

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

H.O.: 8-2-680/1 &amp; 2, Road No.12, Banjara Hills, Hyderabad-500034, Telangana State

Ph. : 24615296, 24615299, 23437100-103 &amp; 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,

**Comprehensive Maintenance of Air Conditioning Units**  
**(Cassette, Window, Split and Tower)**

We are submitting our tender to undertake Comprehensive Maintenance of Air Conditioning Units (Cassette, Window, Split and Tower) installed at your 35 Branches situated in Twin Cities of Hyderabad and Secunderabad (Telangana State) and Karimnagar, Khammam and Warangal areas of Telangana State, for a period of 3 (three) years:

Sl. No.	Description	Capacity (Tonnage)	Rate per Ton per annum (Rs.)	Total Amt. per annum (Rs.)
I)	<b>First Year</b>			
a)	Cassette Air Conditioners	56		
b)	Split Air Conditioners	255		
c)	Window Air Conditioners	34		
d)	Tower Air Conditioners	11		
	<b>Total:</b>	<b>356 Tons</b>		
	<b>ADD: GST @ 18%:</b>			
	<b>GRAND TOTAL:</b>			
II)	<b>Second Year</b>			
a)	Cassette Air Conditioners	56		
b)	Split Air Conditioners	255		
c)	Window Air Conditioners	34		
d)	Tower Air Conditioners	11		
	<b>Total:</b>	<b>356 Tons</b>		
	<b>ADD: GST @ 18%:</b>			
	<b>GRAND TOTAL:</b>			
III)	<b>Third Year</b>			
a)	Cassette Air Conditioners	56		
b)	Split Air Conditioners	255		
c)	Window Air Conditioners	34		
d)	Tower Air Conditioners	11		
	<b>Total:</b>	<b>356 Tons</b>		
	<b>ADD: GST @ 18%:</b>			
	<b>GRAND TOTAL:</b>			

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

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

**I) Scope of work:**

- Comprehensive Maintenance contract shall cover total repairs/replacement of all spare parts, compressors, condensers, fan motors, consumables, gas charging, body of A/C and all other peripherals etc., of whatsoever nature, for which the Bank will not make any additional payment.
- Routine inspection, checking and servicing of the A/C units shall be undertaken once in every month during summer and other-wise at quarterly intervals, in addition to attending break down calls as and when situation warrants.
- **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.

**II) Terms & Conditions:**

- 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 Air Conditioning Units 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 personnel for maintenance of A/C units at the above mentioned locations.
- 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 Air Conditioning Units 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 Spare parts, Labour charges, GST etc.
- 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.**
- 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.

: 3 :

- Bank reserves the right to accept or reject any or all tenders without assigning any reason whatsoever and negotiate with any other tenderer.
- 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 Comprehensive 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 Comprehensive Maintenance of Air Conditioning Units 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)**