



**ANDHRA PRADESH MAHESH CO-OPERATIVE URBAN BANK LTD.**  
(Multi-State Scheduled Bank)

H.O.: 8-2-680/1 & 2, Road No.12, Banjara Hills, Hyderabad-500034, Telangana State  
Ph. : 24615296, 24615299, 23437100-103 & 23437105 Fax No.:040-24616427  
Website: [www.apmaheshbank.com](http://www.apmaheshbank.com) E-mail: [info@apmaheshbank.com](mailto:info@apmaheshbank.com)

**TENDER FORM**

**The Managing Director & CEO**  
**Andhra Pradesh Mahesh Co-operative Urban Bank Ltd.,**  
**Head Office**  
**Hyderabad (T.S.)**

Dear Sir,

**Annual Maintenance (Non-Comprehensive) of Electrical & Internal Telephone Cabling Works**

We are submitting our tender to undertake Annual Maintenance (Non-Comprehensive) of Electrical Maintenance Contract of Electrical & Internal Telephone Cabling works at your Bank's Head Office, Road No.12, Banjara Hills, Hyderabad & 35 Local Branches situated in Twin Cities of Hyderabad and Secunderabad (Telangana State), for a period of 3 (three) years:

Sl. No.	Description	Location (Local Branch/HO)	Periodicity	Rate per month per location (Rs.)	Amount per month for 35 Local Branches / Head Office (Rs.)	Total Amount per annum for 35 Local Branches / Head Office (Rs.)
I)	<b>First Year</b>					
a)	Charges for Preventive Maintenance Visit at 35 Local Branches – Once in a Month	35 Local Branches	Monthly			
b)	Charges for Preventive Maintenance Visit – Once in a Month at Head Office, Banjara Hills, Hyderabad	1 H.O.	Monthly			
c)	Charges for Breakdown Service Support Per Call in a month – Head Office, Banjara Hills and 35 Local Branches	36 Locations (HO & Branches)	Monthly / As and when required			
	<b>Total:</b>					
	<b>ADD: GST @ 18%:</b>					
	<b>GRAND TOTAL:</b>					

Sl. No	Description	Location (Local Branch/HO)	Periodicity	Rate per month per location (Rs.)	Amount per month for 35 Local Branches / Head Office (Rs.)	Total Amount per annum for 35 Local Branches / Head Office (Rs.)
II)	<b>Second Year</b>					
a)	Charges for Preventive Maintenance Visit at 35 Local Branches – Once in a Month	35 Local Branches	Monthly			
b)	Charges for Preventive Maintenance Visit – Once in a Month at Head Office, Banjara Hills, Hyderabad	1 H.O.	Monthly			
c)	Charges for Breakdown Service Support Per Call in a month – Head Office, Banjara Hills and 35 Local Branches	36 Locations (HO & Branches)	Monthly / As and when required			
	<b>Total:</b>					
	<b>ADD: GST @ 18%:</b>					
	<b>GRAND TOTAL:</b>					
III)	<b>Third Year</b>					
a)	Charges for Preventive Maintenance Visit at 35 Local Branches – Once in a Month	35 Local Branches	Monthly			
b)	Charges for Preventive Maintenance Visit – Once in a Month at Head Office, Banjara Hills, Hyderabad	1 H.O.	Monthly			
c)	Charges for Breakdown Service Support Per Call in a month – Head Office, Banjara Hills and 35 Local Branches	36 Locations (HO & Branches)	Monthly / As and when required			
	<b>Total:</b>					
	<b>ADD: GST @ 18%:</b>					
	<b>GRAND TOTAL:</b>					

(SIGNATURE &amp; FIRM'S STAMP)

The scope of work and other terms & conditions of the contract are as under:

**I) Scope of work:**

- All types of electrical breakdowns, repairs and maintenance to be attended on call, excluding transformer and high-tension line works.
- Maintenance of UPS (Computer), Inverter & Air Conditioning Units Power Lines, MCB distribution Boards lines.
- Earthing & Power Load Verification and issuing test certificate.
- Light Fittings and Name Board Timer related electrical works.
- Main Supply (Near Meter Boards etc).
- Checking of Fire, Burglary Alarm & Smoke Detector Systems related to electrical wiring of respective gadgets and Telephone cabling works etc.
- Carrying out of preventive maintenance service monthly once at all the sites, in addition to break down calls.
- **Ensure for proper functioning of all electrical connections at Head Office, Banjara Hills and make certain for arranging / exclusive deployment of an electrician, at all times at Head Office, Banjara Hills & also during break down calls.**
- Any other electrical maintenance related works entrusted by the authorities at 35 Local Branches & Head Office, Banjara Hills, from time to time.
- **Payment Terms:** Payment shall be made at Head Office, Banjara Hills at the end of each quarter, on submission of reports confirming satisfactory service from all centers noted above. In the absence of receipt of service report from any branch, proportionate payment will be withheld.
- TDS as applicable will be deducted.

