

**REQUEST FOR QUOTATION**

**FOR**

**ANNUAL MAINTENANCE CONTRACT FOR 4**  
**NOS. OTIS MAKE LIFTS**

**AT ZONAL OFFICE BUILDING, 33, N.S. ROAD**  
**KOLKATA**

**(PART-I & II)**

**QUOTATION NO. :**

**NAME OF BIDDER: .....**

**ADDRESS:.....**  
.....

**DATE:**

CENTRAL BANK OF INDIA,  
ZONAL OFFICE, 6<sup>th</sup> FLOOR, ZONAL OFFICE  
BUILDING, 33, N.S.ROAD, KOLKATA-01

## PART-I

### Notice of Invitation of Bid

ZO/KOL/GAD/ARCH/2019-20/08/.....

31.08.2019

Sealed Quotations are invited in urgent basis from competent Vendors for the AMC FOR 4 NOS. OTIS MAKE PASSENGER ELEVATORS AT ZONAL OFFICE BUILDING for which the documents can be collected from GAD office or can be downloaded from our Bank's website [www.centralbankofindia.co.in](http://www.centralbankofindia.co.in)

Last date for collection of documents	<b>12.09.2019</b> from Bank's website <a href="http://www.centralbankofindia.co.in">www.centralbankofindia.co.in</a> .
Time and date of Submission	<b>On and before 3:00 pm on 12.09.2019 to Asst. General Manager, Central Bank Of India, Zonal Office, 33 N.S Road, 6<sup>th</sup> Floor, Kolkata – 700001</b>
Opening of quotation	<b>At 4:00 pm on 12.09.2019</b>
Period of contract	<b>12 Months</b>
Scope of work of AMC	As per Annexure 'A'
Validity of the Quotation	30 Calendar Days.
Labour charges, Transportation and Lifting of Material	The amount quoted should include Labour charges, cost of transportation, Caring, wastages and lifting for all leads, work, Cess etc.
Eligibility criteria	<ol style="list-style-type: none"><li>1. Contractor must have five years of experience in this field.</li><li>2. The bidder should have their established office &amp; service set-up in Kolkata for consideration of service support.</li><li>3. The bidder should have satisfactorily completed '<b>AMC of Similar type U.M.V. lifts</b>' during the last 7 years as on 31.12.2018 with a Government Department/ PSBs/PSUs/ renowned private sector companies.</li></ol>
Terms of Payment	Payment will be made quarterly
Details of IEM	Dr. Kishore Kumar Sansi, mail ID: <a href="mailto:kishorekumarsansi@gmail.com">kishorekumarsansi@gmail.com</a>

Note: The bank is not bound to accept the lowest quotation & reserves the right to accept or reject any or all the quotations without assigning any reason whatever.

Chief Manager (GAD)  
Zonal office, 6<sup>th</sup> floor,  
Zonal Office Building,  
33, N.S.Road, kolkata-01

**REQUEST FOR QUOTATIONS FOR AMC FOR 4 NOS. OTIS MAKE LIFTS AT ZONAL  
OFFICE BUILDING**

1. Offers are hereby invited to carry out the above works.
2. Quotations which should always be placed in sealed cover with the **name of work** written on the envelopes will be received by ASST. GENERAL MANAGER, CENTRAL BANK OF INDIA, ZONAL OFFICE, KOLKATA, 33,N.S.Road, 6<sup>th</sup> Floor Kolkata – 700001.Up to 3:00P.M on **12.09.2019** And will be opened by him/ authorized office in his office on the same day at 04:00 P.M. The quotations received after the stipulated time will not be accepted.
3. Quotation are to be on the prescribed form which can be collected from the GAD ZONAL OFFICE or can be downloaded from Bank’s website [www.centralbankofindia.co.in](http://www.centralbankofindia.co.in) .
4. The contractors should quote in figures as well as in words the rate and amount quoted by them.
5. **Mode of submission of Quotations:** The quotation shall be submitted in accordance to the procedure detailed herein. Specified documents shall be sealed in an envelope of appropriate size.
  - i. Envelope marked no 1 shall contain duly signed quotation papers, technical credentials, Valid trade license, required/ supervisor License, GSTIN no., PAN, local address proof., copy of work orders, completion certificates etc. of similar type of jobs.**(Part-I)**
  - ii. Envelope marked no. 2. Shall contain the price bid and approved make of materials if any. **(Part-II)**
  - iii. Envelope no. 3: Envelope marked no. 1&2shall be put in a large envelope of adequate size marked no 3 which shall be properly sealed. This envelope, which shall be endorsed on the out side face. **“Quotation for AMC of 4 nos. OTIS lifts at Zonal Office Building, Kolkata”** and addressed to the Asst. General Manager, Central Bank of India, Zonal office, Kolkata.
6. Clarification, if any to be Obtained from 6<sup>th</sup> floor, GAD, Zonal Office, Kolkata, Central Bank Building, Kolkata.
7. The acceptance of the quotation will rest with CENTRAL BANK OF INDIA, ZONAL OFFICE, KOLKATA. And will not be bound to accept the lowest quotation, and reserve the authority to reject any or all of the quotation received without assigning any reason. All the quotation in which any of the prescribe condition are not fulfilled or are incomplete in any respect are liable to be rejected.
8. Canvassing in connection with quotation is strictly prohibited and the quotation submitted by the contractors who resort to canvassing will be liable to rejection.
9. The rates shall be quoted on yearly basis.
10. The services required are for initial period of one year. Contract may be extended on mutual consent subsequently based on performance or till finalization of next RFQ/ Tender. The contract may be terminated at any stage solely at the option of the Bank, with an advance notice of one month without assigning any reason whatsoever.
11. Hypothetical or conditional offer will not be entertained.

