

**TENDER DOCUMENT
(PART A & B)**

ANNUAL MAINTENANCE AND OPERATION OF AUTOMATIC FIRE DETECTION AND ALARM SYSTEM BASED ON XLS- 1000 (HONEYWELL) PANEL, EBI SOFTWARE AT ZONAL OFFICE, KOLKATA BUILDING & AUTOMATIC FIRE ALARM SYSTEM INSTALLED AT PNB HOUSE AT 73E, PURNA DAS ROAD, KOLKATA.

**The Zonal Head,
Punjab National Bank, Zonal Office,
Kolkata**

GAD, 3rd Floor, United Tower Building,
Punjab National Bank,
11, Hemant Basu Sarani, BBD Bagh,
Kolkata – 700001
Ph: - 03322422999/ 09391551295
Email:- zokolsec@pnb.co.in/ zokolgad@pnb.co.in

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NOTICE INVITING TENDER

Online tenders are invited behalf of Punjab National Bank from experienced contractors, reputed firms (proprietary/partnership)/company/ organization registered in India under Companies Act, who fulfil the eligibility criteria mentioned in the tender documents award Annual Maintenance Contract for regular operation and maintenance of Automatic Fire Detection and Alarm System based on XLS- 1000 (Honeywell) panel, EBI Software at Zonal Office, Kolkata building & automatic fire alarm system installed at PNB House at 73E, Purna Das Road, Kolkata (including Manning) on non-comprehensive basis against Payment of **₹590/-** (non-refundable towards cost of tender and i/c GST @ 18%), and Earnest Money Deposit (EMD) of **₹42,000/-** in favour of Punjab National Bank payable at Kolkata in two envelope system containing (1) Technical Bid (2) Commercial bid.

MSME bidders are exempt from submitting Tender Fee/ Cost and Earnest Money Deposit in accordance with Govt. of India guidelines on the subject. However, such bidders must submit proof of being registered as MSME with Govt of India. Such registration must have been obtained prior to floating of Tender/ Bod Document. Such registration must have been obtained prior to floating of RFP/ Tender i.e. where Tender Fee/ EMD is not enclosed, attested copy of the Registration document by the bidder indicating Registration as MSME must be enclosed.

In case of signature by authorized signatory, Board Resolution indicating authorization of such person must be enclosed. The bid is invited in two envelope system containing (1) Technical Bid and tender cost fees and EMD (2) Commercial bid. Tender purchase fee of **₹590/-** (non-refundable towards cost of tender and i/c GST @ 18%) and EMD of **₹42,000/-** is to be submitted in form of demand draft in a separate envelope along with technical bid. **Commercial bid shall be submitted online only.**

The Bidders intending to participate in this tender are required to get enrolled on the Bank's website i.e. <https://etender.pnbnet.in> Enrolment on the above mentioned website is mandatory.

As the bids of the Bidders have to be digitally signed by the Electronic/ Digital Signature of the respective Bidder before submitting the bids online, the bidders are advised to obtain Electronic/ Digital Signature Certificates in order to bid for the tender.

The Tender Documents containing detailed terms & conditions can be downloaded online directly from the portal (<https://etender.pnbnet.in> or <https://pnbindia.in>) as per tender schedule attached and shall be submitted online.

All the bidders are required to submit Demand Draft in favour of Punjab National Bank, Kolkata of **₹590/-** towards the cost of tender document and Earnest Money Deposit (EMD) of **₹42,000/-** by 12.10.2023 till 1400 Hrs, failing which, the bids shall be summarily rejected.

Bidders may submit their queries regarding any technical clarification before 03.10.2023 up to 1700 Hrs. No queries shall be entertained after last date fixed for acceptance of queries.

Standardized documents may be downloaded from the “Corrigendum/ Addendums” section of the above mentioned portal up to 1600 Hrs on 06.10.2023 after clarification on queries. No deviation on the above will be entertained by the Bank there after.

Based on the clarification of conditions by the Bank, the intending bidder will submit their unconditional acceptance on the prescribed format along with tender document.

The bidders need to upload the Technical bids online also at the website <https://etender.pnbnet.in/login>. In case of variation between the soft copy and hard copy of the bids received, hard copy shall be taken as final. In case any of the documents (Tender fees & EMD/ MSME Regn Certificate) are not found, the Technical bid (Envelop 2) shall not be opened and the bid shall be rejected as ineligible

Technical bid of only those bidders shall be opened who bring their tender in line with requirements of tender documents and are acceptable to the Bank and the bidder who do not submit the tender fee in the form of Bank draft, their tenders will be summarily rejected.

Each page of the tender documents is required to be signed by the person or persons submitting the tender in token of his / their having acquainted himself / themselves with the tender documents in total.

First Tender fees/ EMD/ MSME Regn letter Envelope will be opened, and if the hard copy of the same is received on time i.e. up to 1400 Hrs on 12.10.2023, only then technical bid will be opened online in the presence of participated or representatives of participated bidders, who wish to be present.

Submission of Tender: -

Bidders are required to submit their bids in two envelope systems as detailed under: -

Envelope No.1- Cost of Tender Documents & EMD

Envelope No.1 shall contain cost of tender documents **₹590/-** (Rs. Five-Hundred and Ninety only), in the form of DD which shall be non-refundable & Earnest money deposit in the form of Crossed **Demand Draft (from any scheduled commercial Bank other than Punjab National Bank) of ₹42,000/-** (INR Forty-Two Thousand only) in favor of Punjab National Bank, Zonal Office payable at Kolkata which will be refunded to unsuccessful bidders within 30 days of declaration of result of technical evaluation. This envelope shall be super scribed “**Envelope No. 1- Earnest Money Deposit and Cost of Tender Documents for Bid for Annual Maintenance Contract on non-comprehensive basis for regular operation and maintenance of Automatic Fire Detection and Alarm System based on XLS- 1000 (Honeywell) panel, EBI Software at Zonal Office, Kolkata building & automatic fire alarm system installed at PNB House at 73E, Purna Das Road, Kolkata (including Manning).**”

Note: - Firms registered under MSEs and Start-up India would be exempted from submission of tender fee & EMD.

In case of MSEs and Start-up India, copy of Registration /document proof shall have to be submitted.

Envelope No. 2 – Technical Bid

Envelope No. 2 shall contain technical bid (**one set of duly signed tender documents except commercial bid**). Each page and correction duly signed by Bidders including tender form duly filled in with complete details and descriptions. Bidder shall submit supporting documents in support of eligibility criteria as mentioned in tender documents.

This envelope shall be super scribed “Envelope No. 2 - Technical Bid - **Annual Maintenance Contract on non-comprehensive basis for regular operation and maintenance of Automatic Fire Detection and Alarm System based on XLS- 1000 (Honeywell) panel, EBI Software at Zonal Office, Kolkata building & automatic fire alarm system installed at PNB House at 73E, Purna Das Road, Kolkata (including Manning)**”. The bidder should also submit attested copy of following documents in Technical Bid:

- PAN No.
- ESI&EPF Registration
- GST Registration No
- Audited Balance sheet & ITR for the last 3 years along with Profit & Loss statement, i.e., (Financial Year 2020-2021, 2021-22, 2022-23 OR Annual turnover certification from C.A as **(Annexure- V)**)
- Letter of submitting tender.
- Supporting documents as per eligibility criteria **(Annexure III)**
- Performance/ work Completion Certificate from clients. (Annexure IV)
- Bidder Information
- Acceptance of Compliance Statement **(Annexure VIII)**
- Power of attorney/board resolution in favor of authorized person signing the Bid documents.

Commercial bid: -

Commercial bid shall be submitted online only. No physical copy of commercial bid (price bid) shall be submitted by bidder along with tender documents.

The Commercial bid of technically eligible bidder who meets the eligibility criteria stipulated in tender documents will be opened online in the presence of participant bidder or representatives of participant's bidders, who choose to attend. Date for opening of commercial bids will be intimated later.

All disputes arising out of or in connection with this RFP and agreement shall deem to have arisen in Kolkata and only the courts of Kolkata & shall have the jurisdiction to determine the same.

- Last date for downloading the tender document (as per tender schedule).
- Last date for Bid Preparation and Hash Submission (as per tender schedule)

Please note that bid preparation, hash submission and bid submission is compulsory activity, failing which bidder will not be able to submit the bids online.

Technical Bids as above will be received by the office of **Chief Manager, Zonal Office, 3rd Floor, PNB United Tower, 11, Hemanta Basu Sarani, B.B.D. Bagh, Kolkata -700001** as per date and time given in tender schedule and sealed Envelope no.1 (Tender Cost & EMD) and technical bid (Envelope No.2) will be opened as per tender schedule.

Bids received late on account of any reason, whatsoever, and telegraphic tenders will not be entertained. **The bids not accompanied by the Earnest Money & Tender Cost shall be summarily rejected.**

Note: - Firms registered under MSEs and Start-up India would be exempted from submission of tender fee & EMD.

In case of MSEs and Start-up India, copy of Registration / document proof shall have to be submitted

The tender shall be valid for a period of 90 days from the date of opening of Commercial Bid (online).

The Bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.

