertake to complete and deliver the whole of the works comprised in the contract within the time State in the appendix hereto.
3. We have independently considered the amount of liquidated damages shown in the Appendix hereto and agree that it represents a fair estimate of the loss likely to be suffered, by you in the event of the works not being completed in time.
4. We agree to abide by this tender for the period of 90 days from opening of envelope 3 or extension there of as required by the employer from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. We confirm that the period and rates as referred in the agreement or general conditions of contract are given or summarized in the appendix hereto, to which we give our consent and agree to abide by the same.
6. If this tender is accepted, we undertake to enter into and execute at our cost, when called upon by the employer to do so, a contract agreement in the prescribed form. Unless and until a formal agreement is prepared and executed this tender together with your written acceptance there of, shall constitute a binding contract between us.
7. We understand that if our tender is accepted, we are to be jointly and severally responsible for the due performance of the contract.
8. We understand that you are not bound to accept the Lowest or any tender you may receive and may reject all or any tender, accept or entrust the entire work to the contractor or divide the work to more than one contractor without assigning any reason or giving any explanation whatsoever.
9. We undertake to execute, completion, and time to time maintenance of such works till the period of guarantee & warranty at UCO Bank-BO: PANNA (as & when required or any defects occurs during the period),

Seal & Signature of
Contractor(s)/ Firm

APPENDIX TO FORM OF TENDER

Defects Liability period	12 Months from the date of virtual completion.
Date of commencement	07 days from the date of acceptance letter is issued to contractor or day on which the contractor is instructed to take possession of the site whichever is later.
Time of completion	10 Days from the date of commencement.
Period of Final Measurement	One month from the date of virtual completion
Liquidated damages	1% of the tendered amount shown in the tender per week subject to the ceiling of 10% of the accepted contracted sum.
Minimum value of work for interim certificate	1.00 Lacks (This value shall be the difference of work done of two consecutive bills).
Initial security deposit	2% of the accepted value of the tender including the earnest money to be deposited within 15 days after awarding of the contract.
Retention percentage	<p>Will be deducted 8% from each bill until total security deposit i.e. ISD + retention money equals:-</p> <p>(i) 10.00% on the first Rs. 1, 00,000.00 of the cost of the work. of the accepted tender amount.</p> <p>(ii) 7.5% on the next Rs. 1, 00,000.00 of the cost of work.</p> <p>(iii) 5% on the next amount upto Rs. 2 crores of the cost of work.</p> <p>(iv) 2% for the amount in excess of Rs. 2 crores of the cost of work subject to a ceiling on the Total Security Deposit at Rs, 25, 00,000.00.</p>
Refund of total security comprising of EMD, ISD and Retention	Total Security deposit will be released 14 days after the end of the defect liability period & upon receipt of "no defect certificate" from the branch.
Period of honoring Certificate	15 days from date of receipt of certificate from the Architect.

ARTICLES OF AGREEMENT

This agreement made this.....day oftwo thousand twelve between UCO Bank, a body corporate constituted under the Banking Companies (Acquisition & Transfer of Undertaking) Act 1970, having its Head Office at 10 B T M Sarani, Kolkata-700001 (herein after called "The Employer") of the ONE PART and M/s herein after called "The Supplier" which includes it's heir/successors (herein after called "the Guarantor") of the OTHER PART.

WHEREAS the Employer is desirous of certain works should be executed viz. **Supply & Installations of Air Conditioners for UCO Bank BO:DABRA** & has by letter of acceptance dated _____ accepted a tender by the contractor for the execution, completion, and time to time maintenance of such works till the period of guarantee & warranty at UCO Bank-BO: PANNA (as & when required or any defects occurs during the period), now THIS AGREEMENT WITNESSES as follows:

4.1 In this agreement words & expressions shall have the same meaning as are respectively assigned to them in the said conditions of contract hereinafter referred to:

4.2 The following documents shall be deemed to form & to read construed as part of this agreement, viz.

i) Original tender document. ii) Relevant correspondence all letters/correspondence forming part of contract and referred to in acceptance letter. iii) Acceptance letter. iv) Bill of quantities. v) The drawings. vi) Time and progress chart. vii) Other additional documents as required,

a)

b)

c)

viii) Article of Agreement.

