

PUNJAB NATIONAL BANK

Invites

Online Tender for Annual Maintenance Contract of Electrical maintenance work and Generator Set Operation at PNB Administrative block, Vibhuti Khand, Gomti Nagar, Lucknow

**Punjab National Bank,
Zonal Office, Vibhuti Khand,
Gomti Nagar, Lucknow 226010
Phone 05222728033
e-mail fgmlckgad@pnb.co.in**

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PART – A
(TECHNICAL BID)
INSTRUCTIONS TO BIDDERS

1. BIDDING PROCESS (TWO STAGES)

For the purpose of the present job, a three-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.

1.1 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.

1.2 COMMERCIAL BID

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

2. SUBMISSION OF BIDS

2.1 Bidders are required to strictly submit their bids in electronic form using the e-procurement system at <https://etender.pnbnet.in> 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> 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. 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.

Envelope No.1- Tender Cost & EMD – Marked Cover-I

Envelope No.1 shall contain Cost of Tender Document of Rs. 2360/- (Rupees Two Thousand Three Hundred & Sixty only) (including GST), in the form of Demand Draft which shall be non-refundable along with Earnest Money Deposit (EMD) of Rs 34,000/- (Rupees Thirty Four Thousand only) by crossed Demand Draft/ Bank Guarantee from scheduled commercial bank, payable at Lucknow and drawn in favour of Punjab National Bank and to be submitted with Envelope-I. This envelope shall be super scribed – “Envelope No.1- Cover-I - Tender Cost and EMD for Annual Maintenance Contract of Electrical maintenance work and Generator Set Operation at PNB Administrative block, Vibhuti Khand, Gomti Nagar, Lucknow.”

Envelope No. 2 – Technical Bid – Marked Cover-II

Envelope No. 2 shall contain technical bid (one set of duly signed tender document 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 - COVER – II- “TECHNICAL BID FOR Annual Maintenance Contract of Electrical maintenance work and Generator Set Operation at PNB Administrative block, Vibhuti Khand, Gomti Nagar, Lucknow”.**

Both Envelope No. 1 and Envelope No. 2 shall be contained in Envelope No. 3 super scribed **“Envelope No. 3 – Cover-III – TENDER FOR Annual Maintenance Contract of Electrical maintenance work and Generator Set Operation at PNB Administrative block, Vibhuti Khand, Gomti Nagar, Lucknow”.**

Both Envelope No. 1 and Envelope No. 2 contained in Envelope No. 3 should reach the below mentioned address before the final date & time of bid submission mentioned in the tender schedule.

**The Chief Manager
PNB, GAD, ZO: Lucknow,
Vibhuti Khand, Gomti Nagar,
Lucknow, U.P. – 226010.**

Note:

- a. All pages of the bid documents must be signed by authorized person.
- b. All pages of the bid documents should be numbered in serial order i.e. 1, 2, 3...
- c. Commercial bid to be submitted online only. No hardcopy of the same be enclosed with the supporting documents, otherwise bid will be rejected.
- d. Earnest Money Deposit & Tender Document cost (Sealed Cover= **Envelope No.1- Tender Cost & EMD – Marked Cover-I**).

PRELIMINARY EXAMINATION

4.1 Bank will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required information has been provided as underlined in the bid document, whether the documents have been properly signed, and whether bids are generally in order.

4.2 The bid determined as not in order as per the eligibility criteria will be rejected by the Bank. The decision of the Bank is final towards evaluation of the bid documents.

5. EVALUATION AND AWARD CRITERIA

5.1 After opening of the technical bids, all the documents and annexure (except commercial documents/offer) will be evaluated first by the Bank. First, received bids will be evaluated based on the eligibility criteria. Technical bids of only those bidders satisfying the eligibility criteria will be evaluated.

5.2 Only those bidders satisfying the technical requirements and accepting the terms and conditions of this document shall be short-listed for further steps.

5.3 PNB will determine to their satisfaction whether the bidder selected as having submitted the best evaluated responsive bid is qualified to satisfactorily perform the contract. The decision of PNB will be final in this regard.

5.4 The determination will take into account bidder's financial, technical and support capabilities, based on an examination of documentary evidence submitted by bidders in support of eligibility criteria.

5.5 The award of contract will be based on evaluation of technical and commercial bids.

NOTICE INVITING TENDER

- 1) Online tenders are invited on item rate basis on behalf of Punjab National Bank from Reputed 'A' Class electrical contractors/firms (hereinafter referred to as contracting firms/contractors) for Annual Maintenance Contract for Electrical Maintenance Work & Generator Set Maintenance and Operation at Punjab National Bank, Administrative Block, Vibhuti Khand, Gomti Nagar, Lucknow 226010.

BID/Tender schedule will be as under:

1.	Tender Reference	NIT/PNB/ZO LCK/ELEC/2022
2.	Date of commencement of Tender download	23.09.2022 from 10:00 Hrs
3.	Last date and time for acceptance of queries	30.09.2022 till 17:00 Hrs
4.	Last date and time for downloading tender	07.10.2022 till 14 Hrs
5.	Last date and time for Bid preparation and Hash Submission	07.10.2022 till 14 Hrs
6	Last Date for Bid submission in physical form	07.10.2022 till 14 Hrs
6	Close for technical bid	07.10.2022 14:01 Hrs to 15:00 Hrs
6.	Last Date for Bid Submission and Bid-encryption	07.10.2022 15:01 Hrs to 10.10.2022 15:00 Hrs
7.	Date and Time of Opening of Technicalcum Eligibility Bid	10.10.2022 15:01 Hrs to 10.10.2022 till 17:00 Hrs
8.	Date and Time of Opening of Commercial Bid	Will be informed later.
9.	Cost of Tender Document	Rs.2360/- (Two Thousand three hundred and sixty only) non-refundable including GST @18% in the form of Demand Draft in favour of Punjab National Bank payable at Lucknow
10.	Earnest Money Deposit	Rs 34,000/- (Rupees Thirty Four Thousand only In words) by crossed Demand Draft from scheduled commercial bank, payable at Lucknow and drawn in favour of Punjab National Bank and to be submitted with Envelope-I.
11.	Validity of Tender	90 days
12.	Estimated Cost of Project	Rs.16.89 lac/- including GST.
13.	Duration of Contract	24 months & can be extended for further one year on the same rate, terms & conditions, if the bank desires.
14.	Place of Physical Bid Submission & Opening of Bids	Punjab National Bank, Zonal Office, Vibhuti Khand, Gomtinagar, Lucknow
15.	Contact Person	Chief Manager Punjab National Bank, Zonal Office, Vibhuti Khand, Gomti Nagar, Lucknow Contact details: 0522-2728033 E-mail: fgmlckgad@pnb.co.in

Bank will be following the e-procurement process. The complete details of the requirements for participation in the e-procurement process of the Bank are available on the website (www.pnbindia.in & <https://etender.pnbnet.in>) which may be referred for details & clarification. It is mandatory for the bidder to get itself 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 and time will be intimated to the technically qualified bidders at a later date.