Requirement for E- tendering: -

- 1. Valid signing digital certificate**
- 2. Valid encryption digital certificate**

For any further information/ Queries please contact **KVV Vinai Kumar, Manager (Fire Safety), Zonal Office, 3rd Floor, PNB United Tower, 11, Hemanta Basu Sarani, B.B.D. Bagh, Kolkata -700001, Mob: 09391551295, e-mail: zokolsec@pnb.co.in / zokolgad@pnb.co.in**

Yours faithfully,

FOR & ON BEHALF OF PUNJAB NATIONAL BANK

CHIEF MANAGER

IMPORTANT BID DETAILS

1.	Tender Reference	ZO.KOL/FIRE/FADS/2023/01
2.	Date of commencement of Tender download	26 Sep 2023 from 1000 hrs
3.	Last date and time of acceptance of queries	03 Oct 2023 till 1700 hrs
4.	Date for Pre-Bid Meeting	04 Oct 2023 at 1130 hrs
5.	Last date and time downloading tender	11 Oct 2023 till 1500 hrs
6.	Bid preparation and Hash Submission	11 Oct 2023 till 1500 hrs
7.	Last Date for Bid Submission and re-encryption	11 Oct 2023 – 1601 Hrs to 12 Oct 2023 till 1400 hrs.
8.	EMD & Technical Bid opening	12 Oct 2023 from 1500 hrs
9.	Cost of Tender Document	₹590/- (INR Five Hundred Only) (non-refundable and inclusive of GST @18%)
10.	Earnest Money Deposit Amount	₹42,000/- (INR Forty Two Thousand Only)
11.	Estimated Cost of Project/ Work	₹18,25,000/- (INR Twenty Lakh Only) inclusive of GST @18%
12.	Place of opening of Bids	GAD, 3 RD Floor, United Tower Building, Punjab National Bank, 11, Hemant Basu Sarani, Kolkata – 700001
13.	Contact Details	JL Sahoo, Chief Manager GAD, 3 rd Floor, United Tower Building, Punjab National Bank, 11, Hemant Basu Sarani, BBD Bagh, Kolkata – 700001 Email:- zokolsec@pnb.co.in / zokolgad@pnb.co.in Mob: 09391551295

Bank shall follow the e-procurement process. The Complete details of requirements for participation in e-procurement process are available on the Website of Punjab National Bank <https://etender.pnbnet.in/>, which may be referred for details & clarification. **It is mandatory for the bidder to get himself registered on bank's Website for submission of online bids.**

Note: - Technical bids will be opened in the presence of bidders who choose to attend as above. The above schedule is subject to change. Notice of any changes will be published on Bank's website (www.pnbindia.in & <https://etender.pnbnet.in>) wherever feasible. Further, please note that commercial bid opening date, time will be intimated to the technically qualified bidders at a later date.

ELIGIBILITY CRITERIA

The bidders' company/proprietorship firm/partnership firm/ company/organization registered in India, under Company act provided they fulfill the minimum qualified criteria as below: -

S. No.	Eligibility Criteria
1	<p>The firm must be minimum 5 (Five) years old as on 31.08.2023</p> <p>Bidder to submit the copy of certificate of incorporation/ partnership deed/ undertaking in case of proprietorship firm along with bid.</p>
2	<p>Bidders should preferably Capable of handling Operation & Maintenance (Non-Comprehensive) including 24 hours manning of XLS- 1000 (Honeywell) panel, EBI Software. The Bidders should have sufficient manpower and will have to provide sufficient staff as per scope of work.</p> <p>List of manpower with qualification and experience will be submitted as Annexure - II</p>
3	<p>Bidders should have average annual turnover during the last 3 years, ending 31st August of 2023, should be minimum ₹7,30,000. Bidder to submit audited Balance sheets along with Trading Profit & Loss Account statement having positive profit of the last three financial years, if applicable, or turnover certification from C.A. (Annexure V)</p> <p>The multiplication factor of 7 % per annum simple interest is not applicable on the Annual Financial turnover figures.</p>
4	<p>The bidder should have GST registration with relevant statutory authority. The bidder should have PF & ESI registration with the statutory authority.</p>
5	<p>Bidders should have experience of having successfully completed similar works (Similar works means:- AMC (Comprehensive/Non-comprehensive) for Operation & Maintenance of Fire Detection System including 24 hours manning (and as given in this document) of buildings of Central/ State Government Department/ Central Autonomous Body/ Central Public Sector Undertaking/ City Development Authority/ Municipal Corporation of City formed under any Act by Central/ State Government and published in Central/ State Gazette/ Scheduled Commercial Banks or its subsidiaries/ reputed Private organizations during the last 7 years ending 31st August 2023 (Between 01.09.2016 to 31.08.2023) should be any of the following:</p> <ol style="list-style-type: none"> Three similar completed works, each of amount not less than to ₹7,30,000/- Two similar completed works, each of amount not less than to ₹9,12,500/- One similar completed work amount not less than to ₹14,60,000/- <p>Similar works means: - AMC (Comprehensive/ Non-comprehensive) for Operation & Maintenance of Fire Detection System including 24 hours manning of XLS- 1000 (Honeywell) panel, EBI Software, all composite executed one</p>

	<p>agreement. Similar annual contract shall be considered inclusive of applicable taxes.</p> <p>Cumulative work executed under rate contract shall not be treated as one work.</p> <p>Components of work executed other than those included in definition of similar shall be deducted while calculating cost of similar work. Bidder shall submit abstract of cost of work in support of this.</p> <p>Bidders to submit copy of work orders, completion certificate for completion of awarded work and Performance certificate as evidence of satisfactory completion of work (Annexure - IV)</p> <p>In case the similar works is of private nature other than central/ state Government/ Central Autonomous Body/ Central public Sector undertaking/ City Development authority/ Municipal Corporation of City, they shall be required to submit TDS certificates for such works issued by respective Clients.</p> <p>The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple interest of 7 % per annum, calculated from the date of completion to the last date of receipt of application for tenderer.</p>
6	<p>The payment of staff will have to paid by successful bidder as per the wages and other benefits announced by Central Govt. from time to time as per the notification. The successful bidder will have to deposit all statutory dues, i.e. PF and ESI etc. of employees/staffs regularly. The successful bidder will have to follow all the statutory rules and provisions as required by law. The firm must have ESI & EPF distinguishes registration numbers etc. allotted by competent authorities.</p>
7	<p>Bidders should have Office/ Branch Office/ Service Set up in West Bengal (Preferably Kolkata). Bidders to submit the copy of address proof i.e. Rent agreement, electricity bill, telephone bill etc. (all bills/ receipts should be less than 3 months old).</p>
8	<p>The Bidder should not have been blacklisted/ barred/banned by any Central/ State government Department/ Central Autonomous Body/ Central public Sector undertaking/ City Development Authority/ Municipal Corporation of City formed under any Act by Central/ State Government and published in Central/ state Gazette/ Public Sector Banks etc. for last 3 years as on 31.08.2023</p> <p>Further, similar eligible works have not been got executed through another agency on back to back basis.</p> <p>An undertaking in this regard is to be submitted to Bank by bidder (on stamp paper of ₹100 duly notarized)</p> <p>Further, that if such a violation comes to the notice of the Bank, then Bidder shall be debarred for bidding in PNB in future forever. Also, if such violation comes to the notice of the Bank before date of start of work, the Bank shall be at liberty to forfeit the entire amount of Earnest Money deposit.</p>
9	<p>Authority letter/Power of attorney dully notarized/ Board resolution for the person signing on behalf of firm/ company/ proprietorship firm/ partnership firm/ LLP/</p>

	Organization must be submitted along with bid.
10.	The bidder should be Class-I local supplier. "Class-I local supplier" means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum "local content" as prescribed for Class-I local supplier as per DPIIT vide OM P-45021/2/2017PP (BE-II) dated 16.09.2020 issued by Public Procurement (Preference to Make in India) Order 2017-revision. The "local content" requirement to categorize a supplier as "Class-I local supplier" is minimum 50%. "Local content" means the amount of value added in India which shall, unless otherwise prescribed by the nodal ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent. <i>Bidder to submit self-certification that the bidder meets the local content requirement for "Class-I local supplier"</i> .

Note: - Relaxation in turn Over & prior work experience for start-ups

Firms recognised as start-ups by Department of Industrial Policy & Promotion (DIPP) shall be given relaxation in the condition of financial turn over and prior experience subject to meeting of quality & technical specifications as defined in the following format:

% age relaxation in value of prior Work Experience	%age Relaxation in Turn Over
10 %	10 %

The decision of the Bank in this regard shall be final.

Letter Submitting Tender (on Company's Letter Head)

The Chief Manager
Security Department, 3rd Floor,
United Tower Building,
Punjab National Bank,
11, Hemant Basu Sarani, BBD Bagh,
Kolkata – 700001

**Reg: Annual Maintenance & Operation of Automatic Fire Detection and Alarm System
Based on XLS- 1000 (Honeywell) Panel, EBI Software at Zonal Office, Kolkata Building &
Automatic Fire Alarm System Installed at PNB House**

Dear Sir,

1. Having visited the site and examined the General Conditions of Contract, Special Conditions of Contract, Technical Specifications and Schedule of Quantities for the execution of the above named works, we offer to complete and maintain the whole of the said works in conformity with the said conditions of contract, specifications and schedule of quantities for the sum stated in schedule 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 stated in the appendix hereto.
3. We have independently considered the amount of liquidated damages shown in the Appendix to form of tender 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 Commercial Bid or extension thereof as required by the PNB 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. We understand that if our tender is accepted, we are to be jointly and severally responsible for the due performance of the contract.
7. 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 without assigning any reason or giving any explanation whatsoever.

