

REQUEST FOR PROPOSAL (RFP)
FOR
COMPREHENSIVE ANNUAL MAINTENANCE
CONTRACT (CAMC) TOWARDS
MAINTENANCE OF AIR
CONDITIONER MACHINES AT HEAD OFFICE AND BRANCHES/
OFFICES UNDER CENTRAL REGION
FOR NEXT TWO YEARS

THE WEST BENGAL STATE CO-OPERATIVE BANK LTD.

HEAD OFFICE ADDRESS: 24A, WATERLOO STREET, KOLKATA - 700069

RFP Reference: /WBSCB/E-TENDER/AMC/A.C.Machine/1.1

Date: 27/04/2026 (Monday)

Last Date for Submission: 06/05/2026

Before: 02:00 P.M.

Request for proposal for selection of vendor for Comprehensive Annual Maintenance of Air-condition Machines at Head Office and Branches/Offices under Central Region for a period of two years.

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Important Dates and Schedule of Activities:

Sr. No.	Particulars	Details
1	Project Name	COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (CAMC) TOWARDS MAINTENANCE OF AIR CONDITIONER MACHINES AT HEAD OFFICE AND BRANCHES/ OFFICES UNDER CENTRAL REGION.
2	RFP Inviting Bank	The West Bengal State Cooperative Bank Ltd.
3	RFP Reference No.	WBSCB/E-Tender/CAMC/Air-condition/1.1 dated 27/04/2026
4	Tender inviting authority	Managing Director, The West Bengal State Cooperative Bank Ltd., 24A, Waterloo Street, Kolkata - 700069.
5	Availability of RFP Documents	To be downloaded from Website ' www.wbstcb.bank.in ' and/or www.wbtenders.gov.in
6	RFP Cost	Cash or online payment of Rs.2,360/- (Two Thousand Three Hundred Sixty) only inclusive of GST to be deposited with Account No 201001200387 maintained by The West Bengal State Cooperative Bank Limited with IndusInd Bank, IFSC No- INDB0000052.
7	Date of Issuance of RFP	27/04/2026 at 11:00 A.M.
8	Last Date and Time for Submission of Pre-Bid Queries	30/04/2026 by 02:30 P.M.
9	Last Date and Time for Bid submission (on or before)	06/05/2026 by 02:00 P.M.
10	Mode of Submission of RFP	To be uploaded on website
11	Website for Uploading Proposals (Only Technical)	www.wbtenders.gov.in
12	Date and Time of Opening of Technical Proposals	08/05/2026 by 02:00 P.M.
13	Acceptance/ Rejection of Technical Proposals	Bank shall advise the applicant bidders indicating the acceptance/rejection of their proposal for empanelment.
14	Engagement period	2 years from the issuance of work order.
15	Language of Bid Submission	Proposals should be submitted in English only.
16	Contact persons and email id	1) Shri Partha Mitra, General Manager (HRMD) E-mail: partha.mitra@wbstcb.bank.in 2) Shri Himadri Das, Staff Officer (Law & Estate) E-mail- himadri.das@wbstcb.bank.in
17	Communication Address	All communications, including proposal documents should be addressed to: The Managing Director, The West Bengal State Co-operative Bank, 24A, Waterloo Street, Kolkata - 700069
18	Newspaper publication	Aajkaal & Business Standard dated 27/04/2026

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General Information, Disclaimer and Instruction to Bidders:-

1) Important Clarifications:

- a) 'The Bank' means The West Bengal State Cooperative Bank Ltd and henceforth be called as 'WBSCB'/'The Bank'/'Bank'.
- b) 'Bidder' means the prospective BIDDER who has received RFP document and intends to be **selected** for a period of **two years** for providing Comprehensive Annual Maintenance Contract for the SPLIT/WINDOW/TOWER/CASSET type Air-condition Machines at Head Office and Branches/Offices under Central Region of the Bank as mentioned in this Document henceforth will be called as "BIDDER".
- c) 'Vendor' means the selected bidder of the RFP.
- d) 'RFP' or 'Tender' means the Request for Proposal.
- e) 'Recipient' or 'Respondent' or 'Bidder' means who responds/submits BID in response to this RFP issued by Bank.
- f) Proposal/Bid/Offer means response to RFP document submitted by Recipient to the Bank.

2) Abbreviations:

Abbreviation	Expansion
WBSCB	The West Bengal State Cooperative Bank Ltd.
EMD	Earnest Money Deposit / Bid Security / Performance Security Deposit
INR	Indian Rupee
SLA	Service Level Agreement
NDA	Non-disclosure Agreement
EOI	Expression of Interest

3) Disclaimer

The information contained in this tender document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form/email by and on behalf of WBSCB, is subject to the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.

This tender document is neither an agreement nor an offer and is only an invitation by the Bank to the interested parties for submission of bids. The purpose of this RFP is to provide the Bidder(s) with information to assist the formulation of their proposals. This tender does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Tender and where necessary obtain independent advices / clarifications. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this tender. No contractual obligation whatsoever shall arise from the tender process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Bidder.

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The Bank, its employees and advisors make no representation or warranty and shall not have any liability to any person, including any applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this tender or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the tender and any assessment, assumption, statement or information contained therein or deemed to form part of this tender or arising out in any way for participation in this Bid stage.

The Bank also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The issue of this tender does not imply that the Bank is bound to select a Bidder or to appoint the selected Bidder or Concessionaire, as the case may be, for the Project and the Bank reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery, fees, expenses associated with any demonstrations or presentations which may be required by the Bank or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Bank shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation for submission of the Bid, regardless of the conduct or outcome of the Bidding process.

The purpose of this RFP is to provide necessary information to the potential Bidders, who qualify and intend to submit their response to the RFP. Though the RFP has been prepared with sufficient care and diligence with an endeavor to provide all required information to the potential Bidders, Bank acknowledges the fact that the potential Bidders may require more information than what has been provided in the RFP. Accordingly, in such cases, the potential Bidder(s) may seek additional information/clarification required from Bank. Bank reserves the right to provide such additional information/ clarification at its sole discretion either one to one basis to the bidder or clarify it to all the potential bidders as deem fit. In order to respond to the RFP, if required, and with the prior permission of Bank, each Bidder may conduct their own study and analysis, as may be necessary, at their own cost and expense ensuring they adhere to the timelines mentioned in the RFP. No additional time will be provided to Bidders to undertake any analysis or study.

Bank makes no representation or warranty and shall incur no liability, whatsoever, under any law, statute, rules or regulations on any claim by any bidder or any potential Bidder may make in case of failure to understand the requirement and respond to the RFP.