- 2) 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.
- 3) 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 (Class III & above both encryption & Signing) in order to bid for the tender.
- 4) The Tender Documents containing detailed terms & conditions can be downloaded online directly from the portal <https://etender.pnbnet.in> (or pnbindia.in) as per tender schedule attached and shall be submitted online.
- 5) All the bidders are required to submit Demand Draft in favour of Punjab National Bank, Lucknow of Rs 2360/- towards the cost of tender document as per bid schedule, failing which, the bids shall be summarily rejected.
- 6) Bidders may submit their queries regarding any technical clarification as per Bid schedule. No queries shall be entertained after last date fixed for acceptance of queries.
- 7) Clarifications of Bank on RFP may be downloaded from the "Corrigendum / Addendums" section of the abovementioned portal as per bid schedule after clarification on queries. No deviation on the above will be entertained by the Bank there after.
- 8) 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.
- 9) Price bid of only those bidders shall be opened who submit their tender in line with requirements of tender documents and are acceptable to the Bank and the bidder who do not submit EMD & tender fee in the form of Bank draft, their tenders will be summarily rejected.
- 10) First the Envelope containing the Tender Fee & E.M.D. will be opened, and if the hard copy of the same is received on time as per bid schedule only then technical bid will be opened. Hard copy of the Demand Draft in favour of Punjab National Bank for an amount of Rs. 2360/- towards Tender Fee and EMD of Rs. 34,000/- is to be submitted physically in sealed envelope as per bid schedule.

- 11) The price bid of technically eligible bidder who meets the eligibility criteria stipulated in tender documents will be opened online in the presence of participants or representatives of participant bidders as per the schedule attached. The Date for opening of commercial bids shall be intimated later.
- 12) The price bid of only those bidders will be opened online in the presence of participants or representatives of participating bidders as per the schedule attached who have submitted the following: -
- Tender Fee & E.M.D. in the correct format.
 - Duly signed and stamped copy of all pages of tender document.
 - Documents meeting eligibility criteria.
 - Undertaking to be submitted to Bank by Bidder (on stamp paper of Rs.100/-) that *"I/We have not been black-listed/ barred by Department of Financial Services, Govt. of India and my company does not feature in the debarment list on Central Public Procurement Portal (CPPP) maintained by Department of Expenditure, Ministry of Finance, Govt. of India."*
- 13) The Tenders shall be valid for a period of not less than 90 days after the date of opening of price bid/commercial bid online.
- 14) All disputes arising out of or in connection with this agreement shall deem to have arisen in Lucknow and only the courts in Lucknow (UP) shall have the jurisdiction to determine the same.
- 15) Please note that bid preparation and hash submission and bid submission are compulsory activities, failing which bidder will not be able to submit the bids online and the bidder shall be solely responsible for the same.
- 16) For any further information/Queries please contact Punjab National Bank, GAD, Zonal Office, Vibhuti Khand, Gomti Nagar, Lucknow as per bid schedule.
- 17) The Bank reserves the right to accept/reject any or all the offers submitted in response to this advertisement without assigning any reason whatsoever.
- 18) 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.
- 19) Please note that, on tendering procedure through the electronic tendering system refer to the Instructions for Using the Electronic Tendering System document available along with the tender documents on <https://etender.pnbnet.in>.
- 20) Bidder must submit documentary proof in respect of all above mentioned criteria while submitting the proposal. Proposal of vendor who do not fulfill the above criteria or who fail to submit documentary evidence thereon would be rejected.
- 21) Firms registered under Micro or Small Enterprises only (**MSE**) would be exempted from submission of tender Cost/Fee and from payment of EMD (This guideline will apply on procurement of goods and services and not on procurement of works.) Documentary evidence for the said exemption to be submitted along with the Bid.

Chief Manager

PURPOSE OF TENDER

Bank intends to take up **Annual Maintenance Contract of Electrical maintenance work and Generator Set Operation at PNB Administrative block, Vibhuti Khand, Gomti Nagar, Lucknow** as per details given in schedule of quantities/tender documents.

ELIGIBILITY CRITERIA

1. The Bidder should possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described herein. The Bidder should also possess the technical know-how and the financial wherewithal that would be required to complete the scope of work. The Bid must be complete in all respects and should cover the entire scope of work as stipulated in the tender document. Bidders not meeting the Eligibility Criteria will not be considered for further evaluation and bid submitted by them shall be summarily rejected.
2. This invitation of bids is open to all intending, bonafide & experienced contractors (proprietary / partnership / private / limited company) registered in India under Partnership Act, 1932 / Companies Act, 1956 and their subsequent revisions / amendments, provided they fulfill the minimum eligibility criteria as below. Consortium/Joint Ventures and Special Purpose Vehicles are not eligible for the tender and the bid, if any, submitted by them shall be summarily rejected. Proposals not complying with minimum eligibility criteria, as enumerated below, will be rejected and will not be considered for evaluation of technical bid.
3. The proposal should adhere to the following minimum eligibility criteria:

S. No.	Minimum Eligibility Criteria
1	<p>The bidder should be 'A' class govt. approved electrical contractor. Bidder to submit the copy of certificate of registration issued by competent authority from Government of India/ State Govt.</p> <p>Bidder should have experience of having successfully completed similar works (AMC of Electrical maintenance work and generator set operation of buildings of Banks/State or Central Govt./Public Sector organization/ reputed organization) during the last 7 years ending 30.06.2022 (between 01.07.2015 to 30.06.2022) should be either of the following: -</p> <p>One similar nature work amounting to Rs. 13.52 lacs- Or Two similar nature work amounting to Rs. 8.45 lacs- Or Three similar nature work amounting to Rs.6.76 lacs-</p> <p>Similar Works mean Electrical maintenance work and Generator Set Operation.</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 the same.</p>

	<p>Certificates of satisfactory completion of similar work should be issued by an Authority not below the rank of Executive Engineer/Chief Manager of Principal Employer / Client department and the same are to be uploaded on Bank's website along with supporting documents.</p> <p>In case the similar work/s 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 T.D.S. Traces / Certificates for such works issued by respective Principal Employer/ 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 tender.</p>
2	<p>The minimum average annual turnover of Bidder for the last three financial years i.e. 2019-20, 2020-2021 & 2021-2022 must not be less than Rs 5.07 Lacs. Bidder to upload audited or CA Certified Balance sheet, Profit & Loss statement and trading account details for these financial years, if applicable.</p> <p>The multiplication factor of 7% per annum simple interest is not applicable on the Annual Financial Turnover figures.</p>
3	<p>The Applicant should not have been black-listed/ barred 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. Further, similar eligible works should not have been carried out on Back to Back basis and the Applicant shall have to furnish undertaking as under. An undertaking in this regard is to be submitted to Bank by Bidder (on stamp paper of Rs.100/-)</p> <ol style="list-style-type: none"> 1. <i>"I/We have not been black-listed/ barred by Department of Financial Services, Govt. of India and my company does not feature in the debarment list on Central Public Procurement Portal (CPPP) maintained by Department of Expenditure, Ministry of Finance, Govt. of India.</i> 2. <i>"I/ We undertake and confirm that eligible similar work(s) has/have not been got executed through another agency on back to back basis.</i> <p><i>Further that, if such a violation comes to the notice of the Bank, then I/we 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."</i></p>
4	<p>The bidder must furnish necessary documents having registration with EPF, ESI, GST, PAN /TAN from IT Department. The bidder will have to deposit all statutory dues, i.e. EPF and ESI of employees regularly. The bidder will have to follow all the statutory rules and provisions as required by law. The bidders who don't have ESI & EPF registration are debarred to bid for this tender.</p>

** In case, the company/bidder does not have the audited Balance Sheet for period ending 31st March 2022 (Previous Financial Year), provisional balance sheet certified by their Statutory Auditors will be acceptable.