Dated this day of _____ 2023.

Signature _____ in the capacity of _____ duly authorized to sign

Tenders for and on behalf of _____ (IN CAPITALS).

Tender submitted on _____ before _____ P.M.

A: **SCOPE OF WORK:** -

Nature of work for Annual Maintenance & Operation of Automatic Fire Detection and Alarm System Based on XLS- 1000 (Honeywell) Panel, EBI Software at Zonal Office, Kolkata Building & Automatic Fire Alarm System Installed at PNB House, Kolkata on non-comprehensive basis.

The Scope of work for system shall be to carry out monthly/quarterly/annual or Bi-annual maintenance or actuation tests as per agreement, Testing & Maintenance Schedule and Schedule of Quantities. Maintenance suggested in relevant IS (Indian Standards) relevant to fire detection system which are not covered in this document is also the part of maintenance as per the direction of Bank officials.

1. Each of equipment, like smoke & heat detectors, speakers with Panels shall be serially numbered for easy identification.
2. For each type of equipment, a register shall be maintained with separate. as per formats given by the dealing Official.
3. After each maintenance/testing, the test details of maintenance work shall be entered in the register giving date, type of test/maintenance and result achieved. This drill shall apply for all equipment/components of system etc.
4. The Register must be got signed at end of each week by the supervisor of the AMC services and same should be shown to the Fire Officer of United Tower Building/ Zonal Fire Officer.
5. The contractor may take outside consultancy (within tendered cost) for rectification of breakdown equipment, but he/they will remain directly liable to the bank for all maintenance/testing/replacement work to be carried out as per schedule given here-in-after.
6. All cleaning materials tools and plant etc. shall be provided by the contractor with in AMC charges. However, bank will provide the storage/covered space for keeping these materials, tools & plant if required but safety of the same shall be the responsibility of the contractor. The tool box shall contain tools which are required for routine checking & maintenance, should be present at site.
7. The materials such as detector, wires etc. required for the maintenance works/replacement, if required, shall be procured by the contractor from the open market on behalf of the bank after getting approval of bank's authorities and payment shall be made at actual cost (original purchase voucher) i.e Cost of materials + cartage if any + overhead and profit of 10% for which he has to submit tax bill/purchase voucher with GST for the same as per satisfaction of the bank. No Labor charge will be paid by the bank. Jobs like disconnection and connection of the detectors or changing of defective cable of detectors, hooters etc. include in this AMC charges.

The bidders are informed that the nature & scope of work mentioned herein are of a general nature and successful bidder shall be bound to undertake any other test/check which is considered necessary for efficient functioning of the equipment/system. He shall not claim any extra charge for such work, which must be included in the overall contracted fee.

B. GENERAL TERMS & CONDITIONS: -

Hard copies of on-line tender submission, technical bids with Demand Drafts of EMD & cost of tender and other relevant documents (**except commercial bid**) should be addressed to **Zonal Office, 3rd Floor, PNB United Tower, 11, Hemanta Basu Sarani, B.B.D. Bagh, Kolkata - 700001**, and superscripted **Annual Maintenance & Operation of Automatic Fire Detection and Alarm System Based on XLS- 1000 (Honeywell) Panel, EBI Software at Zonal Office, Kolkata Building & Automatic Fire Alarm System Installed at PNB House, Kolkata** and should reach the bank as per tender schedule.

1. No tender will be received after stipulated date & time as per tender schedule under any circumstances whatsoever.
2. Part A (Technical Bid) will be opened as per date and time given in tender schedule in presence of the Bidders who wish to be present.
3. **Each page of the tender documents is required to be signed by the person or persons submitting the tender in token of his/ their having acquainted himself/ themselves with the tender documents in total.**
4. The tender shall be valid for a period of 90 days from date of opening of Commercial Bid (Part-B). Bank is not bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
5. At the time of submission, tender must be accompanied by a **Demand Draft (from any scheduled commercial Bank other than Punjab National Bank) of ₹42,000/-** (INR Forty Two Thousand only) in favour of Punjab National Bank, Zonal Office, Kolkata, as Earnest Money Deposit and Demand Draft of **₹590/-** as Tender document cost fees (Non-refundable). **No interest will be paid on earnest money.** Any tender, which is not accompanied by the earnest money & tender document cost fees IN THE FORM OF DEMAND DRAFT shall be rejected, as non-responsive.

Note: - Firms registered under MSEs and Start-up India would be exempted from submission of tender fee & EMD. In case of MSEs and Start-up India, copy of Registration under MSEs/document proof shall have to be submitted.

6. **Refund of EMD.** EMD submitted by the unsuccessful bidders will be returned to them without any interest whatsoever, within 30 days of declaration of result of technical evaluation. EMD of the successful bidder will be returned, without any interest whatsoever, after receipt of Security Deposit/performance Security from it as called for in the contract.
7. successful Bidder to whom the work is awarded will have to deposit a sum of 3% of total annual contract in form of FDR as security deposit/performance security.
8. **Forfeiture of Security Deposit (SD).** In case of default on the part of successful bidder to perform and observe any covenant, conditions and provisions herein contained or abandons the contract or leaves the contract unperformed it shall be lawful and in its absolute discretion for Bank to forfeit the whole of the security deposit or a part thereof without prejudice

to any other right or remedy that may be available to it against the successful Bidder under this agreement, for such breach.

9. **Refund of Security Deposit (SD)**. The security deposit will be refunded to the successful bidder after the satisfactory completion of the contract in all respects but not later than 60 days of completion of all such obligations under the contract.

10. The Bank reserves the right to request for any additional information and also reserves the right to reject or accept the bid of a bidder, if in the opinion of Bank the qualification data is incomplete or the bidder is found not qualified to satisfactorily execute the requirements of the project. Bank has right to ask the bidder for submitting additional documents/information in support of eligibility criteria/bid at the stage of bid evaluation (after opening of technical bid) within seven days maximum time (as decided by bank) in case any clarification is required by the bank.

11. All compensation or other sums of money payable by the bidder to the Bank under the terms of the contract may be deducted from the security deposit, unless the service provider makes good the amount direct to Bank separately.

12. Joint tenders shall not be considered.

13. The Bidder must obtain for himself on his own responsibility all the information which may be necessary for the purpose of making a tender and entering into a contract. The Bidder is advised to inspect the installations at the site of work and acquaint himself with all local conditions, nature of work and all matters pertaining thereto.

14. The successful bidder must co-operate with other bidders engaged by the Bank and the work shall proceed smoothly with least possible delay and to the satisfaction of the Bank.

15. The Bank shall provide water and electric power from the existing sources free of cost.

16. The staff provided by the bidder shall be disciplined, polite and courteous. They shall not misbehave with any Bank staff and shall not engage themselves in any unlawful activities in the premises. The bidder shall be fully responsible for any theft, burglary, fire or any other mischievous deeds of his staff and shall replace any staff if asked for by Bank.

17. The bidder shall be responsible for settling any claim / compensation against all damages and accidents caused due to negligence on the part of his employees and keep Bank indemnified from any compensation/liability/cost charges/rectification cost etc.

18. The bidder shall discharge obligations as provided under various applicable statutory enactments including the Employees Provident Fund & Miscellaneous Provisions Act, 1952, the Employees State Insurance (ESI) Act, 1948 ESI (if applicable at the place of work), the Contract Labour (Regulation & Abolition) Act, 1970, the Inter-State Migrant workman (Regulation of employment & conditions of Service) Act, 1979, The Minimum Wages Act, 1928, the Payment of Wages Act, 1936, The Workmen's Compensation Act, 1923 and other relevant Act, Rules and Regulations, instructions etc. issued / enforced from time to time.

19. Work shall be carried out on all days including Sundays and Holidays. The bidder shall attend complaints received in connection with the services immediately. Any failure will attract penalty as per penalty clause.
20. The bidder shall take at his own cost, necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the aforementioned services to be rendered to the bank and against all claims, damages or compensations payable under workmen's Compensation Act, 1923 or any other law.
21. **Conditional bid/ tender** are NOT acceptable and thus, such tenders shall be summarily rejected.
22. The rates quoted in the bid shall be firm throughout the contract period, include all charges of tools & plants, labour conditions P.F, E.S.I. **with revision of wages and other applicable Benefits.**
23. GST shall be payable extra as applicable. In that case bidder should have registration for GST.
24. On receipt of intimation from the Bank of the acceptance of his tender, the bidder within 7-days should submit his acceptance of the work order. If the successful the bidder fails to submit his acceptance or to undertake the work, the earnest money deposited by him will be forfeited and the acceptance of his tender may be withdrawn.

