

**TENDER DOCUMENT FOR  
ANNUAL MAINTENANCE CONTRACT  
OF ELECTRICAL INSTALLATIONS AT  
IDBI OFFICE BUILDING AT KHIVRAJ  
COMPLEX NANDANAM CHENNAI**

**VOLUME – I**

**CONDITIONS OF CONTRACT**



**IDBI Bank Limited**

No. 115 Annasalai Saidapet Chennai -15

Ph: (044) 2220 2202;

**Notice inviting tender for Annual Maintenance Contract (AMC)  
of electrical installations at IDBI Office building at Khivraj Complex Nandanam  
Chennai**

Applications are invited in the prescribed format for AMC of electrical installation at IDBI office building, Khivraj Complex Nandanam Chennai.

The Contractors who are having their office at Chennai and are registered/empanelled with Central/State Govt./ Govt. Undertakings/ RBI/ LIC/ Public Sectors / Corporate offices / Hotels having experience in executing similar nature of works may apply in the prescribed form as given Annexure-I & II. The Eligibility Criteria, Scope of Work and General Terms & Conditions are given in Annexure-III, IV, & V respectively.

Bidders may download the document from Bank's website ([www.idbi.co.in](http://www.idbi.co.in)). Completed applications duly filled in Annexures and receipt of Earnest Money Deposit (EMD) of Rs.25,000/- deposited separately in IDBI Bank's account in the form of RTGS shall be enclosed in a Sealed cover- 1 and the same shall contain the following document duly signed by tenderer:

- a. Forwarding letter (Annexure-I) on letterhead of the firm/contractor.
- b. Application Form (Annexure-II).
- c. Copy of eligibility criteria (Annexure-III).
- d. Copy of scope of work (Annexure – IV).
- e. Copy of general terms and conditions (Annexure – V).
- f. Copies of certificates from clients regarding satisfactory performance and duration of services rendered. Original certificates are required to be produced for verification as and when needed.
- g. Copies of Balance Sheet and Profit & Loss Account statement for last 3 years ending March 31, 2018.
- h. Copy of registration certificate(s).
  - i. Registrar of firms
  - ii. Central/State Labour licence
  - iii. EPF

- iv. ESI
- v. GSTN
- vi. PAN

The total AMOUNT as per the format (Annexure VI) duly signed shall be enclosed in a sealed envelope marked as cover -2 (Price Bid).

Both the covers 1 & 2 should be enclosed in cover – 3 super scribing “Annual Maintenance Contract (AMC) of electrical installation at IDBI Office building at Khivraj Complex Nandanam” and shall be addressed to The Asst. General Manager (IMD), 1<sup>st</sup> Floor IDBI Bank Annasalai Saidapet Chennai -15 on or before **3.00 pm on December 26<sup>th</sup> 2018**.

**A pre-bid meeting would be conducted at IDBI Bank saidapet office, 3rd floor on 20-12-2018 at 3.00 PM where the intended bidders can have detailed dialogue regarding the tender, procedure for filling tender in Technical bid, financial price bid or any other matter/Clarifications covering the tender. Attendance in pre-bid meeting is mandatory. The vendors bids those are not attending the pre-bid meeting would not be considered.**

Bidders shall note that Cover-1 (Pre-qualification Bid) shall be opened at 15.30 hrs on the same day. The date and time of opening the Cover-2 (Price Bid) of the pre-qualified vendors would be intimated separately. The price bids (Cover-2) of the prequalified vendors will only be considered for the opening and further processing.

The EMD has to be deposited in IDBI’s current account No. 0005102000042255, IFS code – IBKL0000005 (Greens Road Branch Chennai). Tender not accompanied by a proof EMD deposited shall be summarily rejected. EMD shall not bear any interest and this amount shall be forfeited in the event of refusal or delay on the part of the tenderer to sign and execute the contract, in case his tender is accepted. The EMD of unsuccessful bidders shall be returned after finalization of tender. The EMD of the successful bidder shall be adjusted in security deposit.

The EMD of Rs.25,000/- has to be deposited in IDBI’s current account No.0005102000042255, IFS code – IBKL0000005 (Greens Road Branch Chennai). Tender not accompanied by EMD shall be summarily rejected.

The rates quoted shall be valid for 60 days from the date of submission of tender. The rate for providing the maintenance services shall be quoted as per the enclosed format (Annexure VI) & shall be inclusive of all taxes, duties, works contract tax etc. However, Service Tax / VAT, GSTN will be payable extra at actual.