Note: The bidder must submit the Compliance Statement failing which the bids may not be taken for further evaluation.

3. Firms registered under only MSEs (**Micro or Small Enterprises**) would be exempted from submission of tender Cost/Fee and from payment of EMD (This guideline will apply on procurement of goods and services and not on procurement of works.) Documentary evidence for the said exemption to be submitted along with the Bid.
4. Bidder must submit documentary evidence in respect of all above mentioned criteria while submitting the proposal. Proposal of bidder who do not fulfill the above criteria or who fail to submit documentary evidence thereon would be rejected.
5. Bidder has to upload scanned and legible copies of all supporting documents on Bank's e-procurement website <https://etender.pnbnet.in> for its scrutiny.
6. 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 and no communication shall be entertained in this regard in future.
7. Solvency certificate of value **Rs. 10 lac** from any nationalized / scheduled commercial Bank should be submitted.

LETTER SUBMITTING TENDER
(To be submitted in the letter head of the bidder)

**The Chief Manager, Punjab National
Bank, Zonal Office, Vibhuti Khand,
Gomti Nagar, Lucknow**

Dear Sir,

**Reg: AMC for Electrical Maintenance and Operation of DG Set at Punjab National Bank,
Admin Block, Zonal Office, Gomti Nagar, Lucknow**

1. Having visited the site and examined the Tender Document No **NIT/PNB/ZO LKO/ELEC/ADMIN BLOCK/2022** or such other sum as may be ascertained in accordance with the said conditions of contract.
2. We agree to abide by this tender for the period of 90 days from opening of Price Bid/Commercial Bid or extension there of as required by the Bank 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.
3. We confirm that the period and rates as referred in the agreement or general conditions of contract are given or summarized in the tender, to which we give our consent and agree to abide by the same.
4. We understand that if our tender is accepted, we are to be jointly and severally responsible for the due performance of the contract.
5. 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.
6. I/we have deposited Earnest Money **(Rs.34,000/-)** by demand draft which amount is not to bear any interest. I/we do hereby agree that this sum shall be forfeited by you in the event our tender is accepted and I/we fail to execute the contract when called upon to do so.

Dated this day of _____ 2022.

Signature _____ in the capacity of _____ duly
authorized to sign tenders for and on behalf of _____
(IN CAPITALS)

Tender submitted on _____ before _____ P.M.

LETTER OF TRANSMITTAL
(To be submitted on letter head of the Bidder)

The Chief Manager, Punjab National
Bank, Zonal Office, Vibhuti Khand,
Gomti Nagar, Lucknow

Dear Sir,

Reg: AMC for Electrical Maintenance and Operation of DG Set at Punjab National Bank, Admin Block, Zonal Office, Gomti Nagar, Lucknow

Having examined the details given in Press advertisement and tender document No **NIT/PNB/ZO LKO/ELEC/ADMIN BLOCK/2022** for the above work, I/we, hereby submit the relevant information.

1. I/We here by certify that all the statement made and information supplied in the enclosed forms and accompanying statement are true and correct.
2. I/We have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/We submit the following certificates in support of our suitability, technical knowledge and capability for having successfully completed the following eligible similar works:-

S No	Name of the Work	Value of Work	Date of Completion	Certificate issued by

“Certify that the information given in the enclosed tender documents is correct. It is also certified that I/we shall be liable to be debarred, disqualified / cancellation of bid in case any information furnished by me/us found to be incorrect.”

Enclosures:

Date of submission

SIGNATURE(S) OF APPLICANT(S)
Seal of applicant

BIDDER'S INFORMATION

Following information is to be provided by the Contracting firm / contractors:

- 3.1 Name of the Contracting Firm.
- 3.2 Constitution/Memorandum and Article of Association duly certified, if applicable
- 3.3 Complete address of the Contracting Firm.
- 3.4 Telephone, Fax & E-mail etc. of the Contracting Firm.
- 3.5 Name(s) of the proprietor/ partner(s) / Directors.
- 3.6 Their address/telephone no.
- 3.7 Year of establishment.
- 3.8 Income Tax PAN / TAN no. and Income Tax assessment of last 3 years.
- 3.9 GST registration no. (Attested copy of registration is required to be enclosed, if applicable).
- 3.10 Registration details of the Firm, if applicable.
- 3.11 Completion Certificates of having successfully completed similar works during the last 7 years ending 30th June, 2022 as mentioned in eligibility criteria.
- 3.12 EPF Reg. no. (Attested copy of registration is required to be enclosed, if applicable).
- 3.13 ESI No. (Attested copy of registration is required to be enclosed, if applicable).
- 3.14 Audited/ CA Certified copies of Balance sheet and Profit & Loss account for last three financial years (2019- 20, 2020-21 & 2021-22).
- 3.15 Declaration on the letter head of the contracting firm that it has never been involved in any illegal activities
- 3.17 Solvency certificate of value Rs. 10.00 lac from any nationalized/ scheduled commercial Bank.
- 3.18 Ensure that each page of the tender document duly signed/ stamped by the contractor/ authorized signatory at desired place in order to certify that they have read and gone through all the terms and conditions of the tender.
- 3.19 Both the technical and commercial bids are put in separate envelopes, properly sealed and then kept in another third envelope.

It may also be noted that tender not accompanied by anyone of the above information may be summarily rejected.

ARTICLES OF AGREEMENT

AGREEMENT

This agreement is made at on..... Day of20.... between Punjab National Bank, a body corporate constituted under the Banking Companies (Acquisition and transfer of Undertaking Act 1970) having its Corporate office at Plot No. 4, Sector 10, Dwarka, New Delhi – 110075 and its General Services & Administration Department, Zonal Office Lucknow (Hereinafter referred to as "The Bank " which expression shall be deemed to mean and include its successors, administrators and permitted assigns) of the one part & (herein after called "the Successful Bidder/Contractor" which expression shall be deemed to mean and include its successors, administrators and permitted assigns) of the other part.

WHEREAS the Bank is desirous of executing work of AMC for Electrical Maintenance and Operation of DG Set at **Punjab National Bank, Admin Block, Zonal Office, Gomti Nagar, Lucknow** and has by letter of acceptance dated.....accepted a tender by the Contractor for the execution, completion & maintenance of such work.