COMPLIANCE OF LAWS

25. The successful Bidder shall be responsible for fulfilling the requirements of all statutory provisions of all labor laws, rules & regulations and notifications issued there-under from time to time whether from Central or state or local bodies, at own cost and risk, in respect of personnel employed by the Bidder and will maintain necessary records as per statutory requirements. If due to any reason whatsoever PNB is made liable for any liabilities, it shall be payable by the Bidder to PNB and also, such liabilities shall be recoverable by PNB from dues payable to the Bidder or/and pending payment of Bills or/and from security deposit of the Bidder with PNB. The Bidder shall pay and meet all expenses, arising out of or as a consequence of, various provisions in the aforesaid Acts and statutes or applicability of any other act/code.
26. The successful Bidder shall issue statement of PF accounts to the workmen under intimation to PNB. A copy of the Statement of PF Accounts needs to be submitted to the PNB within the stipulated time limit as purported in the Act.
27. The successful Bidder shall be solely responsible as regards salary / wages and service conditions and terms extended by the Bidder to its employees/workmen and shall in that connection maintain requisite records and comply with all laws, enactments, rules, regulations and orders applicable to the Bidder and its employees/workmen in general and in particular, laws, enactments, rules, regulations and orders dealing with employment of Contract Labour, payment of wages/ Compensation Contributions under the ESIC Act, 1948, Safety regulations,

regulations relating to employment of female work force, security requirements and such other rules and regulations as may be applicable at hereafter.

28. The wages paid by the Bidder to its employees / workmen shall be fair, and in no case, be less than the wages prescribed under the Minimum Wages Act, read with other relevant statutes, as prescribed by the Central Govt. from time to time. In case of any increase in the minimum wages as per Minimum wage Act during the currency of the contract, the bidder shall bear all increases in wages, within the contracted amount.

29. The successful Bidder shall be responsible for settlement of any claims/ dues, in case any of the Service Provider's employee/ workman dies or sustains injury or damage or loss either to his/her person, or his/her property, in accordance with the provisions of law. The Bidder shall have to take necessary and relevant insurance coverage for all its employees/ workmen in this regard.

30. The successful Bidder shall be responsible for payment of overtime to its workmen in case the workman works more than the prescribed hours as laid down under the relevant Central / State Rules.

31. It will be obligatory on the part of the successful Bidder to disburse monthly wages/ wages to its workmen in bank account and obtain signatures on the attendance roll/ wage disbursement register as per the relevant Act.

32. **SAFETY AND LABOUR LAWS**

(i) All safety and labour laws enforced by statutory agencies as well as by PNB shall be applicable in the performance of this Contract, and the Bidder shall abide by these laws.

(ii) The successful Bidder shall take all measures which are necessary and/or proper to protect the personnel, work and facilities, and shall observe all reasonable safety rules and instructions.

(iii) The successful Bidder shall report as soon as possible any evidence, which may indicate or is likely to lead to an abnormal or dangerous situation and shall take all necessary emergency control steps to avoid such abnormal situations.

(iv) The successful Bidder shall not engage/ employ persons below the age of **18 years and not above 60 years** of age.

(v) All liabilities, owing to injury/ death due to negligence or miscommunication or during discharging regular work of the staff of the party/bidder, will be to the party/bidder and what so ever the work, in any case Bank will not be responsible for any liabilities of injury/death etc. It's the duty of successful party/bidder to guide the staff regarding safety measures.

(vi) All staff of the successful bidder while on duty should use adequate personal protective equipment's and uniforms.

(vii) The workmen shall execute the work as per latest IS code of practice of relevant equipment's and follow the bank guidelines. The party/bidders staff has to follow the safety procedures & practices in electrical works as per IS and relevant guidelines. The bidder/ staff deployed shall take all precautions to avoid accident and causes of accident. He must be careful regarding safety during working of his staff in the premises

33. Responsibilities of successful bidder.

(i) The successful Bidder shall be responsible for maintaining all the statutory records and deposit the Govt. dues as per the norms specified. Further Bidder to ensure obtaining Labour License under Sec.12 of Contract Labour (R&A) Act as well as other Certificates / Licenses/permission/Registration etc. within 30 days of mobilizing services.

(ii) Welfare Facilities to be provided by successful Bidder to his staff:-

- First-aid-box
- Personal protective equipment

34. Health, Safety and Environment (HSE)

In line with PNB's commitment to maintain highest standards of occupational Health, safety and Environmental protection with effective HSE risk management, the operations and maintenance of the Office premises as mentioned in the document shall incorporate such practices so as to adhere to the HSE guidelines of the central Govt. In this regard, successful Bidder shall ensure the following: -

(i) The successful Bidder shall be responsible for understanding and implementing the HSE policy of Central Govt. while executing the services in the contract.

(ii) The successful Bidder will take the responsibility for ensuring that its employees, agents and/or sub Service Providers perform work in accordance with all applicable Environmental, Health, & Safety Laws.

(iii) It has to be ensured that bio-degradable chemicals are used for cleaning purposes and appropriate care is taken in disposal of any hazardous wastes as per prevailing laws.

(iv) The successful Bidder shall be responsible and accountable for the safety performance of its work force supporting the office site. The bidder shall need to demonstrate active leadership and engagement in the implementation of safety programme.

(v) The successful Bidder shall annually evaluate the success of the Green Cleaning Policy and practices, and provide a report on an annual basis to senior management. The annual report shall include an evaluation of the performance, safety, cost and environmental/public health benefits achieved as a result of its implementation.

35. QUALITY CONTROL.

The successful Bidder should have a system of maintaining quality control on the services/raw

material used. Special care is to be given to maintain the store of materials/office area clean & hygienic.

(i) PNB will provide suitable space for storage of maintenance equipment in the building, electricity at one point (free of cost) in its premises to the bidder for executing the contract. The Bidder has to keep proper acknowledgement of the same, and Bidder shall take care to use/maintain these items properly. Malfunctioning/misuse of any such facility shall not to be entertained as excuse for unsatisfactory services

36. **DEPLOYMENT OF STAFF.**

(i) No Deviation in the Deployment of minimum number of personnel. If successful Bidder proposes deviation in the bid, such bid shall not be considered and shall be out rightly rejected.

(ii) **Details of Staff to be Deployed.** The successful bidder has to provide **Semiskilled 05 Fire Technicians** for monitoring, maintenance and operation of the Automatic Fire Detection & Fire Alarm System installed in the United Tower Building and also for PNB House at 73E, Purna Das Road, Kolkata. The technicians will perform the shift duties in such a way that one technician is available 24x7 (including Sunday & Holiday) for monitoring the system and respond in case of fire & emergency and one technician perform the general shift for maintenance of the system installed in United Tower. A team of fire detection system will visit the PNB House, Kolkata in every quarter for maintenance and repair work.

(iii) Officer In-charge of Punjab National Bank may require a breakup of costing and any other relevant details from the Bidder in case he is the lowest bidder, which has to be submitted before Letter of Intent is issued.

(iv) Personnel should be smartly/properly dressed in neat and clean uniforms having firm's logo. The uniforms and Personal Protective Equipment (i.e. Shoes, helmet, gloves etc) would be provided by the successful bidder.

(v) PUNJAB NATIONAL BANK reserves the right of Surprise audit, Inspection, Gap Arrangement Analysis at the site at any time with or without prior information to the successful Bidder by self or third party. Appropriate corrective measure shall be followed on finding any discrepancy in quality of cleaning, following SOPs, Safety measures, deployment of manpower/equipment/chemicals & tools etc. Surprise audits & Gap Arrangement Analysis can be conducted by PUNJAB NATIONAL BANK or a pre-determined ex-party of PUNJAB NATIONAL BANK and the successful Bidder shall fully cooperate during the audits. Based on the audit report, if any change or addition/deletion in the existing practices is found/required, it has to be implemented by the successful Bidder **with immediate effect**. If this includes introduction of any chemical reagent or equipment which is not listed in the tender but required, then with on approval from PUNJAB NATIONAL BANK, the same have to be procured & implemented and bills for which shall be paid by PUNJAB NATIONAL BANK on actual basis plus 10% overhead profit.

(vi) Deployed manpower at all levels must be properly trained as per job division/requirement. Periodic training and Personnel Development Plan must be documented and presented to PUNJAB NATIONAL BANK on monthly basis. The Supervisor /Team

Leader/Manager shall facilitate bi-monthly training to the deployed persons.

(vii) All statutory obligations are to be strictly adhered to, as per Central Govt. rules. Any negligence in this regard shall make the contract liable to be cancelled with due process (notice will be issued, reply is to be submitted within 15 days and in case of un satisfactory reply contract will be cancelled within 30 days from the date of issue of notice).

(viii) All ESI & EPF challans for the previous month have to be submitted along with the bills. Failure to do so shall be responded as no payment, without the possibility of part payment and absolutely no payment shall be made.

(ix) Bank account of all the employees has to be opened/registered within 1st month of operation for crediting their salary. Without the proof of salary transfer to the respective accounts of the employees, no payment shall be made. Payment has to be released by 7th of every month by the successful bidder and any delay in this regard shall be responded with a deduction of ₹1,000/- per day per incident from pending payment of Bills or and from security deposit of the Bidder with Bank.

(x) Since Building has very expensive equipment. The successful Bidder shall make necessary arrangements at his own cost to prevent any damage inside/outside the building to the existing work, due to his own activities. The successful Bidder shall be responsible for any damage to the existing work due to his activities and shall make good the same at his own risk and cost. The decision of PUNJAB NATIONAL BANK in this regard shall be final and binding on the Service Provider.