The information contained in this RFP is strictly confidential. The Bidder shall not share this information with any other person/party not connected with responding to the RFP or even with other potential Bidders. The information contained in this RFP or subsequently provided to Bidder(s), whether verbally or

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in writing by or on behalf of Bank shall be subject to the terms and conditions set out in this RFP and any other terms and conditions subject to which such information is provided.

4) General information & instruction to Bidders:

A) Introduction- The West Bengal State Co-operative Bank Limited having its registered office at 24-A, Waterloo Street, Kolkata-700069 is a 108 years old Banking Institution working as an Apex Bank of all Co-operative Banks of West Bengal. Serving the needs of peoples from remote areas to State Capital, Bank have 43 branches in South 24 Parganas, North 24 Parganas, Coochbehar Districts and in Kolkata & Siliguri working on the CBS platform.

B) Purpose of the Tender- E-tenders are invited for selection of vendor having adequate experience to execute this type of works for providing Comprehensive Annual Maintenance Contract for the SPLIT/WINDOW/TOWER/CASSET type Air-condition Machines at Head Office and Branches/Offices under Central Region of the Bank.

C) Availability of RFP document- Interested individuals/ companies/ firms may obtain the application forms from bank's website at www.wbstcb.bank.in and/or www.wbtenders.gov.in .

D) Cost of Tender Form- Cash or online payment of Rs.2,360/- (Two Thousand Three Hundred Sixty) only inclusive of GST to be deposited with Account No 201001200387 maintained by The West Bengal State Cooperative Bank Limited with IndusInd Bank, IFSC No-INDB0000052.

E) Tender procedure- E-tenders are invited for selection of vendor having adequate experience to execute this type of works for providing Comprehensive Annual Maintenance Contract for the SPLIT/WINDOW/TOWER/CASSET type Air-condition Machines at Head Office and Branches/Offices under Central Region of the Bank.

E-Tender offers in two bid system viz 1) Technical Bid and 2) Commercial Bid from firms who have successfully handled and completed works of similar nature and having their own Offices in Kolkata or adjacent districts to Kolkata.

Technical Bid:-

- i. The technical bid should be uploaded as per details provided in the RFP document. **BIDDER must ensure that all the documents uploaded / submitted in hard copies are sealed and signed by the authorized signatory.**
- ii. The printed copy of Technical & Eligibility bid proposal as given in Annexure A and pre-qualification criteria, should be neatly typed on the letterhead of the BIDDER, duly filled in, signed and complete in all respect and in their absence the bids may not be evaluated.
- iii. The Technical Bid submitted in response to this RFP Document along with the supporting material, will become the property of the Bank.

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- iv. Eligibility cum Technical bids will be opened in the presence of the bidder's representatives who choose to attend the opening of eligibility cum technical bid. No separate communication shall be sent in this regard. Subsequently, the Bank will evaluate the eligibility cum Technical Bids and the bidders shall be suitably intimated about outcome, after evaluation.

Commercial Bid:-

After completion of the evaluation for the technical bid submitted, the successful bidders will be communicated through e-mail or through other mode as per choice of the Bank. Commercial bids will be opened in the presence of the bidder's representatives, desirous to attend and are found qualified upon evaluation of the eligibility and technical bid by Bank. The bidders should quote their commercial keeping in mind the followings:

- i. Bid Rates as per the format enclosed in **Annexure 1**. The BIDDER shall indicate the Rates, Terms of Reference of which are given in the Technical Specifications.
- ii. The details of Rate Schedule for Comprehensive Maintenance Work under all the components of this RFP for which the BIDDER is intending to quote. Quoting rate for selective items that means if the bidder does not quote their commercial for all the items required by Bank will be outright cancelled.
- iii. The Commercial Bid must be as per the BoQ provided along with the RFP.
- iv. The taxes will be extra as per prevailing rates at the time of billing during the contract.**
- v) For participation in the opening of eligibility cum technical and commercial bid, the Bidders' representatives are required to carry authorization letter from their authorized signatories, if the person attending the bid opening process is other than the authorized signatory.

F) Last date of submission of Tender:-

- i. The response should be submitted on or before the last date & time of submission mentioned in **"Important Dates and Schedule of Activities"**. If the last date of submission of RFP response is declared as a holiday for any reason, then the last date for submission of RFP response will fall on the next working day.
- ii. The Bids / Proposals should be complete in all respects and contain all information asked for in this document. It is mandatory to submit the details in prescribed formats duly filled in, as part of the offer. The Bank, at its discretion, may not evaluate a bid in case of non-submission or partial submission of details. The proposal must be submitted in an organized and structured manner.

G) Validity of Tender: - The prices and other terms offered by the bidder must be firm for an acceptance period of 180 days from the last date for submission of offer document to the Bank.

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Through its response, the bidder accepts that the same may be extended by another 180 days by the Bank for reason.

H) Generic Clause:

- i) Bank has the right to reject / select one or more agencies. The Bank does not bind itself to accept the lowest or any tender and reserves the right to reject any or all tender received without assigning any reasons thereof. The decision of the Bank shall be final, conclusive and binding on all the parties.
- ii) Bank reserves the right to modify the document or even may cancel the tender at any stage without assigning any reason.
- iii) The tender rate against each item of work / price indicated in the schedule of quantities and rates/ price should be indicated both in words and figures. In case of any discrepancy, the rates indicated in words would prevail.
- iv) The rates quoted against each item of work / price should be for the complete finished item of work and include all labour, material, overhead, but exclusive of taxes and duties etc. Any statutory change in the tax structure/duties after opening of the tender shall be reimbursed by the Bank as per actual.
- v) Tender should be free from corrections/erasures, erasing, over-writing of any information including quoted rates shall render the tender void. All corrections/ erasures should be clear, legible and signed in full by the authorized signatory, failing which the tender shall not be considered.
- vi) Tenderers are advised to carefully read and understand the complete scope/ value and volume of the contract involved before submitting their tenders. In general, tenderers shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the Site, whether he inspects it or otherwise. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions, rates and other factors bearing on the execution of the works. No clarifications will be entertained after submitting the tenders.
- vii) All tenders in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected. If the space provided in the Proforma is insufficient for giving full details, the same may be given on a separate sheet of paper. Tenderers are to ensure that tender form shall be submitted strictly in the format as mentioned along with the supporting documents.
- viii) Information / details furnished by selected Contractors / suppliers / professionals / vendors, if found to be false at any time in future or any information, affecting tenders is willingly / unwillingly withheld, if comes to the notice of the Bank at any point of time, the tenders of Contractors / suppliers / professionals / vendors can be cancelled immediately.
- ix) The minimum eligibility criteria have been clarified in the RFP document. Agencies fulfilling the technical criteria and scoring the minimum technical marks will be selected for opening of price bid. Team of the Bank officials may visit the referred sites mentioned by the bidder, if required, to verify quality of services provided by them. Bank shall have the right to cross verify and ascertain all the information submitted and seeking confidential reports from the previous clients before short listing the applicants. No separate intimation shall be sent to the bidders for their presence at the time of opening of technical bid. Only one representative shall be allowed to present during the opening of the bid.
- x) This tender notice shall form part of the contract documents.

