



(A Government of India Undertaking)

Premises and Estate section,  
Circle office, Agra

Telephone: 0562-3500622

**AIR CONDITIONING WORKS AT  
Runkuta (19336) BRANCH  
(UNDER REGIONAL OFFICE AGRA-II)**

**ENVELOPE 1**

**TENDER DOCUMENT - TECHNICAL BID**

**Internal**

Signature of the Tenderer

## NOTICE INVITING OFFER (NIO)

Sealed Offers are invited from Manufacturers & Suppliers of Air Conditioners of reputed makes for the works mentioned below:

1. Name of the Work : **SITC of Air Conditioners** at our Runkuta Branch.
2. Time of Completion : 30 days from the Day of issuance of the Work Order
3. Contents of the Documents : (A) Notice Inviting Tender  
(B) General Rules & Instructions to Tenderers  
(C) Technical Specification  
(D) Bill of Quantities/Financial Bid
4. Date of Issuance : 04.03.2024
5. Date of Submission : Sealed Envelopes to be submitted on or before 12.03.2024 up to 03.00 PM
6. Date of Opening : Quotations will be opened on 12.03.2024 at 3.30 PM
7. Place of Submission of Tender : Premises & Estate Section, First Floor, Sec-12-A/CC-1, Awas Vikas, Sikandra, Agra, PIN - 282007.
8. Participants : Only Vendor/Contractor empanelled with Canara Bank, CO Agra to whom this tender document is issued.

Issued to: \_\_\_\_\_

Internal

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## **GENERAL RULES, INSTRUCTIONS AND CONDITIONS OF THE TENDER**

1. Sealed OFFERS are invited for the **supply, installation, testing and commissioning of Cassette AC/ Hi-Wall Split Air-conditioners as mentioned in BOQ.**
2. It is mandatory that the offerer must fill in ink all the fields of the “Financial Bid” and seal sign all the documents at relevant places. Offers not conforming to this shall be liable for rejection.
3. **The star ratings of the Air Conditioning Machine must be as mentioned in the BOQ.**
4. The AC shall be as per the design, specification in terms of relevant IS codes and manufactured by the supplier/company. The technical details/ brochures of the offered AC equipment shall be enclosed along with offer and the performance details, specification furnished shall be binding.
5. **Time period:** The total time allowed for carrying out of the work shall not exceed the period specified in the NIO i.e. 30 days counted from the date of written orders to commence the work. The work shall be done in coordination with furnishing/electrical contractor.
6. **The contractor shall on his own expense visit the subject site and acquaint himself with the site conditions necessary for executing the work.**
7. The contractors should quote in figures as well as in words the rate, and amount tendered by them. The rates quoted shall be all inclusive rates for the item of work described, including materials, labour, tools, carriage & transport, lift charges, supervision, overheads & profits, mobilising and other charges whatsoever including any anticipated or un-anticipated difficulties, any formality with the building society etc. complete for proper execution of the work as per specifications and no claim whatsoever for any extra payment shall be maintainable.
8. Canvassing in connection with offers is strictly prohibited and the offers submitted by the contractors who resort to canvassing will be liable for rejection.
9. Sales tax, work contract tax, or any other tax, any royalties, duties, levies, cess, entry tax, Octroi, profession tax, Sales Tax, purchase tax, turnover tax, or any other tax on material or finished work in respect of this contract shall be payable by the OFFERER and the Employer will not entertain any claim whatsoever in respect of the same, and nothing extra shall be paid/ reimbursed for the same subsequently.

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10. The acceptance of a tender will rest with the employer which does not bind it to accept the lowest quotation, and reserves to itself the authority to reject any or all of the tenders received without assigning any reason. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. **THE EMPLOYER RESERVES THE RIGHT TO ACCEPT THE TENDER IN FULL OR IN PART AND THE TENDERER SHALL HAVE NO CLAIM FOR REVISION OF RATES/ OTHER CONDITIONS IF HIS TENDER IS ACCEPTED IN PART.**
11. The rate shall hold good for any upward or down ward variation in quantities and no claim on this account will be admissible.
12. Offerers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their offers as to the nature of the site and dimensions, the means of access to the site, and obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their offer.
13. The work is to be carried out at the Ground floor. The rate shall be inclusive of all conveyance and no extra is payable on the quoted rate on account of the same.
14. The offerer shall note that if the work is to be carried out in working Branch. The work should be carried out in coordination with furnishing/electrical contractor and respective branches.
15. The work shall be carried out as per the specifications furnished in the bill of quantity, as directed by the Bank.
16. The payment will be made after satisfactory installation & commissioning of the units after certification by the Branch In-Charge/ Bank's Engineer.
17. The vendor shall make his own arrangement for the storage of the materials, without causing inconvenience to the normal working of the office and the security of the material stored shall be at the sole responsibility of the contractor.
18. The contractor can make use of the available facilities at site like, electricity; water etc, with the prior approval of the Bank.
19. The offerer shall at his own expense arrange for all the safety provisions for the safety of all workers and employees directly or indirectly employed on the work by the tenderer or his sub-contractors.
20. Any damage caused to the equipments, furniture, fixtures, décor of the office etc shall be rectified by the contractor at his own cost or the cost of the damages, as decided by the Bank, will be recovered from the contractor.

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21. As the work is to be carried out in working branch. The vendor is advised to carry out the work in consultation with Branch In-Charge so that minimum inconvenience to the functioning of the branch.
22. Cost shall be inclusive of necessary civil work, cleaning the site and removal of debris.
23. Cost of works and the CAMC charges shall be exclusive of applicable G.S.T.
24. **Retention Money:** Retention money will be charged @ 5 % on the total cost of works (Excl. GST) and kept for one year as initial defect liability period.

I/We have read the offer document, the terms & conditions, aware of the scope of work, site conditions, and specifications and quoted accordingly.

Place:

Date:

Internal

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