(xi) The successful Bidder will provide required cleaning materials rendering these services at his own cost.

37. **PAYMENT.** Payment will be made within 15 days from the date of receipt of valid invoice along with following supporting documents:-

S. No.	Details of documents duly signed and stamped by successful bidder.
1.	Attendance sheet of deployed staff.
2.	Wage sheet in duly signed by individual deployed staff.
3.	Bank statement of individual deployed staff for particular month showing proof of date of transfer of payment and amount of payment.
4.	Proof of amount paid towards ESI (share of individual employee and employer i.e. successful bidder).
5.	Proof of amount paid towards EPF (share of individual employee and employer i.e. successful bidder).
6.	Copy of daily / weekly / monthly / bi-monthly / quarterly / half yearly / annual / other services rendered during billing period.
7.	Letter of declaration consisting of compiling of making payment to deployed staff as per minimum wages Act as per Central Govt., deductions towards ESI & EPF as per Govt. rules or any future labor law enactment and, list of equipment installed

	as per tender documents are in fully working conditions and these are not due for servicing.
8.	Copy of other special/ breakdown activity carried out within the billing period.

FORM B - FORMAT FOR WAGE REGISTER

Rate of Minimum Wages and since the date-----				
	Highly Skilled	Skilled	Semi-Skilled	Un-Skilled
Minimum Basic				
DA				
Overtime				

Name of the Establishment ----- Name of Owner -----
 ----- LIN ----- Wage period from:-----To
 ----- (Monthly /Fortnightly/Weekly/Daily/Piece Rated)

Sl. No. in Employee Register	Name	Rate of Wage	No. of Days worked	Overtime hours worked	Basic2	Special Basic
1	2	3	4	5	6	7

DA	Payments Overtime	HRA	Others	Total	PF	ESIC	Society	Income Tax
8	9	10	11	12	13	14	15	16

Deduction

Insurance	Others	Recoveries	Total	Net Payment	Employer Share PF Welfare Fund
17	18	19	20	21	22

Receipt by Employee / Bank Transaction ID	Date of Payment	Remarks
23	24	25

37. ARBITRATION.

All disputes or differences whatsoever arising between the parties out of or in relation to the construction, meaning and operation or effect of these tender Documents or breach thereof shall be settled amicably within 30 days. If, however, the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance. The Arbitration and conciliation act 1996, There shall be a sole arbitrator to be appointed by the bank (PNB) and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award. Any appeal will be subject to the exclusive jurisdiction of courts at Kolkata. The bidder shall continue work under the Contract during the arbitration proceedings unless otherwise directed in writing by the Bank or unless the matter is such that the work cannot

possibly be continued until the decision of the arbitrator or the umpire, as the case may be, obtained. The venue of the arbitration shall be Kolkata. Further, undisputed payment shall be continued during the arbitration proceedings.

37. PRINCIPAL TO PRINCIPAL LIABILITY.

The employees/staff engaged by the successful bidder shall be deemed to be the employees of bidder only, and the Bank shall not be connected with the employment or the terms and conditions thereof in any way. The bidder alone would comply with the statutory obligations and Labor Regulations/ Rules in this regard. None of the provisions of this Agreement shall be deemed to constitute a partnership or joint venture or employer- employee relationship between the parties hereto, and neither party shall have authority to bind the other except as specifically provided for hereunder. Neither party hereto is the agent of the other nor there is a master – servant relationship between the parties. The relationship is on principal to principal basis.

The successful bidder shall be responsible for payments of all statutory dues with respect to each of his personnel/employees engaged by him to render service under this Agreement with respect to each applicable/extant labour law, including, the Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Employees' State Insurance Act, 1948, The Payment of Gratuity Act, 1972, The Maternity Benefit Act, 1961, The Employees' Provident Funds and Miscellaneous Provisions Act, 1952, etc. No dues/contributions under any labour legislations as applicable, remain payable with respect to his personnel/employees. The successful bidder shall have no claims whatsoever against the Bank with respect to payment of statutory dues/contributions to his personnel/employees under applicable and future labour legislations".

Bank shall not entertain any claim arising on account of damages, compensation or expenses etc. payable as a result of any accident or injury sustained by any workman/employee of the bidder (or any other person whether in the employment of the bidder or not) while in or upon the said works or site of the same, or any claim under the Workman's Compensation Act or any other enactment in force or to be enacted in future. The successful bidder shall obtain necessary insurance cover to meet any of the above contingencies.

38. The successful bidder shall ensure that workmen employed by him for execution of work are suitably covered against Workmen's Compensation Act and that all liabilities arising out of Workmen's Compensation Act, ESI & E.P.F and other legislative enactments applicable to such works and workmen shall be to the bidder's account. In case Bank is called upon by any court of law or any other statutory authority, to make any payment in any of the above circumstances the same shall be paid by the bidder. In case of failure, Bank will have the right to recover the same from the successful bidder or adjust the same from Security Deposit and out of any of the amount payable to the successful bidder and claim the balance from the successful bidder.

39. The Bank has right to terminate the contract, if the successful bidder abandon the work, or fails to commence and complete the work in time, or fails to abide by the contract conditions or fails to perform the maintenance work as per schedule.

40. The successful bidder shall employ competent person/staff under the supervision of Bank who shall be weekly visiting the site to receive and comply with instruction of the Bank.
41. The work permit shall be issued for 24 hours, however, being the restricted / controlled area most of the maintenance works are to be carried out after working hours and holidays. If the successful bidder works during office hours the successful bidder should ensure that no hindrance or inconvenience be caused to the Bank or to its neighbours.
42. On award of work, the successful bidder will furnish to PNB full particulars of the staff deployed on the work and issue / obtain identity cards, which shall be carried by them throughout the time of their duty. Bank's security staff will have right to check, search or interrogate any of the bidder's staff while entering/ leaving the Bank premises for security purposes.
43. Bank reserves the right to verify the qualifications and bonafides of the successful bidder's staff. The staff provided by the successful bidder will be disciplined, polite and courteous and will not misbehave with any of the Bank staff members or visitors and will not enter into any unlawful activities in the premises.
44. Bank would be justified in asking for replacement of any of the successful bidder's staff. The decision of the Bank in this regard will be final.
45. The successful bidder has to provide adequate/additional staff within their quoted amount during servicing / maintenance while taking up preventive maintenance of Fire System.
46. The successful bidder shall be responsible for any loss/damage etc. to the materials and other assets of the Bank by his staff deployed for duty.
47. The successful bidder shall also be wholly responsible for theft, burglary, fire happening due to dereliction/ negligence of duty or any other mischievous activity done by his staff.
48. **The successful bidder shall make payment to the staff as per Minimum Wages Act of Central Govt. on or before 07th day of every month.** The successful bidder will have to make the payment by credit in the account of the workers after making payment to their staff; the successful bidder should give an undertaking that they have paid wages as per minimum wages Act or in case of any amendment in law or enforcement of any other labour law.
49. The successful bidder shall submit bills once in a month along with self-attested copy of attendance register for staff deployed in the building, Certificate of Compliance of all the statutory laws, Salary Sheet in Form -B, copy of bank statement of individual staff for billing month, PF, ESI Challan along with certificate, testing and maintenance report stating the condition/performance of complete fire system duly signed by supervisor and the bill will be paid within 15 days after receipt.
50. TDS /GST and any other statutory deduction as applicable will be deducted at source from the successful bidder's bill and will be deposited with the concerned Department as per rules.

51. EXTENSION OF CONTRACT.

The contract would be initially for a period of 12 months from the date of commencement of work. It can be extended further for a period of twelve months each for 2 terms on the basis of annual review on the same rate and same terms & conditions, if Bank chooses an option for extending period of said contract. However, if found unsatisfactory services or if found the performance of services is not up to mark the contract is terminated as per termination of contract clause.

52. TERMINATION OF CONTRACT.

In case the successful bidder abandons the work, or does not perform the works satisfactorily, or in the case of contravention of any of the terms and conditions of the RFP or agreement to be entered or change in Bank's Policy. Bank reserves the right to terminate the contract by giving notice of 30 days without assigning any reason whatsoever. After such termination of contract, Bank shall have right and liberty to assign the work to some other competent agency/firm.

In case of termination of contract in the above circumstances, security deposit of the successful bidder shall be forfeited by the Bank and security money shall be applied for adjusting claims of the Bank arising under this contractor loss/ cost/ charges suffered by the Bank to get the work done through other agency/ firm without prejudice to Bank's right of recovering the balance if any from the successful bidder through due process of law or/and from pending bill payment.

53. MODIFICATION AND WITHDRAWAL OF BID BY BIDDER.

- (a) No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of period of bid validity specified in tender documents. For withdrawal of bid after the end date of bid submission, the bidder will have to make a request in writing by E-mail /Dak to Tender Inviting Authority of Bank. Withdrawal of bid may be allowed till issue of work order with the following provision of penal action.
- (b) If the request of withdrawal is received before informing the date for opening of price bid, the EMD submitted by bidder will be forfeited and bidder will be debarred for 6 months from participating in tenders in PNB. The price bid of remaining technically qualified bidders will be opened and the tender process shall go on.
- (c) If the request of withdrawal is received after informing the date for opening of price bid, the EMD submitted by bidder will be forfeited and bidder will be debarred for 1 year from participating in tenders in PNB. The price bid of all technically qualified bidders including this bidder (if he found technically eligible) will be opened and action will follow as under:-
 - (i) If the bidder withdrawing his bid is other than L-1, the tender process shall go on.
 - (ii) If the bidder withdrawing his bid is L-1, the re-tender will be done.