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- xi) Bidders have to keep checking our website for any additional instructions /Addendum. Bidders who quote tender without attaching tender document or the addendum duly signed, if any, will be rejected. No separate notice will be published in the newspaper regarding any additional instructions/ Addendum, if any.
- xii) A recipient will, by responding to the Bank's RFP with a submission, be deemed to have accepted all the Terms & Conditions as stated in this RFP document in totality without any condition whatsoever.
- xiii) Bank reserves the right to assess the rates quoted by the bidders whether they are workable / genuine and to take an appropriate decision in award of contract. In this regard, no claims / correspondence will be entertained.
- xiv) No binding legal relationship will exist between any of the Respondents and the Bank until execution of a contractual agreement by duly authorized signatory of the Bank and the bidder is made.
- xv) It is the Recipient's responsibility to conduct necessary investigation and analysis regarding any information contained in this RFP document and the meaning and impact of that information.
- xvi) Indicative evaluation process has been specified here-in-later in this document. However, as a condition of responding, each Recipient acknowledges and accepts that the Bank in its absolute discretion may apply whatever selection criteria it deems appropriate in finalizing the vendor.

I) Earnest Money/Retention Money/Performance Security Deposit:

No Earnest Money is required to submit with the Tender. However, the bidders have to submit declaration as per **Annexure-C**. More fully, upon acceptance of the bids, the successful Bidder have to submit **Performance Security Deposit** equivalent to 3% of the yearly value accepted in the form of Bank Draft/Pay Order/Bank Guarantee. In addition to above, a sum equivalent to 5% against each quarterly bill shall be retained and shall be released on satisfactory execution of maintenance contract as per terms of the RFP. The Performance Security Deposit/Retention Money shall be forfeited if the awarded vendor fails to rectify/repair the defects and the Bank requires to get the job done by other agency to their choice in accordance with the work contract. The Performance Security Deposit/Retention Money shall not carry any interest and shall be retained till the engagement as service provider is terminated.

J) Pre-Qualification Criteria & Criteria for Short Listing: -

Following will be the minimum pre-qualification criteria. Each eligible Bidder should pass all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

SI No	Pre-qualification Criteria	Supporting Compliance Document to be submitted.
1	The applicant shall be a firm/ company/ partnership/ proprietorship firm /Service Cooperative Society registered under the Indian Companies Act, 1956/ the partnership Act, 1932 /Co-operative Societies Account etc.	Copy of Certificate of incorporation / Partnership Deed / Copy of Registration etc
2	Should have a Valid Trade License	

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2-A	Bidder should have main activity as A C Maintenance Service Provider, otherwise tender shall be rejected.	Copy of a valid Trade License
3	The bidder should be an Authorized Service Provider or Original Equipment Manufacturers for at least one of the reputed Brands of air-conditioners namely Carrier, Voltas, Blue Star, L.G, Hitachi, Samsung, Daikin etc.	Copy of Certificate / Authorization letter issued by the company to the tenderer for being Authorized service provider is to be submitted.
4	Audited Balance Sheet & Profit and Loss Account for the last 3 financial years i.e 2022-2023, 2023-2025 and 2024-2025.	Copies of the balance sheet and Profit & Loss A/c for the past 3 years (i.e. 2022-2023, 2023-2025 and 2024-2025.), duly audited by chartered accountants.
4-A	The company should have made net profits in each of the last three financial years i.e 2022-2023, 2023-2025 and 2024-2025.	
4-B	The average annual turnover for the bidder (not of group companies) should not be less than INR.15.00 lakh per year in each year for last 3 financial years i.e 2022-2023, 2023-2025 and 2024-2025.	
5	Should be a registered company/firm with authentic PAN, GST	<p>a) Copy of PAN, GST allotted by competent authorities.</p> <p>b) Income Tax Return for the financial year 2022-2023, 2023-2025 and 2024-2025.</p> <p>c) GST Return (Preferably GSTR-9) for the financial year 2022-2023, 2023-2025 and 2024-2025.</p>
6	Credentials of performing similar jobs during last 5 years ending on 31.03.2026 fulfilling any one of the following three criterias (please provide relevant order copies):	<p>a) 03 (three) "AMC orders" costing not less than the amount of Rs. 2.00 Lakh (Rs. Two Lakh) each OR</p> <p>b) 02 (two) "AMC orders" costing not less than the amount of Rs. 3.00 Lakh (Rs. Three Lakh) each OR</p> <p>01 (one) "AMC orders" costing not less than the amount of Rs. 5.0 Lakh (Five Lakh)</p>

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7	The firm should be in the business of providing similar supply & services for at least 5-years as on 31.03.2026	Supporting documents of work orders.
7-A	The Bidder should have experience of providing similar services to Govt. Departments, Public/ Private Sector Banks, Govt. Corporations, State Co-operative Bank, DCCBs and Private Organization of repute.	
7-B	Details of similar work in hand	
8	Unconditional Acceptance of the Terms & Conditions of this RFP	Original RFP Documents with corrigendum, if any, by signing on each paper with impression of company seal.
9	Should have presently empaneled with Govt organizations/ Banks including State Co-operative Bank & District Central Co-operative Bank Ltd/ Other Organization of repute	Please provide Empanelment order.
10	Technical Qualification Information Sheet	Please submit the information supported with valid documents as per Annexure-A.
11	Declaration regarding compliance certificate	Please submit the declaration as per Annexure-B.
12	Declaration regarding Bid Security/EMD	Please submit the declaration as per Annexure-C.
13	Declaration regarding blacklisting	Please submit the declaration as per Annexure-D.
14	List of disputes/litigations entered into, if any, with its details	Please submit the declaration as per Annexure-E.
15	Details of Service Location & Terms of Reference	Please submit acceptance in ref. to Annexure-F.
16	Financial Bid	Please submit rate with ref. to Annexure-G.
17	Final Checklist	Please submit the checklist as per Annexure-H.

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K) Time and date of opening Bid

Technical Bid: - Please refer **Important Dates and Schedule of Activities**). Eligibility cum Technical bids will be opened in the presence of the bidder's representatives who choose to attend the opening of eligibility cum technical bid. No separate communication shall be sent in this regard. Subsequently, the Bank will evaluate the eligibility cum Technical Bids.