12. Sales tax or any other tax on material or on finished works like works contract tax, turnover tax, duties etc., in respect of this contract shall be payable by the contractor and the bank will not entertain any claim, whatsoever in this respect.
13. Any statutory tax as applicable will be deducted from the bill of contractor.
15. Contractors shall be adhered with all safety measures mandatory in this type of work.
16. The contractors shall be liable for any mishap, which may happen to the workers, engaged by the contractor, for completing the work, (during the tenure of AMC).
17. Any financial loss caused due to the damage of any part of the AC plant and equipment etc. of Bank by the Contractor would be deducted from the Bills.
18. In case of any legal dispute (if arises), courts of Kolkata, shall have jurisdiction to entertain any such legal dispute.
19. **Contractors are requested to visit the site before quoting.** For any confusion, please clarify before the quotation opens.

INFORMATION TO BE FURNISHED BY THE APPLICANTS

1	Name of the Organization	
2	Address with telephone no. and e-mail address if any.	Postal address
		Telephone nos.
		Fax No.
		E-mail address
3	Year of establishment	
4	Status of the firm (Enclose copy)	Proprietorship / partnership / limited / trust / any other (please specify)
5	Name of Directors/ Partners / Proprietor	i) ii) iii)
6	Name and address of Bankers	
7	If you are registered in Panel of other Organization/ Statutory bodies such CPWD, PWD, MES, Banks, etc, furnish their name, Category and date of registration.	i) ii) iii)

DETAILS OF REGISTRATION

Sr. no	Name of organization / department	Registration no.	Date / year of registration	Enclosed proof
1.	Registration certificate of the firm/ proprietorship/ trade license/ lift maintenance license/ Electrical license etc.  1.....  2.....  3.....			
2.	Income tax department  (Mention PAN no.)			
3.	GSTN no.			

LIST OF REQUIRED DOCUMENTS ENCLOSED WITH APPLICATION FORM.

1. Status of the Firm / Registration certificate / Memorandum of association/ partnership deed/  
Trade license
2. PAN/ Income Tax clearance certificate.
3. GST registration certificate
4. EPF & ESI registration certificate if applicable
5. Copies of proof regarding the similar maintenance work executed like work order and completion  
certificate.
6. Copy of power of attorney (wherever applicable)
7. Lift maintenance license
8. Electrical license
9. Address proof for the office/ Branch at Kolkata

Note - 1. Please teak the certificates / documents attached.

## **ANNEXURE 'A'**

### **1. AMC Scope of work, Terms and conditions of work:**

#### **Scope of work**

1. Regular servicing and inspection of elevator once in a month.
2. Regular examination, lubrication, adjustment of the elevator equipment.
3. Periodical examination of all safety devices.
4. To attend breakdown calls when call for from 8 a.m. to 8 p.m.
5. Repair or replacement of the following if required- Controller parts, Brake shoe liner, switches, guide shoe gibbs, contacts & push buttons of C.O.P. and Hall button.

#### **Not covered under the scope of work:**

1. Polishing, painting, repairing, of elevator cage, door, landing doors and Sill.
2. Replacement of light and light fixtures, fan inside the elevator car.
3. Repair and replacement of elevator car flooring and platform.
4. Battery operated emergency light and Alarm/ hooter.
5. Rope, Travelling cable, selector tape.

**Seal & Signature of Bidder**

**PART II**  
**FORMAT FOR PRICE BID**

**Price Bid for AMC of 4 nos. OTIS make lifts at ZO Building, Central Bank of India**

To,  
**Asst. General Manager**  
Central Bank of India,  
Zonal Office, Kolkata,  
33, N.S. Road,  
Kolkata-700001

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, submit our indicative price bid (as under) for 'Annual Maintenance Contract of 4 nos. OTIS make Elevators at Zonal Office, Kolkata' in conformity with the said bidding documents.

<b>BILL OF QUANTITIES</b>				
Sr. no.	Rate for Annual Maintenance Contract of	Quoted Amount (Rs.)	GST (Rs.)	Total (Rs.)
1	Lift no. 1			
2	Lift no. 2			
3	Lift no. 5			
4	Lift no. 6			
	<b>TOTAL</b>			
	In words: ( )			

**Seal & Signature of Bidder**