54. AGREEMENT. The successful Bidder would be required to sign agreement as may be drawn up by the bank to suit local conditions and shall pay for all stamps and legal expenses, incidental thereto.

55. INDEMNITY. The bidder assumes responsibility for and shall indemnify and keep the

Bank and its Officer and Employee harmless at all time and defend from all liabilities, claims, costs, expenses, taxes and assessments including penalties, punitive damages, attorney's fees and court costs which are or may be required to be paid by reasons of any breach of the bidder's obligation under these general conditions or for which the bidder has assumed responsibilities under the contract including those imposed under any contract, local or national law or laws, or in respect to all salaries, wages or other compensation to all persons employed by the bidder or bidders in connection with the performance of any system covered by the purchase contract. The bidder shall execute, deliver such other further instruments to comply with all the requirements of such laws and regulations as may be necessary there under to conform and effectuate the purchase contract and to protect the Bank during the tenure of purchase order. Where any patent, trade mark, registered design, copyrights and/ or intellectual property rights vest in a third party, the bidder shall be liable for settling with such third party and paying any license fee, royalty and/ or compensation thereon.

56. **SURVIVAL**. The Parties have expressly agreed that any liabilities or obligations set forth in this contract by their nature and content are intended to survive the performance hereof, shall so survive despite such completion/expiration or termination of this contract.

57. **NON-EXCLUSIVE CLAUSE**. The Successful bidder shall not have any exclusive right to provide the services to the bank. The bank shall be free to engage any other service provided/s or may entrust services similar to the services or any part thereof to any person/s during on/or after the expiry of the service agreement.

58. **FORCE MAJEURE**.

Notwithstanding the above provisions, the successful bidder shall not be liable for penalty or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of force majeure. For purposes of this clause, "force majeure" means an event beyond the control of the bidder and not involving the bidders' fault or negligence and not foreseeable. Such events may include, but are not restricted to, war or revolution and epidemics. If a force majeure situation arises, the bidder shall promptly notify the bank in writing of such condition and the cause thereof. Unless otherwise directed by the bank in writing, the bidder shall continue to perform its obligation under the contract as far as is reasonably practical, and shall seek all reasonable alternative means of performance not prevented by the force majeure event.

Provided further that in case of delay of Services due to the Force Majeure, which shall be solely decided by the Bank, the Bank shall not be held liable for non-performance of its obligations under the service agreement and the Bank shall have the right to terminate the Service Agreement without giving any further notice to the Successful bidder. Further, the Bank also reserves the right to assign the work to other without any consequences and claims.

59. **CONFIDENTIALITY**.

The bidder shall not, without the written consent of the Banks, disclose the contract or any provision thereof, any specification, or information furnished by or on behalf of the Banks in connection therewith, to any person(s).

The bidder shall not, without the prior written consent of the Banks, make use of any document

or information except for purposes of performing this agreement.

The Bidder shall not, without the prior written consent of the Bank, make use of any document or information except for purposes of performing this agreement.

The Bidder shall take all steps as may be reasonably necessary to protect the integrity of confidential information and to ensure against any unauthorized disclosure thereof.

The Bidder shall use the confidential information only for the purpose for which it was provided and shall not profit from the same in an unauthorized manner.

The Bidder shall provide access of the Confidential Information to its employees only on need to know basis and such employees/ personnel shall be required to enter into a confidentiality agreement which is of no less strict terms than this Agreement. Even if some bidder's employee leaves the job, he will neither share any information about bank with anybody else nor he will use it for his new job. Bidder shall continue to be responsible for any such act of its ex-employee.

The Bidder shall indemnify Bank against any loss suffered by Bank due to disclosure of confidential information by employee of vendor.

The obligation contained in this clause shall survive after the termination of this agreement for a period of six years.

Confidentiality of customer information should be maintained even after the contract expires or gets terminated.

Confidentiality and Non-disclosure: The Bidder shall not without the consent of Bank make use of any document or information coming in its way while discharging their jobs of bank except for the purpose of performance of this agreement. Bidder will keep all the data, sources and information confidential and will not disclose or release it to any other party. This clause will remain valid even after the termination or expiry of this agreement.

C. SPECIAL CONDITION.

1. The successful bidder will attend to all defects within the contract period. If the successful bidder fails to attend the defects, these defects will be rectified by the Bank and the expenditure, cost etc. incurred on this account as applicable to the successful bidder's scope will be recovered from security deposit or bill.

2. The successful bidder shall make adequate arrangement for watch and ward of his material (if any) and shall ensure the safety, breakage and any theft of material fixed or unfixed by him. The work executed should be got approved by the Bank and the successful bidder shall rectify any bad workmanship pointed out at any stage.

3. The successful bidder will take necessary precautions for carrying out the work without disturbing the office function, avoiding any damage to structures/decorative parts of the property including equipment's/ furniture/false ceiling installed. The successful bidder will rectify any damage done at his cost otherwise Bank may recover the damage from security deposit or

pending bill.

4. The entire system including fire control room etc. shall be kept perfectly in running condition/order without any fire incidence at all times (during day and night) and all works assigned under this contract shall be duly performed by the successful bidder.
5. The successful bidder is bound to do all such jobs required for maintaining the building uninterruptedly, smooth functioning and they should keep the system of the building in intact position.
6. The successful bidder shall be responsible for coordinating with any agency for the work and for keeping up the system uninterruptedly.
7. The successful bidder will ensure that at no time there is any violation or infringement of any rules and regulations of the bye-laws of Kolkata Fire Service.
8. The successful bidder shall enter into an agreement with the bank and necessary stamp papers shall be submitted to the bank within 14 days of the award of the work.

STAFF DEPLOYED BY THE SUCCESSFUL BIDDER

9. The successful bidder shall deploy technically qualified and competent persons detailed as under: -
 - (a) Round the clock manning through trained fireman i.e. One fireman in each shift of 8 hours (including all Saturdays, Sundays and Holidays).
 - (b) The successful bidder also required to arrange reliever (Fireman) on weekly-off/holidays of regular deployed fireman.
 - (c) **Eligibility.** The Fire Technician must have minimum qualification of 10th pass and have 6 month's certificate/diploma course in fire safety from a recognized / affiliated to Board of technical Education of State/ Central Govt. institution OR 10th Pass and having 05 years of experience in operation & maintenance of fire alarm system (submitted proof should be as per satisfaction of Bank). Documentary proof be enclosed before deployment.
 - (d) **Skills Required** Fire Technician must possess the following job skills: -
 - (i) Operation and Maintenance of fire detection, alarm and public address system.
 - (ii) Maintaining of records of fire system.
 - (iii) Maintaining the log book of each shift.
 - (iv) Able to connect and disconnect detectors/R.I./Hooters.
 - (v) Emergency response & fire fighting in case of fire emergency.
 - (e) **Miscellaneous.**
 - (i) The successful bidder shall provide 2 sets of Uniform (one set winter and one set summer), including Identity Card of respective company with safety shoes, Personal

Protective Equipment (gloves, dust mask, goggles, firemen helmet etc.) and Tools for cleaning and maintenance to the fireman.

(ii) Fire Technician will not perform the duties more than 8 hours at a time and suitable reliever to be provided if required. Moreover, as and if the Fire Technician fails to report for any shift a substitute shall be provided by the successful bidder, in any event fire man on duty shall not leave without being substituted. **Substituted fireman should have knowledge of firefighting system installed in this building.**

(iii) Police Verification is must before deployment (to be got done by the successful bidder and proof should be submitted to the Bank, which is not older than 2 years.

(iv) Suitability of the candidate shall be assessed by bank both verbally and practically before deployment in the shift.

(v) All the manpower shall undergo training from the Systems Integrator for at least 15 working days on the working of the equipment at the cost of vendor. Training should also cover Dos & Don'ts and will be trained on Standard Operating Procedures (SOPs) as provided by the Bank.

(vi) Before deployment of staff by successful bidder, he will submit the following before dealing Bank Fire Officer: -

- Request letter on letter head for making entry gate pass / work permit along with list of man power is to be deployed with mobile nos.
- Two sets of Uniform (one set winter and one set summer) with safety shoes.
- 03 nos. passport size photos
- Attested photo copy of educational qualification
- Attested photo copy of technical qualifications.
- Attested photo copy of experience certificate.
- Personal Protective Equipment (gloves, dust mask, goggles, firemen helmet etc.)
- Tools for cleaning and maintenance of firemen
- Identity Card issued from Company of successful Bidder
- First Aid box with kit and Bank account details.
- Attested photo copy of one of the I.D. proofs.

Note: - In absence of the above, request for work permit / entry gate pass will not be allowed.

10. Daily attendance record must be maintained by the successful bidder of each staff and the same should be produced before the Dept. In-charge.