Commercial Bid:- After evaluation of Technical Bid, the successful bidders shall be intimated indicating time and venue of opening Commercial Bid.

L) Venue of opening of bids:-

Conference Room, Head Office of THE WEST BENGAL STATE COOP. BANK LTD, 24A WATERLOO STREET, KOLKATA- 700069.

M) Tender to be addressed and submitted to:-

All communications, including proposal documents should be addressed to:

The Managing Director, The West Bengal State Co-operative Bank, 24A, Waterloo Street, Kolkata – 700069.

N) Clarification, if any, to be obtained from:-

The Bidder may seek clarification in writing within **07/03/2025**. The clarification must reach within the working hours to-

1) Shri Partha Mitra, General Manager (HRMD), Mob No- 9073717171, E-mail- partha.mitra@wbstcb.bank.in

2) Shri Himadri Das, Staff Officer (Law & Estate), Mob No-9073681101, [E-mail-himadri.das@wbstcb.bank.in](mailto:himadri.das@wbstcb.bank.in)

Format for queries: -

Bidder should use the following format for their above-said communication –

1. Name of the Respondent/Bidder:

2. Date:

3. Contact Person from Respondent/Bidder in case of need:

Name:

Designation:

E-mail ID:

Tel / Mobile No:

Sr. No	Page no of RFP	Clause No	Original RFP Clause	Bidder's Query
1				
2				

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All queries/clarifications requested must be in writing and should be forwarded by the authorized person of bidder in the above format in MS-EXCEL workbook. The queries may be e-mailed to partha.mitra@wbstcb.bank.in with a copy to himadri.das@wbstcb.bank.in with the queries enclosed as attachment in above mentioned format.

Bank shall not answer any communication initiated by respondents after the last date of query submission. Bank may in its absolute discretion seek additional information or document from any respondents after the RFP closes for supplementary information and better evaluation. All such information and document provided will form part of that Respondent's response.

Bank is not bound to reply to queries not pertaining to this RFP. Replies shall be at Bank's discretion. Bank's replies shall be final and acceptable to all bidders.

D) SCOPE OF WORK AND DUTIES: -

The Successful bidder is supposed to provide qualified and experienced AC technicians for maintenance and servicing the Air-conditioning system. The contractor shall ensure that all Air conditioners are in proper working conditions throughout the contract period. The Annual Maintenance Contract is Comprehensive in nature, which covers services on routine basis & under breakdowns and shifting (Dismantling & Installation) the Air conditioners in the same premises with installation as decided by the Bank.

Activity covered under Comprehensive Contract

- ❖ Four times (04) servicing, overhauling, greasing of Air conditioners to be done in each quarter during the one-year contract period.
- ❖ All Breakdown calls will be attended within 24 hrs during the Contract period including Bank's holidays, Saturdays & Sundays.
- ❖ All Safety controls parts inspection, cleaning, repair / replacement etc.
- ❖ Air filters cleaning, inspection, servicing, repair / replacement etc.
- ❖ Cooling coil inspection, cleaning, servicing, repair / replacement etc.
- ❖ Blower motor inspection, cleaning, servicing, repair / replacement etc.
- ❖ Inspection, cleaning, servicing repair / replacement of electrical items and control wiring (PCB) etc.
- ❖ Top up of cooling Gas / Refrigerant gas charging as and when required.
- ❖ Condenser fan motor inspection, cleaning, servicing, repair / replacement etc.
- ❖ Condenser coil inspection, cleaning, servicing, repair / replacement etc.
- ❖ PCB circuit inspection, checking, repair / replacement.
- ❖ Replacement of compressor from OEM.
- ❖ Repairing / Replacement of fan blower motor from OEM.
- ❖ Replacements of starting relay / overload relay / copper piping insulation etc.
- ❖ Repairing / replacement of swing motor, transformer & magnetic switch.
- ❖ Dismantling / relocation of window / Split Air conditioners/Cassette/Tower type A C Machines etc. in the entire Central Region.
- ❖ Repairing / Replacement of external time switch unit.
- ❖ Replacement of refrigerant pipe, insulation, interconnection cables and drain pipes.

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Activity not covered under comprehensive contract: -

- ❖ Major repairs / Replacement of Air conditioners due to aging / electrical faults of equipment.
- ❖ Repairing / replacement of Water piping, sheet metal ducting, grills, diffusers, masonry work, carpentry work & M.S. welding work etc.
- ❖ Repairing / replacement of Electrical cabling, switches and electrical accessories connected with air conditioner system.
- ❖ False ceiling work and painting etc.
- ❖ Supply of new Remote-control units.

LIST OF PARTS COVERED UNDER THIS CONTRACT

Sl.No	Items	Sl.No	Items
1	Compressors	12	Fan blades
2	Starting Capacitors	13	Electronic Control Circuitries
3	Running Capacitors	14	Micro Swing Motors
4	Relays, Thermostats	15	Built - in Timer kit
5	Fan Capacitors	16	Air-Filters
6	Fan Motors	17	External Electronics/ Analog time switches provided for timed running of A.C's
7	Selector switches	18	Outdoor unit mounting frames
8	Contactors (Power / Control)	19	Condenser Coils/Copper Tubes of indoor/outdoor units
9	Gas charging	20	Parts of indoor / Outdoor unit enclosures
10	Rewinding of motors	21	Cabling from indoor to outdoor
11	Ball bearings of motors	22	Existing copper piping from indoor to outdoor

P) Dispute Resolution:

Bank and the selected vendor shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with this RFP and subsequent contract. If after 30 days from the commencement of such informal negotiations, Bank and the selected vendor have been unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration.

All questions, disputes or differences arising under and out of, or in connection with the contract, shall be settled with reference to the provisions of the West Bengal Co-operative Societies Act-2006 and Rules framed there under. The venue of the arbitration shall be at Kolkata only.

Q) Other disciplines

- i) GST, Service Tax or any other tax on material or on finished work like Works Contract Tax, Turnover Taxes etc. in respect of this contract shall be payable by the Contractor and the Bank will not entertain any claim whatsoever in this respect.

Request for proposal for selection of vendor for Comprehensive Annual Maintenance of Air-condition Machines at Head Office and Branches/Offices under Central Region for a period of two years.