After discussion, the Bank and the bidder agree to enter into this agreement on the terms and condition set out hereunder:

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the said conditions of contract hereinafter referred to:
2. The following documents, terms and conditions contained therein shall form and construe as integral part and parcel of this agreement and be read as part and parcel of this agreement, viz.
 - a. Original tender document duly signed and stamped on each page by the authorised signatory of the bidder;
 - b. Relevant correspondence letters / communications forming parts of contract and referred to in acceptance letter;
 - c. Acceptance of Award of Work;
 - d. Bill of quantities ;
 - e. Corrigendum/Addendums (if published) ; and
 - f. Other additional documents as may be required.
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 Bank to the successful bidder as hereinafter mentioned, the successful bidder hereby covenants with the Bank to perform execute, complete and maintain the work in due respects and in conformity with the provision of the contract and tender documents.
5. The Bank hereby covenants to pay the Contractor/successful Bidder in consideration of the execution, completion 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. All disputes or differences whatsoever arising between the parties shall be settled amicably. If parties are not able to solve amicably, the same shall be settled by arbitration by a sole Arbitrator to be nominated by the competent authority of Punjab National Bank in accordance with Arbitration and Conciliation Act 1996 and the Rules and Regulations framed thereunder, as may be amended from time to time. The award made in pursuance thereof shall be binding on the parties.. Venue of arbitration shall be at and the language shall be English. The Parties to the arbitration shall bear their own costs. The Arbitrator shall give a reasoned award.
7. All disputes arising out of or in connection with this agreement shall be deemed to have arisen in and only the courts ofshall have the jurisdiction to determine the same.
8. Notices as required by the agreement that shall be entered with the successful bidder shall be sent to the addresses as would be mentioned first therein or such other addresses as the Parties may designate from time to time, and shall be sent by certified or registered mail with acknowledgement due on receipt.

SIGNED AND SEALED AND DELIVERED BY THE

Said

Said

(Name)

(Name)

on behalf of the Contractor

on behalf of the Bank

In the presence of

In the presence of

Name:

Name

Address:

Address:

This form is included in the tender documents only for the information of the bidders. Only the successful bidder will be in due course, required to complete the form.

Bidders' Financial Information

Name:
Constitution:
Address:

Names & Addresses of the Proprietor / Partners / Directors if applicable:

Contact Person(s) _____

Telephone, Fax, e-mail _____

Number of years of experience _____

Please give brief financial particulars of your firm for the last three accounting years along with the volume of business handled.

(The information will be kept confidential)

Year (Last 3nos. of FY)	2019-20	2020-21	2021-22
Total Turnover (Value in in ₹)			
ITR (Y/ N)			

Signature:

Seal of company

REFERENCE LIST

PROFORMA FOR PERFORMANCE STATEMENT

NAME OF BID

Sr. No	Name of Organization	No of Sites Connected	Duration of Contract	Contract Amount	Date of Order	Contact Person and Telephone no.	Whether services satisfactory? (Attach certificate from customer)*

Signature and Seal of Bidder

NOTE:

- Bidder to provide relevant certificates from the above mentioned organizations.
- The name and address of the organization along with key persons, their designation, telephone no. and email address should be provided.

* Satisfactory completion and performance certificate from the principal employer / client for satisfactory execution of similar work as defined in eligibility criteria

COMPLIANCE STATEMENT

DECLARATION:

Please note that any deviations mentioned elsewhere in the bid will not be considered and not evaluated by the Bank. Bank reserves the right to reject the bid, if bid not submitted in proper format as per Tender Document.

Compliance	Description	Compliance (Yes/No)
Terms and Conditions	We hereby undertake and agree to abide by all the terms and 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

General Terms and Conditions for Annual Maintenance Contract of Electrical maintenance work and Generator Set Operation at PNB Administrative block, Vibhuti Khand, Gomti Nagar, Lucknow

Damage to the articles in the premises:

The Contractor shall be responsible for any damage to the Safe Fixtures Furniture and other installations under their possession in the campus or the substation in normal course or during the course of any work under progress which in the opinion of the Bank is due to negligence or carelessness or any fault on Contractor's part or that of its Manager or Workmen or Agent. Contractor shall be liable to pay to Bank such amount in respect of such damage as may be assessed by Bank or any officer/staff authorized in this behalf.

Electricity Consumption:

The charges of electricity consumed for lights, fans and other electrical appliances for executing the **Electrical maintenance work and Generator Set Operation at PNB Administrative block** will be borne by Bank.

Personal Supervision:

It will be Contractor's responsibility to ensure that the obligations under the terms of this agreement are duly performed and observed by the contractor and their staff.

Complaints and Improvements:

The Contractor shall carry out such improvements as may be necessary for ensuring satisfactory services of **Electrical maintenance work and Generator Set Operation at PNB Administrative block**.

Settlement of Accounts:

Income-tax deduction at source will be done as per the Govt. rules. Contractor must ensure compliance of Minimum Wages Act, ESIC, EPF of their employees as per Government guidelines and render the same / proof thereof to Bank along with their monthly bills for payment.

The amount equivalent to any damages/ loss etc. caused to Bank by the workmen employees of the Contractor or any other charges (penalties and other deduction etc.) will be recovered by the Bank or as decided by the Bank.

- I. The rates quoted in the bid shall be firm throughout the contract period, include all charges of tools & equipment, labour conditions P.F, E.S.I., Bonus, contractor profit with revision of wages.

Calculation of Wages of per Person		
As per Latest Minimum Wages & VDA notified by the Chief Labour Commissioner, Ministry of Labour & Employment, Government of India	Rs A	(I)
DA	Rs B	(II)
Gross (Basic +DA)	Rs A+B	(III)

EPF Employer	@13% on Gross (A+B)	(IV)
ESI Employer	@ 3.25 % Gross (A+B)	(V)
Bonus	@ 8.33 % Gross	(VI)
Cost per month to bidder	Sum (III+IV+V+VI)	
Deduction of Employee from above gross		
EPF	@12% on Gross (A+B)	
ESI	@ 0.75 % Gross (A+B)	

Bidder to ensure that rate quoted by him fulfills the minimum wages criteria as fixed by the central govt. If the bank feels that the rates quoted does not fulfill the minimum wages criteria clause and proper justification is not given, the bank at its discretion can reject the Bid.

It will be the sole responsibility of the contractor to ensure that he complies with all the applicable Central legal provisions for hiring his staff to provide the services at PNB ADMINISTRATIVE BLOCK (ZONAL OFFICE), and the bank authorities shall be compensated/ indemnified by the contractor if any violation is detected by any authority and any penalty (monetary or otherwise)/ cost is imposed upon/ suffered by any of the bank authorities/ PNB due to non- compliance by the contractor.

Summary Termination of the Contract:

In the event of instances of gross misbehavior, theft, burglary, moral turpitude, misuse of the substation area etc. by the Contractor or by any staff of the Contractor or agent of the Contractor, Bank may forthwith terminate this Contract summarily without any notice to Contractor and Contractor shall have no claim whatsoever against Bank or any of its Officers in consequence of such termination.