If any information furnished by the applicant is found to be incorrect at a later date, the bidder shall liable to be debarred from tendering / taking up the work in IDBI Bank Ltd. The Bank reserves the right to verify the particulars furnished by the applicant independently.

The Bank reserves the right to reject any application without assigning any reason and to restrict the list to any number deemed suitable by it, if too many applications are received satisfying the basic pre-qualification criteria.

Sd/-  
AGM (IMD)

Forwarding Letter

(To be submitted on firm/contractor's letterhead)

No.....

Date: .....

To  
Asst General Manager (IMD)  
1<sup>st</sup> Floor  
IDBI Bank  
Zonal Office , Annasalai  
Saidapet , Chennai  
Pin – 600 015

Dear Sir,

**AMC of electrical installation at IDBI Office Building at Khivraj Complex  
Nandanam Chennai**

With reference to your Notice for AMC of electrical installation, I am / we are pleased to offer myself / ourselves for undertaking above work in your esteemed organization. In submission of this offer, we confirm that

- i) We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements.
- ii) We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- iii) Business has never been banned by Central / State Government Department/ Public Sector Undertaking or Enterprise of Central / State Government.
- iv) We have submitted all the supporting documents and furnished the relevant details as per prescribed format.
- v) The information and documents submitted with the tender by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.

Yours faithfully,

(Signature of the authorized person  
of the firm/contractor with office seal)

**Application Form****PART-1 (BASIC INFORMATION)****AMC of Electrical Installations at IDBI Office Building, Khivraj Complex  
Nandanam**

|   |   |                             |
|---|---|-----------------------------|
| 1 | Name of the Contractor / Firm / Organization / Company.   |                             |
| 2 | Official Address for Correspondence with Telephone & Mobile Nos.  |                             |
| 3 | Correspondence address at Chennai with contact person's name, telephone number, mobile number etc. (The company should have office and service facilities at Chennai.)  |                             |
| 4 | Type of Firm / Organization, whether proprietorship, partnership or private limited company etc.  |                             |
| 5 | Year of establishment   |                             |
| 6 | Name of the Proprietor / Partners / Directors in Organization   | a)<br>b)<br>c)<br>d)        |
| 7 | <p>a) Details of Registration (Firm, Company etc)</p> <p>i. Registering Authority</p> <p>ii. Date</p> <p>iii. Number</p> <p>b) Details of Labour license</p> <p>i. Registering Authority</p> <p>ii. Reg No.</p> <p>iii. Date of issue.</p> <p>iv. Date of expiry.</p> <p>c) Details of Electrical license</p> <p>i. Registering Authority</p> <p>ii. Reg No.</p> <p>iii. Date of issue.</p> | To be filled by the vendors |

|    |  |   |
|----|--|---|
|    | iv. Date of expiry.<br>(Copies to be enclosed).  |   |
| 8  | a) Details of Income Tax Permanent Account Number.<br>b) Details of TIN No.<br>c) Details of EPF No.<br>d) Details of ESI No.<br>e) Details of GST No. (enclose a copy of the certificate competent Authority) | To be filled by the vendors                           |
| 9  | Annual turnover of the firm for last three years (in Rs. Lakhs)<br>(Furnish copies of Balance Sheet and Profit & Loss Account)   | a) For 2015-16:<br>b) For 2016-17:<br>c) For 2017-18: |
| 10 | Whether registered / empanelled with any of the Govt., Semi Govt., MES, Govt. Undertaking, Public Sectors etc. as approved contractors and if so, furnish details.   |   |
| 11 | Whether any technical personnel are employed with the Firm / Organization and if so, give details of their experience, qualification   |   |
| 12 | If involved in any litigation earlier with any organization. If so, please submit the details.   |   |
| 13 | Any civil suits pending in any of the works executed. If so, furnish details.  |   |

Signature of the Contractor / Authorized person  
on behalf of the Firm / Organization

**PART-II**

**EXPERIENCE**

**AMC of Electrical Installations at IDBI Office Building, Khivraj Complex  
Nandanam**

**A) List of similar works / contracts being executed presently by the contractor /  
Firm / Organization**

| Sr. No. | Name of the work | Name & Address of the Company for whom the work was executed | Nature / Type of the work | Name, Address & mobile/phone No. of Officer / Person under whom the work was carried out | Estimated value of the work (Rs) | Duration of the Contract with commencement and expected date of completion |
|---------|------------------|--|---------------------------|--|----------------------------------|--|
| 1       |                  |  |                           |  |                                  |  |
| 2       |                  |  |                           |  |                                  |  |
| 3       |                  |  |                           |  |                                  |  |
| 4       |                  |  |                           |  |                                  |  |
| 5       |                  |  |                           |  |                                  |  |