- ii) Delay in submission of any part arising due to postal or any other irregularities at any stage will not be considered. The Bank will not be responsible for any damage in transit in case of postal delivery / delivery through courier service or otherwise.
- iii) All tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- iv) The acceptance of technical bid will rest with THE WEST BENGAL STATE COOP. BANK LTD, which does not bind itself to accept any or all tenders and reserves to itself the right to reject any or all the tenders received without assigning any reason/s thereof.
- v) In case the date of opening of tenders is declared as a holiday, the tenders will be opened at the same time on the next working day.
- vi) Conditional Tenders will be summarily rejected.
- vii) After opening the technical bids offer on the standardized conditions as depicted vide the tender document, no correspondence will be entertained.
- viii) The bank is not bound to award all the site projects to single Contractor/Vendor
- ix) Prior to finalizing of Technical bid, THE WEST BENGAL STATE COOP. BANK LTD., or their representatives at their discretion may inspect the on-going/completed works of the Contractors as well as obtain confidential report from the concerned employers.
- x) The bid of tenders who do not full fill the above criteria will summarily be rejected.
- xi) The Bank also reserves to itself the right of accepting the whole or any part of the tender and the tenderers shall be bound to perform the same at the rates quoted.
- xii) Each Recipient should notify the Bank of any error, omission or discrepancy found in this RFP document. Notification should be made to contact details provided in Clarification on RFP document.
- xiii) Any form of canvassing/lobbying/influencing/cartelization, etc. by the Bidder may result in disqualification of such Bidder.
- xiv) The contractor shall give a list of relative working (in case so) with the bank along their designations and addresses.
- xv) No Employee of the bank is allowed to work as a contractor for a period of two years of his retirement from bank service, without the previous permission of the bank, This contract is liable to be canceled 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.

Request for proposal for selection of vendor for Comprehensive Annual Maintenance of Air-condition Machines at Head Office and Branches/Offices under Central Region for a period of two years.

- xvi) The tender of the work shall not be witnessed by a contractor or contractors who himself/themselves has/have tendered or who may had/have tendered for the same work. Failure to observe this condition would render tenders of the contractors tendering as well as witnessing the tender liable to summary rejection.
- xvii) All the technical supporting documents should be submitted electronically uploading in the website mentioned above on or before the final date & time of bid submission.
- xviii) The Bank may, in its absolute discretion, but without being under any obligation to do so, update, amend, replace, modify or supplement the information given in the RFP and specify additional requirements or cancel the RFP at any time without assigning any reason thereof and without any prior notice.

R) PAYMENT TERMS: -

An amount equivalent to 95% of the awarded value shall be paid quarterly prorate basis within 15 days from the submission of Tax Invoice post services of awarded work by the Vendor to the satisfaction of the Bank. 5% of the value shall be retained till the existence of the contract period and paid after the Defect Liability Period of 90 days provided the vendor has attended all defects/replacement work within 24 hours of reporting. No interest shall be paid on the retained amount.

S) Language of Bids:

The Bids prepared by the BIDDER and all correspondence and documents relating to the Bids exchanged by the BIDDER and the Bank, shall be written in the English Language, provided that any printed literature furnished by the BIDDER may be written in another language (Devnagari) so long as it is accompanied by an English version in which case, for purposes of interpretation of the Bid, the English version shall govern.

T) Bid Currency and Related:

- 1) Rates should be quoted in Indian Rupees (INR) only.
- 2) The rates quoted should be excluding taxes. Taxes should be mentioned separately in columned form.

U) RFP Rejection Criteria:

Bid may be rejected for any or all of the following grounds:

- The bidder's details attached to RFP are not found as per eligibility criteria.
- Non-indexed documents attached to RFP document.
- RFP submitted with false and wrong information.
- Information requested by bank for this RFP process is not found in Technical offer.
- Misconduct and influence, if any, to this RFP process by the bidder OR its representative/s will result into rejection of bid document. No further communication will be entertained in this regard.

Request for proposal for selection of vendor for Comprehensive Annual Maintenance of Air-condition Machines at Head Office and Branches/Offices under Central Region for a period of two years.

- Submission of Commercial Bid information with Technical Bid.

V) Related Parties

In the following circumstances Bank will have discretion to reject the entire bid or accept the bid with some conditions stipulated by bank –

1. Bids submitted by holding company and its subsidiary.
2. Bids submitted by one or more companies having common director/s.
3. Bids submitted by one or more partnership firms / LLPs having common partners.
4. Bids submitted by one or more companies in the same group of promoters/management.
5. Any other bid at the sole discretion of the Bank which is in the nature of multiple bids.

W) Evaluation:- The Bidders shall be assigned Technical Marks (Tm) out of a maximum of 100 point based on the documents submitted. The Scoring Model is provided below:

Sl No	Evaluation criteria	Score	Maximum Technical Marks (Tm)
1	Past Experience (In last 5 years) *Attach Documents / Upload documents	Credentials of performing similar jobs during last 5 years ending on 31.03.2026 fulfilling any one of the following three criteria (please provide relevant order copies): 1) 03 (three) "AMC orders" costing not less than the amount of Rs. 2.00 Lakh (Rs. Two Lakh) each OR 2) 02 (two) "AMC orders" costing not less than the amount of Rs. 3.00 Lakh (Rs. Three Lakh) each OR 3) 01 (one) "AMC orders" costing not less than the amount of Rs. 5.0 Lakh (Five Lakh)	30
2	Past Experience (In last 3 years) *Attach Documents / Upload documents	Providing Annual Maintenance Contract Services for Air-conditioners to Govt/Bank/Organization of repute. 1) For providing services of every 20 Air-conditioners of the same client- 5 Marks	20
3	Annual turnovers of Rs.15.00 Lakhs and above per year & for the last 3 years ending on 31.03.2025. *Attach Documents / Upload documents	FOR CUMULATIVE 0.45 Lac to 0.75 Lac – 10 Marks >0.75 Lac to 1.20 Cr – 12 Marks >1.20 Cr – 15 Marks	15
4	Legal Structure of the company **Attach Documents / Upload documents	Partnership/Proprietary/other – 7 Marks Service Co-operative Soc – 8 Marks Private Limited – 9 Marks	10

Request for proposal for selection of vendor for Comprehensive Annual Maintenance of Air-condition Machines at Head Office and Branches/Offices under Central Region for a period of two years.

		Public Limited - 10 Marks	
5	ISO 9001 certification		5
6	Engagement with Central Govt/ State Govt/ PSUs/ Financial Institutions as AMC vendor.	Engagement with 1-2 Organization- 5 Marks > 2 Organizations - 10 Marks	10
7	Profit * Attach Documents/ Upload Documents	Operating profit in the last 3 financial years	10
		Total	100

The technical qualification cut-off marks would be 70% (70 marks out of 100) to be eligible for opening Commercial Bid. Scoring below the same would not be considered. However, the Bank reserves the right but not the obligation to reset the qualifying marks below 70, if the eligible qualified number of bidders is found less than three.