**II) Terms & Conditions:**

- **"A" Class Electrical Contractors / "A" Grade Licensed Electrical Contractors**, having required manpower are only required to collect Tender Forms.
- Tenderer is advised to use Tender Form supplied by the Bank only. Tenderer is requested not to make any alterations in the Tender Form.
- Tenders found not as per the Bank's specifications will not be entertained.
- In case the Tenderer is a Company / Firm / or any other legal entity, the proof of Incorporation / Resolution authorising to sign tender document is required to be produced.
- The Tenderer's signature and seal should be affixed on each sheet of the tender form and there should not be any overwriting.
- Tenderer / Service provider with a minimum of 5 years experience in Maintenance of Electrical Gadgets is only required to apply for the contract. Tender will not be entertained if the service provider is not having the required experience. Experience Certificate from the existing clients / customers of tenderer shall be produced with satisfactory report to the Bank.
- Tenderer / Service provider to have sufficient number of qualified / skilled electricians for maintenance of Electrical Gadgets installed at Head Office, Banjara Hills and 35 Branches.
- The rate / amount quoted in the tender shall be inclusive of all.
- The rate / amount quoted in the tender for three years stands binding till completion of contract. Meanwhile, request to increase in the rate / amount by the tenderer will not be considered, after submission of tender / finalization of contract.
- Upon successful bidding, the successful bidder shall execute a MOU (Maintenance Contract) of Electrical & Internal Telephone Cabling Works of Head Office, Banjara Hills and 35 Local Branches with the Bank, adhering to the terms & conditions of the contract.
- Copy of PAN / GST registration of the Company / Firm / Individual (s) to be submitted by the tenderer.
- Charges quoted shall be inclusive of Labour charges, GST etc.
- Annual review of performance of the contractor / service provider shall be done by the Bank for renewal of Contract, on year on year basis. In case the performance is not satisfactory, renewal of Contract will not be done with the existing Contractor. Bank reserves the right to award to another firm, who is competent to carry out the maintenance contract.

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- TDS as applicable will be deducted from the quarterly payments.
- The profile of the Tenderer / Firm should be furnished in the enclosed form duly mentioning PAN / GST Number.
- There is no permission to sub-contract the works under the present tender.
- The tenderer shall ensure that in the event of work allotment under the tender, they shall comply with all statutory provisions including Labour Laws as applicable from time to time.
- Work shall be allotted on successful tenderer in the name of the applicant only.
- **Duly filled in tender form along with prescribed EMD should be submitted kept in a sealed cover / envelope on or before 06.05.2024 by 6:00 p.m. to the Asst. General Manager (Admn. & Ops), Head Office, Road No.12, Banjara Hills, Hyderabad.**
- Bank reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.
- Bank reserves the right to negotiate the total charges / amount quoted in the tender submitted with any / all the tenderers and finalizes the Contractor for carrying out Annual Maintenance Contract.
- The Bank does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all of the tenders received without assigning any reason thereof. Further, the Bank reserves the right to award the Contract to any other / different tenderer, who is competent to carry out the maintenance, instead of the lowest tenderer.
- In case of any lapses in discharging of services by the service provider / their employees, the service provider will be barred for participation in future bids and shall be blacklisted forever.
- Mere confirmation of tender does not confirm any contractual rights upon tenderer / service provider.

#### **EMD**

- a) EMD of Rs.25,000/- should be submitted along with the tender form, by way of Banker's Cheque / Demand Draft favouring Andhra Pradesh Mahesh Co-operative Urban Bank Ltd., payable at Hyderabad.
- b) Tender form without sufficient EMD or no EMD will be rejected outright.
- c) There is no exemption from payment of EMD even for SSI or whatsoever category. All the tenderers should invariably submit prescribed EMD.
- d) In case the successful tenderer / service provider backs out or does not carry out the Annual Maintenance Contract of Electrical Works properly, the entire EMD kept with the Bank will be forfeited.

**I / WE HAVE READ THE GUIDELINES, SCOPE OF WORK AND OTHER TERMS & CONDITIONS MENTIONED ABOVE AND AGREE TO ABIDE BY THEM IN TOTO**

Place :

Date :

**(SIGNATURE & FIRM'S STAMP)**

## **PARTICULARS OF THE FIRM TO BE FURNISHED**

- 1 NAME OF THE FIRM / ORGANISATION / COMPANY :
- 2 ADDRESS WITH CONTACT TELEPHONE NO. AND E-MAIL ID :
- 3 YEAR OF ESTABLISHMENT & TAN NO. :
- 4 STATUS OF FIRM (WHETHER COMPANY / FIRM / PROPRIETORSHIP CONCERN & NAME OF THE DIRECTORS / PARTNERS / PROPRIETOR) :
- 5 WHETHER REGISTERED WITH THE REGISTRAR OF COMPANIES/REGISTRAR OF FIRMS, IF SO, MENTION NUMBER & DATE (ENCLOSE A COPY) :
- 6 WHETHER REGISTERED FOR GST, IF SO, MENTION NUMBER & DATE (ENCLOSE A COPY) :
- 7 WHETHER AN ASSESSEE OF INCOME TAX, IF SO, MENTION PERMANENT ACCOUNT NUMBER. FURNISH COPY OF PAN CARD :
- 8 DETAILED DESCRIPTION AND VALUE OF MAINTENANCE WORK DONE FOR OTHER ORGANIZATIONS IN THE PAST :
- 9 IF YOU ARE EMPANELLED WITH ANY OTHER ORGANIZATIONS/STATUTORY BODIES, FURNISH THE RELEVANT COPIES :
- 10 DETAILED DESCRIPTION AND VALUE OF THE MAINTENANCE WORK DONE FOR BANKS IN THE PAST :
- 11 SPECIFY THE MAXIMUM VALUE OF MAINTENANCE WORK EXECUTED CONSECUTIVE 2 YEARS SHOWING SEPARATELY FOR EACH YEAR (ENCLOSE COPIES) :

PLACE :

DATE :

(SIGNATURE & FIRM'S STAMP)