The Bank shall have the right to withhold/deduct any reasonable sums from the amounts payable to the contractor under this contract, if the contractor commits breach of any of the terms and conditions or fails to perform to the satisfaction of the Bank and the quality of performance of contract with regard to electrical and DG set operational maintenance is found unsatisfactory. Besides, the Bank shall also have the right to terminate this agreement as per the conditions given below:

The agreement shall be terminated without notice on gross violation or by efflux of time. It may be terminated on account of un-satisfactory services by two months notice at the option of the Bank. The contractor shall also have the option to terminate the agreement after giving two months notice to the Bank.

On termination of contract by the Bank for any reason whatsoever, the Bank shall be entitled to engage the services of any other person, agency or contractor to meet the requirements without prejudice to its rights including claim for damages against the contractor.

Contractor to vacate the site on Termination/Expiry:

Immediately on the termination or expiry of this contract, the Contractor and its employees and agents shall peacefully vacate the premises and handover to Bank all articles,

equipment, furniture and fixtures belonging to Bank and entrusted in its custody and shall remove all its stores and effects. In case of default, Bank shall be entitled to enter into the same or remove the stores or the effects wherever lying of the Contractor and to dispose of the same by sale or otherwise without being liable for any damage.

Failure to Exercise Bank's rights:

Any omission on the part of Bank at any time to exercise any of its rights under the terms of the **Electrical maintenance work and Generator Set Operation at PNB Administrative block** shall in no way impair or affect the validity of the terms and the rights of Bank to enforce its rights at any time subsequent.

Tenancy Rights:

Nothing herein contained shall be construed to create any tenancy in Contractor's favour of the premises and Bank may of its mere motion effect the termination of this **Electrical maintenance work and Generator Set Operation at PNB Administrative block** and re-enter and retake and absolutely retain possession of the substation area.

Licenses and Registrations:

The Contractor should obtain the requisite license under Contract Labour Act (Regulation and Abolition Act, 1970) and amended from time to time issued by the concerned Labour Department for running the establishment. The Bank shall not be responsible in any way for any breach by the Contractor of the rules and regulations governing the running of such establishments by the Contractor.

The Contractor shall register with the Registrar of concerned State Body and shall abide by State Labour/ Government of India (Ministry of Labour) rules and regulations and all other Statutory Acts/ Regulations and rules relevant to this contract including Works Contract Act, Minimum Wages Act, 1950 and amended from time to time, Payment of Wages Act, 1935 and amended from time to time, Provident Fund Act, ESI Act and such other Statutory Enactment, Rules and Regulations laid by the Government and local body in force, coming into force which may apply to this agreement. The Contractor shall indemnify the principal employer (Bank) against risks and damages arising out of the default on the part of Contractor due to negligence or non-compliance of any of the aforesaid rules, regulations etc. laid down by the Government and other statutory authorities from time to time.

The Contractor shall comply with all requirements of law with regard to the provision of labour and ensure that an appropriate license from State Assistant Commissioner is obtained. It shall be the responsibility of the Contractor for furnishing necessary Statutory Information/ documents in proof of the above whenever called for by Bank.

In case of any labour problems related to the workmen staff of the Contractor, the same will be settled at the Contractor's end only. The Contractor should take all precautionary measures to ensure the safety of the workmen employed by it and Bank shall not be responsible in case of any eventuality.

The contractor shall keep the Bank indemnified against all the claims and liabilities, if any, mentioned as aforesaid.

The contractor shall keep all its assets & workmen/ employees properly insured and in case of any mishap, Bank shall not be liable/ responsible for any damages payable on these account. In case any law implementing agency holds Bank liable/ responsible for the same, the amount such paid/ payable by Bank shall be reimbursed by the contractor and keep Bank indemnified of such eventualities.

Disputes Resolution:

All questions, disputes and / or difference arising under or in connection with this agreement or in any way touching or relating to or concerning the construction, meaning or effect or the terms herein, shall be referred to the sole arbitration of Bank or to the sole arbitration of the Officer who for the time being is entrusted whether or not in addition to other functions, with the functions of Bank by whatever designation shall offer may be called hereinafter referred to as the said officer and if Bank or the said officer is unable or unwilling to act, the sole arbitration of some other person appointed by Bank or the said Officer and willing to act as such arbitrator. The contractor shall have no objection to any such appointment to the effect that the arbitrator so appointed is Bank's own Officer or that he was a part to the contract or that he had to deal with matters which relate to this arrangement or that in the course of duties as such Officer he had expressed views on all or any of the matters in dispute or difference. The award of the arbitrator so appointed shall be final and binding. All disputes shall be jurisdiction of courts of District Lucknow only.

Contract period.

The contract shall be enforced only for a period of **24 months** from the date of execution of the contract and may be extended for another 12 months after a review of contractors performance during this period of contract, on the same terms and conditions on mutually agreed rates. Expiry of the tenure of the agreement or on the termination of the contract for any reason whatsoever as per the terms and the conditions the contractor shall deliver the articles of other equipments or any other property of the Bank in his/ its possession.

Penalty Clause

It will be the responsibility of the contractor to maintain the substation and all its equipment installed inside along with DG Set in good running condition. It will also be his responsibility to advise and remind the Bank for all the periodic servicing, overhauling and other maintenance related jobs including need/ change of spares if required at any stage so that any mishappening does not occur there. The contractor will be responsible for any such losses which will be proved that those were cause due to the negligence or carelessness of the contractor or its employees or non servicing of the machines due to not reminding by the contractor well in advance and the sum of damage / losses so incurred for its repairing and maintenance by the Bank may be recovered from the contractor. Decision of the Bank will be acceptable and final in this regard.

In order to keep a check on the quality of the service if any services provided by the contractor are found unsatisfactory or not as per the terms of the contract, the Bank would impose financial penalty of minimum **Rs. 1000/-** for each instance of deficiency (which may be increased in multiples of Rs. 1000/- depending upon the gravity of the loss /complaint) and make suitable deductions from the contractor's bill for which the Bank's decision will be final and binding to the contractor.

Miscellaneous:

The Contractor shall not be allowed to carry away any material/ item out of the campus without the prior permission of the Bank. The Contractor shall co-operate with the other Contractors working in the campus.

The disposal of scrap/ cartoons of electrical materials related to work in the substation or any area inside the campus will not be dumped or left unattended anywhere in the campus and will be disposed off outside the campus properly on same day basis without fail.

For the purpose of conducting **Electrical maintenance work and Generator Set Operation at PNB Administrative block**, the staff deployed shall be of good health and character. They should also possess quality of pleasant behavior, obedience and should be Non-

Smoker/ Non-Gutkha/ Non-Pan Chewer. They should be conversant with Hindi and colloquial English. The contractor will exercise due diligence and care with respect to the identity and past record of such employees including Police verification and shall furnish records resorted to by him to BANK as and when desired by the later.

The Contractor must ensure that his entire staff observe cleanliness and are properly dressed in clean uniform with prescribed identity cards during service hours. The Contractor shall incur the cost of uniform and I-Card to his employees.