Request for proposal for selection of vendor for Comprehensive Annual Maintenance of Air-condition Machines at Head Office and Branches/Offices under Central Region for a period of two years.

Annexure – A

GENERAL & TECHNICAL INFORMATION

TECHNICAL BID (Company Profile)

SI No	PARTICULARS OF THE COMPANY	Bidder's response
1	Name of the Company	
2	Full Address	
3	Telephone & Mobile No.	
4	E-Mail Address	
5	Constitution of the firm (whether Proprietary / Partnership / Pvt Ltd. / Public Ltd. etc.	
6	Name of the Proprietor / Partner / Managing Director	
7	Name of the contact person and Mobile no.	
8	Year of Establishment	
9	Registration with the Registrar of Co	
10	Name(s) of Contact Person (s) with address	
11	Registration with Tax Authority a. PAN No. b. GST No. (Attach latest IT Return filed copy & GST Return filed copy)	
12	Furnish copies of audited Balance Sheet and Profit & Loss Account for the last 3 years Turn over 2022-23, 2023-24 and 2024-25.	
13	Name & address of the Banker, Nature of facilities availed (if any) (Attach Banker's opinion letter on the conduct of the account).	
14	Whether an empanelled vendor for Central Govt/ State Govt/ PSUs/ RBI / SBI/ Nationalized Banks/ State Co-op Bank/DCCBs/ Other Institutions of Repute	
15	Certification whether the system conforms to I.S / ISO 9001 QUALITY SYSTEM	
16	List of Orders executed in last 05 years along with name and contact no of clients who will be in a position to certify the past performance of the Bidder. (Please provide order copy)	

Place :

Date :

AUTHORISED SIGNATORY

Request for proposal for selection of vendor for Comprehensive Annual Maintenance of Air-condition Machines at Head Office and Branches/Offices under Central Region for a period of two years.

Annexure- B : Compliance Certificate

To
The Managing Director,
The West Bengal State Cooperative Bank Ltd.
24A, Waterloo Street
Kolkata – 700069

Date:

Dear Sir,

Re: **Bank's RFP No. WBSCB/E-TENDER/AMC/A.C.Machine/1.1 dated 27/04/2026** for selection of vendor for providing Comprehensive Annual Maintenance Contract for the SPLIT/WINDOW/TOWER/CASSET type Air-condition Machines at Head Office and Branches/Offices under Central Region of **The West Bengal State Co-operative Bank Ltd.**

Having examined the tender document including all annexures, the receipt of which is hereby duly acknowledged, we **<organization name >** offer to Selection of vendor for providing Comprehensive Annual Maintenance Contract for the SPLIT/WINDOW/TOWER/CASSET type Air-condition Machines at Head Office and Branches/Offices under Central Region of **The West Bengal State Co-operative Bank Ltd** in conformity with the said RFP document and in accordance with our proposal which made part of this tender, we confirm as under:

1. We possess necessary experience, expertise and ability to undertake and fulfill its obligations, under all phases involved in the performance of the provisions of this RFP. We represent that all utilities, manpower to be deployed by us in response to this RFP shall meet the proposed Service requirements of the Bank and industry standards. If any services, functions or responsibilities not specifically described in this RFP are an inherent, necessary or customary part of the deliverables or services and are required for proper performance or provision of the deliverables or services in accordance with this RFP, they shall be deemed to be included within the scope of the deliverables or services, as if such services, functions or responsibilities were specifically required and described in this RFP and shall be provided by the us at no additional cost to Bank.
2. All responses of technical bids would be deemed to be irrevocable offers/ proposals from the Bidders and may, if accepted by the Bank, form part of the final contract between the Bank and the selected Bidder.
3. We confirm that this offer is valid for 180 days from the last date for submission of tender document to the Bank and consent that the same may be extended by the Bank for reason.
4. This bid together with your written acceptance thereof and your notification of award, if shortlisted, shall constitute a binding contract between us.
5. We undertake that in competing for and if the award is made to us, in executing the subject contract, we will strictly adhere to the security norms prescribed by RBI/NABARD or by any appropriate agency.
6. We agree that Bank is not bound to accept the lowest or any bid that Bank may receive.
7. We have never been barred/black-listed by any regulatory /statutory authority or any employer in India.

Yours faithfully

[SIGNATURE]

(Name & Designation with seal of the firm)

[This letter should be on the letter head pad of bidder duly signed by authorized signatory]

Request for proposal for selection of vendor for Comprehensive Annual Maintenance of Air-condition Machines at Head Office and Branches/Offices under Central Region for a period of two years.

Annexure- C

Bid Security/EMD Declaration/Performance Security Deposit

Ref No:

Date:

To
The Managing Director,
The West Bengal State Cooperative Bank Ltd.
24A, Waterloo Street
Kolkata – 700069

Sub:- Declaration on Bid Security/EMD

Dear Sir,

Re: **Bank's RFP No. WBSCB/E-TENDER/AMC/A.C.Machine/1.1 dated 27/04/2026** for selection of vendor for providing Comprehensive Annual Maintenance Contract for the SPLIT/WINDOW/TOWER/CASSET type Air-condition Machines at Head Office and Branches/Offices under Central Region of **The West Bengal State Cooperative Bank Ltd.**

We <organization name> understand that no Bid Security/ Earnest Money Deposit is required to submit at the time of bidding. We agree to submit performance security deposit equivalent to 3% of agreed yearly value in the form of demand draft/Bank Guarantee within 5 days of awarding contract and in addition the Bank shall retain an amount equivalent to 5% of the work value from out of the payment against all quarterly bills for the entire contract period and shall release on satisfactory execution of required services as per terms of the RFP. The Performance Security Deposit/Retention Money shall bear no interest and shall be forfeited if we fail to render proper services to the satisfaction of the Bank and the Bank requires to get the job done by other agency to their choice in accordance with the work contract.

We hereby understand and confirm that we will be suspended for the period of 3 years from the date of issue of RFP, if we:

1. Withdraw or modify this RFP before processing
2. Withdraw or modify this RFP after processing but before acceptance of 'Work Order' to be issued by the Bank.
3. Fail to execute work orders as per requirement of this RFP.
4. Violate any of the provisions of the terms and conditions of this RFP.

Yours faithfully,

AUTHORIZED SIGNATORY

(Name & Designation, seal of the firm)

For and on behalf of:

[This letter should be on the letter head pad of bidder duly signed by authorized signatory]

Request for proposal for selection of vendor for Comprehensive Annual Maintenance of Air-condition Machines at Head Office and Branches/Offices under Central Region for a period of two years.