**Note: Copies of the work orders should be enclosed**



**B) List of similar works / contracts executed by the contractor / Firm / Organization During the last 5 years**

| Sr. No. | Name of the work | Name & Address of the Company for whom the work was executed | Nature / Type of the work | Name, Address & mobile/phone No. of Officer / Person under whom the work was carried out | Value of the work executed (Rs) | Duration of the Contract with commencement and completion date |
|---------|------------------|--|---------------------------|--|---------------------------------|--|
| 1       |                  |  |                           |  |                                 |  |
| 2       |                  |  |                           |  |                                 |  |
| 3       |                  |  |                           |  |                                 |  |
| 4       |                  |  |                           |  |                                 |  |
| 5       |                  |  |                           |  |                                 |  |

**Note: Copies of the work orders and performance certificate should be enclosed**

(Signature of the contractor / Authorized person on behalf of the Firm / Organization)

**Pre-qualification criteria**

1. The contractor should have valid Electrical Contractor's License issued by competent authority.
2. The contractor should have at least 3 years of experience in providing electrical maintenance services of one 500 KVA transformer equipment for the installations as described in the 'Scope of Work'.
3. The contractor should have carried out electrical maintenance services of minimum one year duration in the last three years in large premises of Banks, Govt. Organizations, Institutions, multinational companies etc.
4. Annual average turnover of the contractor during last 3 years ending March 31, 2018 should be at least Rs.10.00 lakh.
5. Only AMC/Maintenance contracts will be considered for evaluation (Installation/execution of electrical work shall not be considered). The contractor should have successfully completed similar works during last 5 years till April 30, 2017 as under :
  - a. Three similar completed work each costing not less than Rs.6.00 lakh  
Or
  - b. Two similar completed work each costing not less than Rs. 8.00 lakh  
Or
  - c. One similar completed work costing not less than Rs.12.00 lakh
6. The contractor should have licensed manpower to carry out electrical maintenance services.
7. The contractor should have office in Chennai.
8. The contractor should have valid registration with all Statutory Authorities such as Registrar of firms, Central/State Labour Dept, ESI, PF, GSTN, PAN etc.

**Scope of work:**

The scope of work would, inter alia, include.

- Operation and maintenance of electrical installations.
- Routine maintenance of all electrical installations such HT/LT panels including CT/PT, Precision AC and comfort AC Plant panels, DG Sets, UPS, General lighting, HT & LT Switchgears, Inverters, Stabilizers and checking their parameters in the Data Centre.
- Attending to day to day fault of any kind of light/fan fittings, electrical equipments and devices, UPS panel, HT/LT cables, LT Panel, HT Panel, Precision AC and comfort AC panels, etc.
- Follow up the escalation matrix in critical situation.
- Attending to faults in main switches, distribution boards, ACBs, OCBs, MCBs, MCCBs panel board and AMF panel etc. In case of major breakdown, the vendor/agency should assist the in-charge/department staff till the rectification of the defects.
- Operation of DG set, panels, Checking of DG batteries, oiling and cleaning of accessories related to it. A separate register shall be maintained with all the details for the operation and maintenance carried out including consumption of diesel oil.
- Procurement of diesel for DG set and ensuring that proper buffer is available for running the DG set, from the funds provided by the bank.
- Operation and maintenance of all the electrical installations in accordance with manufacturer's specifications, instruction manuals.
- Constantly coordinate with the related equipment maintenance contractors for DG set, AC's, UPS, etc. and get the servicing done by them including periodic preventive maintenance.
- Any other item/work not included above but required for ensuring uninterrupted and smooth electrical maintenance at the Data Center.
- Keeping record of temperature and humidity on daily basis in all the air conditioned areas and shall maintain the required temperature in coordination with the on-site Electrician team.
- During breakdown, the electrical staff should immediately rectify the problem or contact the respective equipment maintenance contractor, if any, for attending the breakdown.