4.3 The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities of discrepancies the latest documents issued by the Bank shall prevail over on earlier documents.

4.4 In consideration of the payment to be made by the employer to the contractor as hereinafter mentioned, the contractor hereby covenants with the employer to perform execute, complete and maintain the work in conformity in all respects with the provision of the contract.

4.5 The employer hereby covenants to pay the contractor in consideration of the execution, completion and maintenance of the works such sums as shall become payable hereunder at the time(s) and in the manner prescribed in the said conditions and price schedule of quantities/bill of quantities prescribed in the contract.

IN WITNESS where of the parties here to have caused their respective common seals to be hereunto affixed (or have here un to set their respective hands and seals) the day, month and year first above written.

SIGNED AND SEALED AND DELIVERED BY THE

Said _____

(Name _____)

on behalf of the contractor

In the presence of

Name: _____

Address: _____

said _____

(Name _____)

on behalf of the employer

In the presence of

Name: _____

Address: _____

SECTION I

GENERAL RULES & INSTRUCTIONS FOR THE GUIDANCE OF TENDERERS

- 1.0 Tenders are hereby invited on behalf of **UCO BANK- Zonal Office- Bhopal** for the Supply & Installations of Air Conditioners at **BO: DABRA** from the empanelled vendors or those vendors who have done similar projects with UCO bank-ZO-Bhopal.
- 2.0 Contract documents consisting of the complete specifications, the schedule of quantities of the various classes of work to be done and the set of conditions of contract to be complied with by the person/firm whose tenders may be accepted and which will also be found in the form of tenders, can be seen/purchased at the Chief Officer, UCO Bank, Zonal Office Bhopal between normal working hours of one day prior to the last day of submission of the tenders & except on Sundays & Bank holidays.
The site for the work is available
- 3.0 Tenders, which should always be placed in sealed cover, with the name of the project written on the envelope will be received by **The Chief Manager**, up to at 3.00P.M. & will be opened by him in his office on the same date at 3.30 hrs.
- 3.1 The time allowed for the carrying out of the work will be 10 days from the date of commencement of the work.
- 4.0 The Contractors should quote in figures as well as in words the rate, & amount tendered by them. The amount for each item should be worked out & the requisite totals given.
- 5.0 While a contractor signs a tender in an Indian language the percentage above or below & tendered amount & the total amount tendered should also be written in the same language. In the case of illiterate contractors the rates or the amounts tendered should be attested by a witness.
- 6.0 Issue of tender form will be stopped one day before the date fixed for the opening of tenders.
- 7.0 Earnest money, amounting to **Rupees 3500.00(Three Thousand Five Hundred Only)**, in the form of Bank Draft drawn in favor of **"UCO Bank" Bhopal**, must accompany each tender and each tender is to be in a sealed cover super scribed "Tender for Supply & Installations of Air Conditioners at **BO DABRA** at UCO Bank Building, and addressed to The Chief Manager, UCO Bank, Zonal Office, Bhopal, (M.P.)
- 8.0 The acceptance of a tender will rest with the UCO Bank, The Bank reserves the right to accept or reject any or all the tenders received without the assignment of any reasons. All tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
The bank reserves the right to accept the tender in full or in parts and that the tenderer shall have no claim for revision of rates or other conditions if the tender is accepted in parts.
- 9.0 Canvassing in connection with tender is strictly prohibited and the tenders submitted by the contractor who resorts to canvassing will be liable to rejection.
- 10.0 All item rates shall be quoted on the proper form of the tender alone.
- 11.0 An item rate tender containing percentage below/above will be summarily rejected. However, where a tenderer voluntarily offers a rebate for payment within a stipulated period, this may be considered.
- 12.0 On acceptance of tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Employer/Architect shall be communicated to the Employer.
- 13.0 Special Care should be taken to write the rates in figures as well as in words & the amounts in figures only, in such a way that interpretation is not possible. The total amount should be written both in figures & in words. In case of figures, the words "Rs" should be written before the figure of rupees & words "P" after the decimal figures, e.g. Rs.2.15p. & in case of words, the word "Rupees" should precede & the word "Paisa" should be written at the end, unless the rate is in whole rupees & followed by the words "Only", it should invariably be up to two decimal places. While quoting the rates in schedule of quantities,