Annexure- D

Declaration regarding blacklisting

Ref No:

Date:

To
The Managing Director,
The West Bengal State Cooperative Bank Ltd.
24A, Waterloo Street
Kolkata - 700069
Sub:- Declaration regarding blacklisting

Dear Sir,

Re: **Bank's RFP No. WBSCB/E-TENDER/AMC/A.C.Machine/1.1 dated 27/04/2026** for selection of vendor for providing Comprehensive Annual Maintenance Contract for the SPLIT/WINDOW/TOWER/CASSET type Air-condition Machines at Head Office and Branches/Offices under Central Region of **The West Bengal State Co-operative Bank Ltd.**

We hereby confirm and declare that we, <**organization name**> are not blacklisted/de-registered/ debarred by any Government Department/ Public Sector Undertaking/ Bank/ Privet Sector/ or any other organization of repute for which we have executed/undertaken the works or services during the last 05 (five) years.

We hereby also understand and confirm that we will be suspended for the period of 3 years from the date of issue of RFP, if the above statement is found false and even may be debarred from the project.

Yours faithfully,

AUTHORIZED SIGNATORY

(Name & Designation, seal of the firm)

For and on behalf of:

[This letter should be on the letter head pad of bidder duly signed by authorized signatory]

Request for proposal for selection of vendor for Comprehensive Annual Maintenance of Air-condition Machines at Head Office and Branches/Offices under Central Region for a period of two years.

Annexure- E

List of dispute and litigation

Ref No:

Date:

To
The Managing Director,
The West Bengal State Cooperative Bank Ltd.
24A, Waterloo Street
Kolkata - 700069

Sub:- Declaration regarding List of dispute and litigation.

Dear Sir,

Re: **Bank's RFP No. WBSCB/E-TENDER/AMC/A.C.Machine/1.1 dated 27/04/2026** for selection of vendor for providing Comprehensive Annual Maintenance Contract for the SPLIT/WINDOW/TOWER/CASSET type Air-condition Machines at Head Office and Branches/Offices under Central Region of **The West Bengal State Co-operative Bank Ltd.**

We <organization name> hereby affirm as follows:

1) That the organization is going through the below-noted disputes/litigation:

Sl No	With whom the dispute/litigation arises	Details of the disputes/ litigation	Present status
1			
2			
3			

* Strike out if not applicable.

2) That we have not gone through any dispute/litigation with any concern.

3) That the statement is presented here is true to our knowledge and belief. The West Bengal State Co-operative Bank shall be at liberty to cancel the contract, if short listed including blacklisting our organization, if the above statement is found false.

****[Please strike out, which is not applicable]**

Yours faithfully,

AUTHORIZED SIGNATORY

(Name & Designation, seal of the firm)

For and on behalf of:

[This letter should be on the letter head pad of bidder duly signed by authorized signatory]

Request for proposal for selection of vendor for Comprehensive Annual Maintenance of Air-condition Machines at Head Office and Branches/Offices under Central Region for a period of two years.

Annexure-F

The details of the locations and their address where the Air Conditioners under proposed AMC are covered is given below:

Sl. No.	Location Name	Complete address	Approximate Nos of Air-conditioners
1	Head Office & Kolkata Main Branch	24A, Waterloo Street, Kolkata- 700069	Tower-2 Split-15
2	Beliaghata Branch	P-52 C.I.T. Scheme- VI (M), Kolkata- 700054	Window-1
3	Bhowanipore Branch	28A, S. P. Mukherjee Road, Bhowanipore, Kolkata- 700025	Split-2
4	Entally Branch	27/1C, C.I.T. Road, Scheme-LV, Kolkata- 700014	Split-4 (under warranty till 22.09.2026)
5	Gariahat Branch	2/2A Nandy Street, Kolkata- 700029	Split-1
6	Golpark Branch	28/3A Gariahat Road, Kolkata- 700029	Split-5 Window-1
7	Hatibagan Branch	62 AUROBINDO SARANI, Kolkata- 700005	Window-2 Split-3
8	New Alipore Branch	Premises No.- 63, Bankim Mukherjee Sarani, P.O- New Alipore, P.S- New Alipore, Kolkata- 700053	Split-6
9	Poura Bhavan Branch	415A, 1 st Floor, FD Block, Sec- III, Poura Bhawan, Salt Lake City, Kolkata- 700106	Split-6
10	Salt Lake Branch	EC-156, Sector- I, Salt Lake, Kolkata- 700064	Split-1
11	Shyambazar Branch	15/2B, Balaram Ghosh Street, Kolkata- 700004	Split-1
12	Chetla Branch	Auditorium Block, CIT Market, Kolkata- 700037	Window-1 Split-3

1. The numbers given above is indicative only and may vary time to time. The vendor shall be paid unit basis on the basis of machines served satisfactorily certified by the user of the A C Machines. The job card shall contain the Air Conditioner Brands, Type, Capacity and locations in the offices where air conditioners are served with service engineer's comments that the machines are working satisfactorily indicating replacement of accessories utilized to get the machine working.
2. New air-conditioners, which are presently under warranty period, will not come under the purview of this Contract immediately on awarding of AMC. Upon expiry of warranty period, those units are to be maintained by the Contractor till the expiry period of AMC. AMC Charges will be paid on pro-rata basis for the period for which these units are to be maintained at the same unit rate as applicable to similar item in the original AMC and on the same terms and conditions of the AMC.
3. If any additional number of air-conditioners is added during period of AMC in the offices covered in Tender, after completion of warranty period of additionally installed air conditioners given by the OEM, the additionally installed air conditioners are to be maintained by the Contractor till the expiry period of AMC with the Contractor according to the same terms and conditions of the Contract.

Request for proposal for selection of vendor for Comprehensive Annual Maintenance of Air-condition Machines at Head Office and Branches/Offices under Central Region for a period of two years.