The Contractor should take all precautionary measure to ensure the safety of his workmen and the Bank shall not be responsible in case of any eventuality. The insurance indemnification of his workman against any eventualities shall be primary and sole responsibility of the contractor.

The Bank reserves the right to reject any particular workman/staff employed by the Contractor under contract with it without assigning any reason thereof. Such staff will have to leave the campus at short notice and will be replaced by the suitable substitute.

The Contractor shall furnish a detailed list of his employees along with their addresses, photo identity to the Bank.

Any change in staff of the Contractor must be informed to the Bank.

The workmen/staff engaged by the Contractor shall not have any right / claim over the facilities enjoyed by Bank employees.

All the workforce to be provided by the contracting firm / contractor shall be on the pay roll of the contracting firm / contractor and they will not be treated as staff of the RSC for any purpose. Their Wages, EPF, as per rules of the U.P. Government shall be the sole responsibility of the contractor.

The Contractor will undertake to render the specialized first class services to the Bank as per the requirement and satisfaction of the Bank from time to time. The existing services to be rendered and covered under this agreement have been set out in the **scope of work at ,specific terms and conditions and general terms and conditions.**

In consideration of the aforesaid services rendered/ to be rendered by the Contractor, the contractor shall be entitled to payments on monthly basis. GST shall be paid extra as per the bank guidelines on completion of the respective month.

The contractor and his employees shall devote their full attention to the work of electrical maintenance of the Bank and proper round the clock operation of the Bank's DG set and shall discharge his obligations as mentioned in the agreement most diligently and honestly.

Contractor's employees would be medically fit, neat, hygienic, tidy and well behaved and shall be provided with suitable uniforms in consultation with the Bank.

The contractor and all his employees shall at all time during the continuance of the agreement obey and observe all directions and instructions which may be given by the Bank concerning in respect of **Electrical maintenance work and Generator Set Operation.**

In case the contractor or any of his employees fail to fulfill their obligations for any day or any number of days to the satisfaction of the Bank for any reason whatsoever he shall be liable for imposition of financial penalty without prejudice to its other rights and shall be entitled to deduct such damages from the money if any payable to him.

In case the contractor assigns or sub-contracts this contract without written approval of the Bank, or attempts to do so, the Bank shall have the right to terminate the agreement **without giving any notice to the bidder.**

The competent authority of the Bank shall be the sole authority to judge and decide about the quality of the services rendered by the contractor. All questions relating to the performance of the obligations under the agreement and all the disputes and differences which shall arise either during or after the agreement period or matters, arising out of or relating to the agreement or payments to be made in pursuance there shall be decided by the Bank. The contractor hereby agrees to be bound by the decisions of the Bank.

The successful contractor will be required to deposit a security deposit of 3% of the contract/awarded amount in the form of demand draft in favour of Punjab National Bank payable at Lucknow which shall continue with the Bank in lieu of performance guarantee till the expiry of the agreement. The security deposit would be appropriated towards loss or damages caused by the contractor or the amount of value of shortage or breakage in the items entrusted to the contractor or items under care taking with the bidder or any other liability of the contractor. No interest shall be payable by the Bank on EMD.

The contractor shall bear all the costs and expenses in respect of all charges, stamp duties etc, relating to this agreement.

In case any dispute whatsoever regarding quality of services rendered, the decision of the Bank shall be final.

Notwithstanding anything contained herein before, it is agreed that the Bank shall have the right to alter, modify and or add such other terms and conditions considered necessary by Bank and the contractor in such case shall abide by the same.

The contractor shall be responsible for general cleanliness, hygiene of the portion occupied by them in the substation and also furniture and fixture therein.

The contractor shall maintain highest standard and quality in the services. The Bank shall also have the right to insist on getting any service of maintenance, which has already been performed if the same was not carried out to the satisfaction of Bank.

The premises, with fitting & fixtures, furniture, equipment etc. provided to the contractor are the property of bank. The contractor shall have no right on any of these and shall place them back at the disposal of the bank when demanded. The contractor shall be responsible for the safe custody and proper use and maintenance of all equipment and properties of Bank, whether movable or immovable. Any damage caused to the equipment or properties by the negligent operation by the contractor or his employees shall be made good by the contractor immediately to the bank without any loss of time, failing which the cost of equipment/ properties will be recovered from his bills or from other means as deemed fit by the bank. On such recovery, if security deposit gets reduced, the same has to be made good by the contractor. Failure of equipment should not be an excuse for not providing service.

The contractors will have to maintain permanent records of all materials supplied to him by the bank. At the end of each quarter and also at the end of the contract period, the contractor will prepare the list of all items held by him and show them separately in good condition, repairable, irreparable and missing and make them

available for the purpose of joint verification by the authorized officer of the bank and the contractor. Cost of the missing or damaged items shall be recovered from the contractor.

The contractor indemnifies the bank against all monetary or other benefits to which his personnel are entitled during the period of employment or in relation to employment under various Labour Laws such as Factory Act 1948, Workmen Compensation Act or other such statute as may be made applicable from time to time. He will also be required to obtain the license as per provision of the Contract Labour (Regulation & Abolition) Act, 1970. Contractor shall be solely responsible and shall fully comply with all the provisions of all the labour laws applicable such as Factories Act, Industrial Disputes Act, Miscellaneous Provisions Act, Minimum Wages Act, Payment of Bonus Act, Workmen Compensation Act, and Contract Labour (Regulation of Employment and conditions of services) Act, 1979, Employees State Insurance Act etc., and the other Acts/ legislation passed from time to time.

There shall neither be any privity of contract with employees of the contractor nor an employer – employee relationship between the bank and the contractor or its staff

Scope of work:

During the continuance of the **Electrical maintenance work and Generator Set Operation at PNB Administrative block** agreement with the Bank, the contractor shall be exclusively responsible for day to day Operation & maintenance of the electrical installation and network at Administrative block of the Bank.

The existing electrical system consists of the following:

- HT11KV and 500KVA transformers
- 11 KV HT switchgears
- APFC panels, AMF panels
- LT panel
- 250 KVA and 63 KVA DG Set
- DG set incoming supply panel along with 3 nos. of changeovers
- Emergency panel in the substation
- Numerous Auxiliary LT panels installed at various buildings/ blocks in the campus
- Distribution system in administrative block
- External Electrification & signage
- Water supply pumps/ motors, pump station panels/ starters/ water line & storage tank
- Other miscellaneous Electric System

Kindly note although every effort has been made to cover the entire electrical related infrastructure, omission, if any, shall be deemed to be in the scope of work of the contractor. The contractor in its own benefit shall bring these omissions to the notice of the Bank.

Round the clock operation & maintenance of entire electrical network for Bank, including cleaning / dusting of HT transformers, HT switchgears, APFC panels, AMF panel, LT panel, 250 KVA and 63 KVA DG set, transformer area, LT panel control room, Automatic Power Factor correction Panel, HT & LT cable network, bus bars, LT distribution panels & DB's in the campus & other equipment including the accessories such as motors & control panels of the water supply system situated in the basement. The job also includes operation & maintenance of lighting system of entire campus including external lightings in the open area.