11. If at any stage Fire Technician service (over and above manpower requirement mentioned in tender document are required by the bank, it will be arranged by the successful bidder. The bank shall be paying additional labor charges including conveyance @ **minimum wages policy of Central Govt.**

12. If any system fails due to negligence on the part of the successful bidder as assessed by

the bank and any loss to the bank occurs the same shall be recovered from the bidder from Security Deposit/pending bill.

13. The above are general check-lists and test requirements etc. The successful bidder shall be bound to undertake any other check/test which is considered necessary for efficient functioning of equipment/systems, whether included in above schedule or not. He shall not claim any extra charge for such work.

14. **Penalty Clause.**

(a) On receipt of verbal / written complaint of emergency equipment must be attended with 4 hrs of lodge of complaints, failing to which, penalty of ₹200/- for delay of every 1 hour per complaint and maximum up to ₹2,000/- will be imposed & the same shall be recovered from the bidder from Security Deposit/pending bill.

(b) If the successful bidder fails to maintain required number of manpower, bank is empowered to deduct as penalty at the rates indicated below from their monthly bill, beside deducting the wages of absenting staff: -

- (i) Fire Men/Operators at ₹600/-per day/shift/person.
- (ii) ₹300 penalties for all late comers per head for a day, if they are late by 30 minutes to 02 Hrs and above 02 Hrs absent will be marked.

(c) In case the person on duty found sleeping will be fined ₹500 per service / per head. Amounts will be deducted from the bidder's current monthly bill.

(d) Non-wearing of uniforms, shoe shall attract a fine of ₹300 per service / per head. 02 nos. sets, Uniforms must be provided by the successful bidder before deployment of staff at site.

(e) Payment of monthly bill will be done only after receiving of duly filled and stamped "Monthly Maintenance & Testing Report" by the successful bidder and verified by the bank's official.

ARTICLES OF AGREEMENT

This agreement made on this day of _____, 2023 at **Kolkata, West Bengal**

BETWEEN

Punjab National Bank, a Body Corporate, constituted under the Banking Companies (Acquisition and transfer of undertakings) Act 1970, having its Zonal Office at United Tower Building, 11 Hemant Basu Sarani, BBD Bagh, Kolkata -700001 (hereinafter called the "Bank", which term shall, wherever the context so permits, mean and include its successors and assigns) of the First Part;

AND

M/s _____, having its Office at _____ (hereinafter called the "Service Provider", which term shall, wherever the context so permits, mean and include its successors and permitted assigns) of the Second Part. Whereas,

a. The Bank vide its letter dated _____ has entrusted to the Contractor the "Annual Maintenance & Operation of Automatic Fire Detection and Alarm System Based on XLS- 1000 (Honeywell) Panel, EBI Software at Zonal Office, Kolkata Building & Automatic Fire Alarm System Installed at PNB House, Kolkata" for the period from _____ to _____.

b. The Service Provider has agreed to perform the work described herein below in consideration of the charges prescribed herein.

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In consideration of the payment to be made to the Service Provider as herein provided, he shall execute and complete the work shown subject to the conditions mentioned herein.

2. The work to be done: Same as Sr. 4(a) above but WITH MANNING including Bank holidays 24X7 hours, by One experienced (as mentioned in Tender document) Fire Technician in each shift for manning fire control panel, patrolling in building maintenance and emergency handling.

2. The following documents and the terms & conditions contained therein shall form and construe as integral part and parcel of this agreement viz.

- a. Original tender document (Part 'A' & 'B').
- b. Award/ Acceptance letter.
- c. Relevant correspondence (all letter/ correspondence) forming parts of contract and referred to in acceptance letter
- d. Performance Bank Guarantee/ Non-interest bearing FD.
- e. Bill of quantities
- f. Other additional documents as required
- g. Corrigendum, if any.

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 the earlier documents.
4. In consideration of payment to be made by the PNB to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the PNB to perform, execute, complete and maintain the work in conformity in all respects with the provision of the contract.
5. The PNB hereby covenants to pay the Service Provider in consideration of the execution, completion and maintenance of the work 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.
6. IN WITNESS whereof the parties hereto have caused their respective common seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day, month and year first above written.
7. All disputes arising out of or in connection with this agreement shall deem to have arisen in Kolkata and only the courts of Kolkata shall have the jurisdiction to determine the same.

SIGNED AND SEALED AND DELIVERED BY THE

Said

Said

(Name)

(Name)

on behalf of the Service Provider

on behalf of the PNB

In the presence of

In the presence of

Name:

Name:

Address:

Address:

Note: - This draft form is included in the tender documents only for the information of the bidders. Successful bidder will be required to complete the form in due course.

Annexure-I

Undertaking

(To be provided on stamp paper of ₹100/- and duly notarized)

I hereby certify that the firm has not been blacklisted/ barred/ banned by any Central/ State Government Department/ Central Autonomous Body/ Central Public Sector undertaking/ City Development Authority/ Municipal Corporation of City formed under any Act by Central/ State Government and published in Central/ state Gazette/ Public Sector Banks etc. for last 3 years as on 31.08.2023

Further, I undertake and confirm that similar eligible works have not been got executed through another agency on back to back basis.

I also certify that the above information is true and correct and, in any case, at any stage of contract if it is found that any details provided above is incorrect the executed contract with our firm/company & any other contract given to the above firm/company may be summarily terminated and bank will take any necessary legal action in this regard the firm blacklisted.

Date:

Authorized signatory

Seal

Name: Designation:

Contact no:

Place:

Annexure-II

(To be provided on letter head of the firm)

<u>S. No.</u>	<u>Name of Employees</u>	<u>Designation</u>	<u>Educational Qualification</u>	<u>Technical qualification</u>	<u>Experience of work in years</u>
1					
2					
3					
4					
5					

Date:

Authorized signatory

Seal

Contact no:

Place:

Annexure-III

Documents to be submitted for Eligibility Criteria

<u>Sr. No.</u>	<u>Documents</u>	<u>Compliance</u>	<u>Copy Attachment at Page No.</u>
1.	The bidder company/firm/prop. Concern should be incorporated in India or should have documentary evidence.	Yes/No	
2.	Name of company / firm / organization:Regd. Address: Contact No.: Email ID:		
3	Year of establishment and incorporation		
4	Name of Directors / Partners of the firm /Proprietor / company etc. with contact number		
5	Name of person(s) authorized to conduct business along with mobile, telephone, and email address:		
6.	Bidders should have average annual turnover during the last 3 years, ending 31 st March of 2023, should be minimum ₹7,30,000/- Balance sheets along with Trading Profit & Loss Account statement having positive profit of the last three financial years.	Yes/No	
7.	Bidders should have experience of having successfully completed similar works (Similar works means:- AMC (Comprehensive / Non-comprehensive) for Operation & Maintenance of Fire Detection, Fire Alarm System & Public Address including 24 hours manning (and as given in this document))of buildings of Central/ State Government Department/ Central Autonomous Body/ Central Public Sector Undertaking/ City Development Authority/ Municipal Corporation of City formed under any Act by Central/ State Government and published in Central/ State Gazette/ Scheduled Commercial Banks or its subsidiaries/ reputed Private organizations during the last 7 years ending Aug 31' 2023 (Between 01.09.2016 to 31.08.2023) should be any of the following: (a) Three similar completed works, each of amount not less than to ₹7,30,000/- (b) Two similar completed works, each of amount not less than to ₹9,12,500/- (c) One similar completed work amount not less than to ₹14,60,000/-	Yes/No	

8.	Audited Balance Sheet along with Trading Profit & Loss Account statement for the last 3 years i.e. 2020-21, 2021-22 & 2022-23	Yes/No	
9.	Documentary evidence of having executed similar works along with letter of comfort/satisfaction/completion from the client.	Yes/No	
10.	Documentary evidence in respect of service setup/Branch Office at Kolkata.	Yes/No	
11.	The bidder company should have a valid ESI/ EPF/ PAN/ GST registration certificate/ number etc.	Yes/No	
12.	Authority letter/ Power of attorney duly notarized / Board resolution for the person signing on behalf of firm / company	Yes/No	

Annexure-IV

Date:-

Client's Performance Certificate/Work completion Certificate

This is to certify that M/s_____have successfully completed the work of Annual Maintenance Contract (Comprehensive/non-comprehensive) for Operation & Maintenance of Fire Detection, Fire Alarm System, Public Address & Fire Fighting System including 24 hours manning in building of_____for the period _____to_____.

The services performed by M/s_____during contract period were satisfactory.

Details are as under: -

Name of AMC work: - Annual Maintenance Contract (Comprehensive/non-comprehensive) for Operation & Maintenance of Fire Detection, Fire Alarm System, Public Address & Fire Fighting system including 24 hours manning in building of_____.

Name & Address of the Firm: - _____

Contact period: _____

Agreement Number: _____

Contract Value: -₹ _____+ GST per year

Total Contract Amount: - _____

The certificate has been issued on the specific request of the Firm.

Signature of Authorized SignatoryName

of Signatory:

Contact number: -

Designation: Official Seal

Annexure-V

Average Annual Turn Over Certificate

Name of the Firm _____

Address _____

Pan no. _____

Based on the books of accounts, Audited Financial Statements and other information for the financial years mentioned below, this is to certify that year wise details of turnover of M/s _____ (PAN: _____) having its Regd. Office at _____.