4. The Annual Maintenance Contract will be of **comprehensive in nature** and initially work order shall be issued for a period of **one year**. Subject to satisfactory performance, the same shall be extended **for a further period of one year at the same rate, terms and conditions**.
5. This comprehensive Contract includes replacement of faulty spares like Compressors, Starting Capacitors, Running Capacitors, Relays, Thermostats, Fan Capacitors, Fan Motors, Selector switches, Power Contactors, Control Contactors, External Time Switch Units provided for specific time running of A.C's, Rewinding of motors, providing Ball bearing of motors, Fan blades, Electronic Control Circuitry, etc at Contractor's cost including Gas charging and attending all complaints and breakdowns of all types of air-conditioners. The complete list of materials to be replaced covered under this AMC **is provided in clause 4-D of this Tender**.
6. Only original spare parts/quality approved by the Company will be permitted to be used for the maintenance during the AMC Period.
7. Any parts which are not covered in the Tender Schedule of this Contract gets damaged and requires replacement during the Tenure of this Contract, then, the Bank will purchase (either directly from contractor or outside vendor) and supply the parts to the Contractor. It is the responsibility of the Contractor to accurately specify the damaged spare parts for the procurement by the Bank and to rectify the fault in AC under maintenance.
8. Periodical preventive servicing has to be carried out once in three months for all the Air conditioners covered under AMC. During the quarterly servicing, the contractor should water service the AC unit including water washing of filter, drain tray and pipe cleaning, Evaporator brush cleaning, oiling/greasing of all Fans, checking of current consumption, checking of output performance, testing of Gas pressure if necessary, water washing of Condenser Coil, etc.
9. Complaints regarding the non-functioning of air-conditioners are to be attended within 24 hours from time of reporting the complaint. The AMC Contractor is entitled to take back the old faulty/damaged parts of the Air-conditioner, which are replaced by new parts.
10. Defective spares like compressors / condensers are to be replaced with new compressors / condensers and repairing of the old compressors is not permitted. Whenever new compressors / condensers are used, the Contractor has to produce original invoice and Warranty Card of the new Compressor/ condenser at the discretion of the Bank. The compressor/ condenser being replaced should match with the original star rating of the air conditioner.
11. All the Air-conditioners covered in this contract have to be maintained as per the standards of the original manufacturing company. The contractor has to repair/service/ maintain the air conditioners under the AMC in as is where is condition when handed over to them.
12. Payment Terms: AMC Charges will be paid at the end of **every quarter** of the AMC period after submission of Tax Invoice along with job card certified by the user department on satisfactory execution of services to

Request for proposal for selection of vendor for Comprehensive Annual Maintenance of Air-condition Machines at Head Office and Branches/Offices under Central Region for a period of two years.

the satisfaction of the Bank.

13. The Bank reserves the right to forfeit the Performance Security Deposit/Retention Money of the Tenderer and may blacklist, if found violating the terms and conditions of this Tender Document and vitiating the whole exercise.
14. **Bank will finalize the L-1 tenderer on the basis of lowest total of unit rates for all items as mentioned in the Annexure- 'G' of the Financial Bid quoted by bidder.**

To
The Managing Director,
The West Bengal State Co-operative Bank Ltd.,
24-A, Waterloo Street, Kolkata-700069.

Dear Sir,

I/We, _____ (name of the firm) unconditionally accept the terms and conditions mentioned here-in-above including the terms and conditions of the RFP.

AUTHORIZED SIGNATORY
(Name & Designation, seal of the firm)

Request for proposal for selection of vendor for Comprehensive Annual Maintenance of Air-condition Machines at Head Office and Branches/Offices under Central Region for a period of two years.

Annexure-G

FINANCIAL BID (SCHEDULE OF QUANTITIES)

Date:

SI No	Details of A.C.Machine	Make	Capacity (Tonnage)	Unit Rate(₹) Inclusive of all charges (Exclusive of GST)
1	Window Type AC	Carrier/LG/Samsung/Voltas or others	2.0 Tr	
2		Carrier/LG/Samsung/Voltas or others	1.5 Tr	
3		Carrier/LG/Samsung/Voltas or others	1.0 Tr	
4	Split Type AC	Carrier/LG/Samsung/Voltas or others	2.0 Tr	
5		Carrier/LG/Samsung/Voltas or others	1.5 Tr	
6		Carrier/LG/Samsung/Voltas or others	1.0 Tr	
7	Tower Type AC	Carrier/LG/Samsung/Voltas or others	2.0 Tr	
8		Carrier/LG/Samsung/Voltas or others	1.5 Tr	
9		Carrier/LG/Samsung/Voltas or others	1.0 Tr	
10	Total			

In word Rupees _____ **only.**

I/We _____ **(name of the firm) having fully understood the terms of reference, unconditionally undertake as follows:**

- 1) That we understand that the selection shall be made on the basis of cumulative lowest unit price indicated above.
- 2) That the offer price shall be fixed for a period of two years without any price escalation for whatever reason.
- 3) That the no of A.C. Machines may increase or decrease and the AMC shall continue at the quoted unit rate, failing which, the Bank may utilize the Performance Security Deposit/Retention Money to get the work done through alternative service providers to their choice.
- 4) That only experienced and trained professionals with good ethics shall be provided at site for the maintenance work.

AUTHORIZED SIGNATORY
(Name & Designation, seal of the firm)

Request for proposal for selection of vendor for Comprehensive Annual Maintenance of Air-condition Machines at Head Office and Branches/Offices under Central Region for a period of two years.

Annexure-H

**FINAL CHECKLIST FOR BIDDERS TO FILL IN
CHECKLIST FOR TECHNICAL BIDS**

SL NO.	DESCRIPTION	YES/NO	REMARKS
1	DOCUMENTATION FOR COMPANY REGISTRATIONS		
2	DOCUMENTATION FOR ADDRESS CONFIRMATIONS OF THE REGD BUSINESS NAME & STYLE		
3	TRADE LICENSE DETAILS		
4	WORKING EXPERIENCE DETAILS (SIMILAR WORK EXPERIENCES - SUPPORTED WITH ORDER COPIES / COMPLETION CERTIFICATE)		
5	TEAM DETAILS		
6	EMPANELMENT LIST WITH DETAILS		
7	CLIENT REFERENCE DETAILS		
8	LIST OF SIMILAR WORKS IN HAND - SUPPORTED WITH ORDER COPIES		
9	Copies of the Audited Balance Sheet for the last three (3) Years i.e. 2022-23, 2023-24 & 2024-25 along with the Profit & Loss Account		
10	Banker's Certificate for credit worthiness/Solvency Certificate.		
11	IT RETURN DETAILS FOR FY 2022-23, 2023-24 & 2024-25		
12	Pan Card		
13	GST DETAILS		
14	Submission of General & Technical Information in ref to Annexure-A		
15	Submission of Compliance Certificate in ref to Annexure-B		
16	Submission of Bid Security/EMD declaration in ref to Annexure-C		
17	Submission of declaration regarding blacklisting in ref to Annexure-D		
18	Declaration regarding list of disputes and litigations in ref to Annexure-E		
19	Details of locations with address for providing AMC and acceptance of terms of reference in ref to Annexure-F		
20	Submission of masked Financial bid (proforma) with technical bid in ref to Annexure-G		

AUTHORISED SIGNATORY