Operating the system as per the requirements of the Bank.

Total preventive maintenance including oiling & greasing of electrical equipment. **The cost involved in the above shall be borne by the contractor.**

Maintaining the operation record in Log book for the entire electrical installation / equipment, D.G. sets, & this includes water lifting pumps also. Recording & maintaining of log book for office electric meter, capacitor & transformer (For oil temp., electric load, voltage KW meter etc.) reading & presenting the records to the Administration for verification **on daily basis.**

The contractor shall maintain an equipment register. The details of all electrical instruments/ equipment (as mentioned above) installed in the campus shall be entered in the same. The details shall contain the make, serial number, rating & other information engraved on the name plate/ equipment.

The contractor shall maintain a complaint register. As & when a complaint arises in respect of any electricity problem, the contractor's supervisor shall enter the complaint in register & ensure remedial action proactively & instantly. The same shall be verified by the Sr. Manager (GAD) of the Bank. **No Laxity in attending of the complaints shall be tolerated.**

Appropriate financial penalty will be imposed if any inordinate delay is observed.

The contractor is bound to do all jobs required for maintaining the uninterrupted power supply to the entire campus buildings for smooth functioning and shall keep the entire electrical infrastructure (Equipment/ instruments) in healthy state & working conditions.

The contractor shall keep the record of power consumption in the Bank.

Maintenance of safety & hygiene in electrical substation shall be the sole responsibility of the contractor.

- Operation & maintenance of 11KV and 500KVA Copper wound type distribution transformer. Regular cleaning/ dusting of all panels, HT transformers & transformer rooms.
- **Regular checking** of oil level in conservator & if required top up of makeup oil.
- **Regular inspection** of conservator tank for leakage, if any.
- **Regular checking** of thermometer & recording of temperature.
- Cleaning of Breather Assembly & removal of moisture by heating of silica Gel if so required.
- **Regular inspection** & checking of explosion vent & ascertain that the glass is intact.
- **Regular checking** of the insulation resistance of the HT & LT windings.
- Checking of Dielectric Strength of the oil **once in a year** from the laboratory approved by Bank. The cost shall be borne by the contractor.
- Checking of earth resistance value & insulation resistance of cables once in two months.
- Regular checking of earth connections of the transformer for continuity.
- Servicing of HT Transformers as & when required but at least once in each calendar year.

Operation & maintenance of HT switchgears.

- **Regular cleaning/** dusting of HT switch Gears & its room.
- Checking of earth resistance value & insulation resistance of cables once in two months.
- **Regular checking** of earth connections continuity.
- Servicing of HT Switch Gears as & when required but at least once in each calendar year. (The service charges, cost of consumables and defective parts shall be borne by the Bank)
- Inspection, Operation & maintenance of HT switch gears with their accessories as per recommendations of the manufacturers.

Operation & maintenance of Automatic Power Factor Correction (APFC) Panel

- **Regular cleaning/** dusting of APFC panel.
- Recording of power factor reading regularly. **If the power factor falls below 0.85, the same shall be brought to the notice of the Bank immediately.**
- Checking of the earth connections continuity and resistance value & insulation resistance of cables **once in two months.**
- **Regular checking** & tightening of all terminal connections of MCB's/ contactors, relays etc. **on monthly basis in winters & on fortnightly basis in summers.**
- Servicing of APFC panel as & when required but at least once in each calendar year.

Operation & maintenance of Main LT panel, emergency panel in substation & other Auxiliary LT panels in entire campus.

- **Regular cleaning/** dusting of all panels.
- **Regular checking** of earth connections continuity.
- **Regular checking** of & tightening of all terminal connections of the three phase Incoming MCB's/ MCCB's/ ACB's, three phase Outgoing MCCB's/ ACB's/ SFU's, Contactors, Isolators, cables, neutral connections, relays etc. **on monthly basis in winters & on fortnightly basis in summers.**
- Ensuring proper size of cable glands & cable lugs for all connections. Prepare a list of all exiting connections without proper cable glands/ cable lugs if any.
- Inspection, Operation & maintenance of Main LT Panel, auxiliary panels & emergency panel, with their accessories, as per recommendations of the manufacturers.

Operation & maintenance of DG Sets:

- **Regular cleaning/** dusting of DG set from inside & outside. Keeping the DG set area properly clean. The contractor is not allowed to handle the engine for maintenance purposes, but shall clean & brush the canopy & other parts externally only.
- It will be the duty of the staff of the contractor to operate DG set immediately after the electric supply is disrupted.
- Ensuring that all the changeovers are immediately put to DG set/ UPPCL mode as per the need/ requirements.
- **Regular checking** of DG set batteries, water coolant level, oil level etc.
- **Regular checking** of earth connections continuity.
- Maintaining Log book of the DG sets with all the required data on daily basis & put up the same before administration department **on daily basis.**
- If any of the desired parameters for smooth running are needed, the same shall be brought to the notice of the Administration in writing for immediate action. If any failure/ defect in the DG set occurred due to Non-compliance of the precautionary measures/ not bringing the same into notice of the Bank, the **contractor's lapse shall attract financial penalties.**
- It will be duty of the contractor to monitor the fuel level of the DG sets and fill it with Diesel well in time to ensure timely refueling of the same. However the cost of diesel will be reimbursed by Bank on production of bill. In no case there should be disruption of Electricity supply on account of unavailability of fuel in the DG sets, or it will attract financial penalty.
- The contractor shall supply the fuel for DG set and inform the Bank Administration who will make payment of the same.
- All expenses in respect of fuel, spares, Lubricants, servicing & other material shall be borne by the Bank.
- Providing necessary assistance in case of regular servicing if needed.
- Regular checking & tightening of all terminal connections of the cables in the DG set changeover panel & changeovers **on monthly basis in winters & on fortnightly basis in summers.**

Operation & maintenance of Various Distribution boards (Inclusive of all TPN three phase neutral & SPN single phase neutral) installed in entire campus.

- **Regular cleaning/** dusting of distribution boards.
- **Regular checking** of earth connections continuity.
- Regular checking of & tightening of all terminal connections of the three phase incoming MCB's/ MCCB's & single phase Outgoing MCB's, Contactors, Isolators, Relays etc. **on monthly basis in winters & on fortnightly basis in summers.**

- The neutral connections are vital & need constant tightening **on monthly basis in winters & on fortnightly basis in summers.**
- **Maintaining a record of tightening in the register & put up the same to the administrator for verification.**

Operation & maintenance of water supply system/ Pump Station

- **Regular cleaning/** dusting of water supply pump station.
- **Regular checking** of water supply pumps, motors, pump station panel, water line etc.
- **Regular checking** of & tightening of all terminal connections of equipment/ cable **on monthly basis in winters & on fortnightly basis in summers.**
- The neutral connections are vital & need constant tightening **monthly basis in winters & on fortnightly basis in summers.**
- The contractor shall ensure smooth & uninterrupted water supply round the clock in the entire campus.
- Cleaning of Overhead & underground water tanks by evacuating the tanks **once in a month.** Register shall be maintained by contractor on the periodicity of cleaning of water tanks. **(The cost of chemicals & consumables used in the cleaning shall be borne by the contractor).**
- Regular checking & tightening of all terminal connections of starters.
- **Maintaining a record in register as & when the water tanks are cleaned & put up the same to the Functional Manager for verification.**

Operation & maintenance of External Electrification system.