Gross annual turnover of above mentioned company for the last three financial years are as under: -

<u>S. No.</u>	<u>Particulars</u>	<u>F.Y. 2022-23</u>	<u>F.Y. 2021-22</u>	<u>F.Y. 2020-21</u>
1	Gross Annual turn over			
2	Profit/loss after tax			

This is to further certify that the above information/s are as per audited Balance sheet & Books of Accounts for the above Financial Years.

Date: -

Place: -

Signature of chartered Accountant with Seal

M. NO.

Counter Signed

Annexure-VI

Model Clauses for Tender

Compliance of Order No. 6/18/2019-PPD dated 23rd July 2020 issued by Ministry of finance Department of Expenditure, Govt. Of India:

This RFP and process incidental thereto shall remain subject to the guideline/order issued by Ministry of finance Department of Expenditure, Govt. Of India vide its Order No. 6/18/2019-PPD dated 23rd July 2020. The Model Clause for the tender as prescribed in terms of para 4 of aforesaid order, is hereby disclosed as under: -

I. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority as specified in the Annexure I of aforesaid Order.

II. "Bidder" for the purpose of aforesaid order (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies/proprietorship firm/partnership firm/LLP), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.

III. "Bidder from a country which shares a land border with India" for the purpose of aforesaid Order means: - a). An entity incorporated, established or registered in such a country; or b.) A subsidiary of an entity incorporated, established or registered in such a country; or c). An entity substantially controlled through entities incorporated, established or registered in such a country; or d) An entity whose beneficial owner is situated in such a country; or e) An Indian (or other) agent of such an entity; or f) A natural person who is a citizen of such a country; or g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.

IV. The beneficial owner for the purpose of (iii) above and aforesaid order will be as under: -

(a) In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.
Explanation—

(b) "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent, of shares or capital or profits of the company;

(c) "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or share-holder's agreements or voting agreements;

V. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;

VI. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;

VII. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;

VIII. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

IX. An Agent is a person employed to do any act for another, or to represent another in dealings with third person.

The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority

-

Seal & Signature of Bidder

Annexure-VII

Declaration towards Quoting Price Bid Online

I/We declared that I/We will be quoting the rates which would be workable and reasonable and shall include: -

- (i) Payment to all the contract workers engaged by contractor on site as per minimum wages as notified by Central Govt. of India (Office of Central Labour commissioner) from time to time.
- (ii) ESI & PF benefits (Employer's contribution towards ESI & PF).
- (iii) Any increase in minimum wages during the currency of contract.
- (iv) Operation and Maintenance Charges.
- (v) Insurance (Both Workmen's Compensation and Contractor's all Risk policy).
- (vi) Payment of Bonus as per applicable act.
- (vii) Cost of two sets of uniform and one set of shoes per annum.
- (viii) Incidental expenses and all overhead and profits.

In case, Bank ask for submission of rate analysis and I/we fail to submit the rate analysis as above then Bank's Authorities may reject my/our price bid (Bank's discretion). Further, if labor Department ask about then I/We shall be furnishing the reply without intervention of Bank & shall be fully responsible & answerable for if any deficiency noticed/communicated by the labour department.

Seal & Signature of Bidder

Annexure-VIII

COMPLIANCE STATEMENT

DECLARATION: -

Please note that any deviation mentioned elsewhere in the act will not be considered and evaluated by the Bank. Banks reserve the right to reject the bid, if bid not submitted on proper format

<u>Compliance</u>	<u>Description</u>	<u>Compliance (Yes/ NO)</u>
Terms & Conditions	We hereby undertake and agree to abide by all the terms & conditions including all annexure, corrigendum (s) etc. stipulated by the Bank in this tender document (Any deviation may result in disqualification of bids)	

Signature:

Seal of company

Annexure-IX

**Self –Certification for local Content
(To be submitted on Company's letter head)**

This is to certify that we are Class-I local supplier. “Class-I local supplier” means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum “local content” as prescribed for Class-I local supplier as per DPIIT vide OM P-45021/2/2017PP (BE-II) dated 16.09.2020 issued by Public Procurement (Preference to Make in India) Order 2017-revision

The “local content” requirement to categorize a supplier as “Class-I local supplier” is minimum 50%. “Local content” means the amount of value added in India which shall, unless otherwise prescribed by the nodal ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

Seal & Signature of Bidder

INSTRUCTIONS TO BIDDERS

BIDDING PROCESS (TWO STAGES): -

For the purpose of the present job, a two-envelope bidding process will be followed. The response to the present tender will be submitted in two parts:

- Technical bid
- Commercial bid

The bidders will have to submit the technical bid in Banks e-procurement system as well as in hard copy and commercial bids in only online form through Bank's e-procurement system.

TECHNICAL BID

TECHNICAL BID will also contain the Compliance statement as per the Terms & Conditions mentioned in the Tender Documents, and NOT contain any pricing or commercial information at all. Technical bid documents with any commercial information will be rejected. In the first stage, only TECHNICAL BIDs will be opened and evaluated. Only those bidders confirming compliance to all the terms & conditions of Tender document shall be short-listed for commercial stage.

COMMERCIAL BID

In the second stage, the COMMERCIAL BID of only those bidders, whose technical bids are short listed, will be opened.

SUBMISSION OF BIDS

Bidders are required to strictly submit their bids in electronic form using the e-procurement system at <https://etender.pnbnet.in/login> the Bank by using their digital certificates of class II and above (both encryption and signing). All the interested bidders should register themselves in the e-procurement system <https://etender.pnbnet.in/login> for submitting the bids online, if they have not done earlier. The Tender document and further corrigendum, if any can also be downloaded from Bank's website www.pnbindia.in <https://etender.pnbnet.in/login>. Bids received after closing of the bid in the e-procurement system are summarily rejected without any reason. The commercial bid should be submitted online only.

All the technical supporting documents should be submitted manually in a sealed envelope shall be super scribed as "Technical bid" for Annual Maintenance Contract for Operation & Maintenance (Non-Comprehensive) including 24 hours manning of Automatic Fire Detection and Alarm System based on XLS- 1000 (Honeywell) panel, EBI Software at Zonal Office, Kolkata building & automatic fire alarm system installed at PNB House (including Manning) on non-comprehensive basis.

Cost of Tender Document of "₹590/- (INR Five Hundred and Ninety Only), in the form of DD which shall be non-refundable & Earnest money deposit in the form of Crossed **Demand**

Draft (from any scheduled commercial Bank other than Punjab National Bank) of ₹42,000 (INR Forty-Two Thousand only) in favour of Punjab National Bank, Zonal Office, payable at Kolkata shall also be submitted in a sealed envelope shall be super scribed as “ EMD & Tender fee for Annual Maintenance Contract for Operation & Maintenance (Non-Comprehensive) including 24 hours manning of Automatic Fire Detection and Alarm System based on XLS-1000 (Honeywell) panel, EBI Software at Zonal Office, Kolkata building & automatic fire alarm system installed at PNB House (including Manning) on non-comprehensive basis before the final date & time of bid submission at the following address:-

The Chief Manager (GAD),
Punjab National Bank, Zonal Office
3rd Floor, United Tower, Hemant Basu Sarani,
Kolkata -700 001

Note: At the time of physical submission of bid, bidder has to show acknowledgement of e-mail received after completion of the bid submission in proof of having submitted the bid online.

Note: - Firms registered under MSEs and Start-up India would be exempted from submission of tender fee & EMD.

In case of MSEs and Start-up India, copy of Registration /document proof shall have to be submitted

(Part-B)
Commercial Bid

Note: Not to be submitted in Physical Form. This is only the specimen of Commercial Bid to be filled only on E-Tendering Portal.

In case of discrepancy between unit price and total, the unit price shall prevail.(Rate/Amount in Indian Rupees including GST)

S.No.	Description of work	Unit	Qty	Rate per month	Total Amount (for a year) including GST
1.	Annual Maintenance Contract for Operation & Maintenance (Non-Comprehensive) including 24 hours manning of Automatic Fire Detection and Alarm System based on XLS- 1000 (Honeywell) panel, EBI Software at Zonal Office, Kolkata building & automatic fire alarm system installed at PNB House. The maintenance work will be as per terms and conditions of the agreement, details of manpower, scope of work, testing and maintenance and list of items enclosed to ensure safe operation and Maintenance of the above installations at Bank Buildings with technically qualified manning 24 hours including Sundays & Holidays by keeping one trained Fire Technician in each shift of 8 hours each. Fire Technicians (Semi-skilled: 05 nos	Month	12		
Total in Figures (INR) (Including GST)					
Total in words (INR) (Including GST)					

- Bidder shall quote as per latest minimum wages of Central Labor Commissioner (Central Govt.) The bid which not comply the latest minimum wages of Central Labor Commissioner(Central Govt.) will be summarily rejected.
- The rate quoted in commercial bid should be inclusive of all taxes. However, GST shall be paid to the bidder on actual basis at the rate applicable. TDS as applicable will be deducted from the payments.

Signature of Authorized Signatory Name:

Designation: - Seal of Company