the word "Only" should be written closely following the amount & it should not be written in the next line.

- 14.0 The bank does not bind itself to accept the lowest or any tender and reserves to itself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
- 15.0 All taxes including Sales Tax or any other tax on material or finished works like's work's contract tax, turnover tax etc. in respect of this contract & the Bank will not entertain any claim whatsoever in this respect.
- 16.0 The contractor shall give a list of his relatives working with the bank along with their designations and addresses.
- 17.0 No employee of the Bank is allowed to work under or as a contractor for a period of two years after his retirement from Bank services, without the previous permission of the Bank. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Bank as aforesaid before submission of the tender or engagement in the contractor's service.
- 18.0 The tender for works shall remain open for acceptance for a period of 90 days from the date of opening of the tenders. If any tenderer withdraws his tender before the said period, then the bank shall be at liberty to forfeit Earnest Money paid along with the tender.
- 19.0 The tender for the work shall not be witnessed by a contractor or contractors who himself/themselves has/have tendered or who may and has/have tendered for the said work. Failure to observe this condition would render tenders of the contractors tendering as well as witnessing the tender liable to summary rejection.
- 20.0 It will be obligatory on the part of the tenderer to tender and sign the tender documents for all the component parts and that, after the work is awarded, he will have to enter in to an agreement, for each component with the competent authority in the bank.
- 21.0 The Supplier shall submit an undertaking as per enclosed format alongwith the tender for supply & after sales service assurance at PANNA as & when required failing with the tender shall summarily rejected.

The tenderer, apart from being a competent contractor must associate himself with the agencies of the appropriate class who are eligible for (i) Electrical (ii) Sanitary & water supply installations and (iii) Horticulture.


Signature of the Competent Authority,

UCO BANK,

ZONAL OFFICE-

BHOPAL.

Bill of Quantities for Air Conditioning of UCo Bank; BO: DABRA; with Details of Specification.

S.No.	Item	Qty.	Unit	Rate	Amount
SCHEDULE OF AIR CONDITIONING WORKS					
1.	Supply, Installation, testing & commissioning of 1.0 Tr. Hi wall Split A.C. unit (3 star rating) with LCD remote. Rates inclusive of installation of A.C. unit (Approved makes are Voltas, Samsung & Carrier) & shall have <ul style="list-style-type: none"> 5 years compressor guarantee. 1 year warranty of A.C. component. 	02.00	Nos		
2.	Supply, Installation, testing & commissioning of 1.5 Tr. Hi wall Split A.C. unit (3 star rating) with LCD remote. Rates inclusive of installation of A.C. unit (Approved makes are Voltas, Samsung & Carrier) & shall have <ul style="list-style-type: none"> 5 years compressor guarantee. 1 year warranty of A.C. component. 	04.00	Nos.		
3.	Supply, Installation, Testing & Commissioning of extra refrigerant copper piping with P.U. insulation.	90.00	Mtrs.		
4.	Supply, Installation, Testing & Commissioning of extra drain piping with 20 mm PVC/HDPE pipe.	90.00	Mtrs.		
5.	Providing & Supplying and fixing of Stabilizer of required rating & standard company as approved by the Bank/ Architect	06.00	Nos.		
6.	Providing & fixing M.S. Cage for external unit of A.C. made of M.S. Flats 19x6mm with locking arrangements including painting the cage with enamel over steel priming.	06.00	Nos.		
TOTAL					
Rs.In Words::					