- **Regular cleaning** of boundary and surrounding lights, gate (at least once in calendar year).
- Switching ON/ OFF the external lights in the entire campus **on daily basis and also as and when required.**
- Regular checking of & tightening of all terminal connections **on monthly basis in winters & on fortnightly basis in summers.**

Operation and maintenance of existing earthing system

- The contractor shall maintain a record of all existing earthing detailing numbers of existing earthing at different locations in the campus.
- Regular checking of earth connections continuity.
- Filling up of water in all the earthing pits **once in a fortnight in summers & once in two Months in winter.**

In addition to above, the contractor shall also be responsible for the following in the entire campus.

- **The contractor and their staff will abide with the rules, bye – laws, instructions issued by UPPCL.**
- **Round the clock smooth operation of all electrical fittings & accessories installed in the entire campus buildings**
- Regular checking for overheating/ abnormalities of all connections, cables, terminals & connectors.
- Regular checking for overheating/ abnormalities of various circuit breakers, relays, starters, panels, resistance type starters & speed regulators used in motors/ fan etc. carbon brushes in commuting motors. Repairing of electrical fittings in the Bank complex be also done by the contractor.

- Regular cleaning & upkeep of lights in campus such as cleaning of table light fittings, fans, switches, electrical cable racks/ ducts/ shafts, DBs etc.
- Check regularly condition of wiring, earthing & connections for tightness.
- Checking & cleaning the connections on individual light/ power point switches etc.
- Repairing of faulty circuits
- Switching ON/OFF all the internal & external (Pathway & boundary) lights in the entire campus and other services i.e. LT panels, capacitors, changeovers etc. on daily basis & as and when required.
- A register/ log book to this effect shall be maintained by the contractor which will be checked by Bank **on weekly basis**.

The contractor shall maintain a faulty register. If adequate preventing maintenance is carried out regularly, there is very little possibility of burning/ damaging the installed MCCB's, MCB's, Isolators, SFU's etc. The contractor shall have to justify & give adequate reason for any such fault/ replacements. **The same shall be entered in the register.**

The contractor shall maintain the lawn/ yard around the electric sub-station for clean & orderly look & restrict entry in and around substation.

Specific Terms & Conditions - Maintenance of staff and tools needed for Electrical maintenance work and Generator Set Operation at PNB Administrative block

Minimum staff strength to be maintained by of the Contractors:-

The following minimum staff will have to be arranged by the Contractor for **Electrical maintenance work and Generator Set Operation at PNB Administrative block** (on regular basis) besides additional contingent staff, whenever required:

S.No.	Description	No. of persons
1.	Electrician with at least 6-8 yrs. of working experience on H.T. systems (Skilled). These 03 electricians will be engaged on duty in shifts in a way that full day (24 Hrs) may be covered and each electrician is to work 8 hours a day.	Three
2.	Helpers (Semi-skilled) (8 AM to 4 PM)	One
	TOTAL	Four

7.2 Tools to be provided by the Contractor for smooth handling of the contract are as under:-

1.	Cable fault locator (H.T/ L.T) (This equipment may not be the property of the contractor, but it would be the duty of the contractor to ensure that the equipment is made available within 24/48 hours of breakdown)
2.	Hydraulic crimping tools for connecting cable, Meggar (1000 volts), Meggar (500 volts), Avometer, Tongue tester. Tongue tester(s) should be adequate to handle currents of upto 100 amperes & should be able to grip wires/ cables of upto 300 sq.mm. dia
3.	Chain pulling block with tripod stand, wire rope, jute rope, wrench set, pliers and screw driver sets.
4.	Test energy rater (10-20 amperes) 3 phase, test energy rater (10-20 amperes), 1 phase millimeters, voltmeter/ ammeter and low power factor wattmeter
5.	Torch for operating during the night
6.	Any other tool which are necessary for smooth functioning.

DECLARATION

Date:.....

Dy. General Manager,
Punjab National Bank,
Zonal Office Vibhuti Khand,
Gomti Nagar, Lucknow

Reg: Annual Maintenance Contract of Electrical maintenance work and Generator Set Operation at PNB Administrative block, Vibhuti Khand, Gomti Nagar, Lucknow

- Declaration of non-involvement in any illegal activities.

I / **We** hereby declare that my/ our firm M/s.....
has never been involved in any illegal activities and never been charged for financial misappropriation/ fraud / embezzlement etc. nor any criminal case is pending against me / us, my / our firm in any court of law.

Signature

Authorised Signatory/ Signatories

(Seal of the Contracting firm)

Part – B

Commercial Bid
(Commercial Bid to be filled online only)

Dy. General Manager
Punjab National Bank,
Zonal Office, Vibhuti Khand,
Gomti Nagar, Lucknow

Reg. Annual Maintenance Contract of Electrical maintenance work and Generator Set Operation at PNB Administrative block, Vibhuti Khand, Gomti Nagar, Lucknow.

Dear Sir,

This has reference to your tender for **Electrical maintenance work and Generator Set Operation at PNB Administrative block, ZO: Lucknow** followed by my technical bid. I have read all the terms and the conditions as stipulated in the technical and commercial bid. I am ready to execute the stamped agreement as mentioned in the the tender documents. I have gone through all the terms and conditions contained in the agreement and already given my acceptance for it. I confirm that I fulfill the eligibility criteria as stipulated by you in the tender.

I offer my rate as under which is being quoted below including GST: -

SI No	Item	Rate per month	Total amount for 12 months
1	Annual Maintenance Contract of Electrical maintenance work and Generator Set Operation at PNB Administrative block, Vibhuti Khand, Gomti Nagar, Lucknow		
	TOTAL		

(Amount in words Rs... ..)

(The rates are inclusive of GST)

Note: The Commercial Bid must be inclusive of Minimum Wages and applicability of EPF / ESI guidelines as per extant Central govt. rules for the number of skilled / semi-skilled labour, workers as per tender documents.

Date : -----

Signature of the Bidder / Contractor.
Seal

Place: -----

BID SECURING DECLARATION FORM

The Chief Manager (GAD),
Punjab National Bank, Zonal Office
Vibhuti Khand, Gomti Nagar, Lucknow-226010

Dear Sir,

Reg:

I/We the undersigned declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am/We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) Having been notified of the acceptance of our bid by the employer during the period of Bid Validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Security Deposit, in accordance with the instructions to bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/We are not the successful bidder, upon the earlier of (i) the receipt of your notification of the name of the successful bidder, or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name & capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (Insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for and on behalf of (insert complete name of Bidder)

Dated on day of (insert date of signing) Corporate seal wherever appropriate)