- Cleaning and checking of all electrical appliances such as light fitting, switchboards, exhaust fans, cable boxes, panel boards, etc., once in a quarter.
- Cleaning of LT/HT panel room, DG room, AHU rooms, etc. These areas should be kept neat and clean.
- Scheduling & performing the preventive maintenance from respective vendors.

### **UPS**

- Maintaining the output load.
- Checking the UPS battery backup.
- Scheduling Preventive maintenance with OEM vendor
- Monitoring and recording of readings and necessary parameters.

### **Precision Air conditioning and CAC's**

- Operation of AC units as per schedule.
- Maintaining the temperature in all rooms as per standards.
- Scheduling Preventive maintenance with OEM vendor
- Monitoring and recording of readings and necessary parameters.

### **Electrical Equipment**

- To check the Power Factor and operate the capacitor bank for PF correction if required.. Daily inspection of earth pits. Checking of all earth electrodes, continuity of earth, measurement of earth resistance, maintain record for each electrode at least once in six months.
- Providing the UPS power for server & network rack on demand.
- Identification of rack & its UPS power tag.
- Alignment & dressing the power tag.
- Checking the lighting control panel.
- Checking & replacing the lighting fixture & its lamp if necessary.
- Internal communication & coordinating with colleagues as well as Electrician team.
- Ensuring proper working of EPABX.

- First level support for data cabling, telephone cabling and its components; ensuring proper connectivity to its equipments.
- Maintenance of LAN related issues
- Carrying out activities of data cabling, power cabling etc. for integration of new machines / equipment.
- Updating of electrical and cabling diagram from time to time.

### **Monitoring**

- Prepare documentation and immediate reporting system to the Head-DR center or members of the Facility Management Group of the Bank at IDBI DR center on all the above systems on irregularities, Observations/ status/ readings, liaison with vendors, repairs, probable costing at such intervals as decided by the Bank from time to time.
- Prepare documentation and reporting system for the Bank on all the above systems on irregularities, Observations/status/readings, and liaison with service provider on behalf of Bank from time to time.
- Assist in preparing shifting challans & maintain record of the same for all hardware and equipment movement to and from IDBI DR site chennai.

**Note: The Contractor /vendor should have valid license**

The Bank shall not permit double shift for any staff employed by the contractor.

The major electrical items / equipment to be maintained by the contractor are as under:

| Sr. No. | Description  | Quantity   |
|---------|--|------------|
| 2.      | HT (3-panel Board) consisting of 33 KV VCBs  | 1 Set.     |
| 3.      | Transformer – 630 KVA  | 1 Nos.     |
| 4.      | DG Sets – 380KVA , 400KVA , 625 KVA (operation only)                                     | 3 Nos.     |
| 5.      | LT main panel – essential panel & non-essential panel                                    | 1 set      |
| 6.      | Capacitor banks  | 1 set      |
| 7.      | Distribution Boards at Substation and all floors   | All floors |
| 8.      | Sub Distribution Board on all floors   | All floors |
| 9.      | Vertical Distribution Boards   | Substation |
| 10.     | Water pumps including panel  | 1 set      |
| 11.     | Electrical fixtures like lighting, street lights, fans, exhaust fans, garden lights etc. | 1 set      |
| 12.     | Other miscellaneous electrical works   | Lump Sum   |

**I. Electrical Operation/ Maintenance**

1. Routine maintenance of all electrical installations such as substation equipment including transformers, HT/LT panels including CT/PT, AC Plant panels, DG Sets, Pump-motors, UPS, sewage pump, general lighting, office lighting, normal/UPS power supply, telephone/data cabling/wirings etc. in the IDBI Office at Khivraj complex Nandanam Chennai.
2. Attending to day-to-day fault of any kind of light/fan fittings, water heaters, water pumps, pump motor starter panels, UPS power distribution panels, telephone/data cabling/wirings, HT/LT cables, LT Panel, HT Panel, AC plant panels, and Transformers etc.
3. Attending to faults in main switches, distribution boards, VCB's, ACB's, OCB's, MCB's, MCCB's panel board etc. In case of major breakdown, the contractor should assist the In-charge/department staff till the rectification of the defects. Any charges towards engaging services of an expert agency for maintenance / rectification of major faults for 11 KV substation equipments shall be payable extra. However, prior permission for availing such services shall be obtained from Bank.
4. Attending cable faults, termination of cable, re-termination, if required. The contractor shall arrange to give temporary connection if the cable fault could not be rectified within a day.
5. Operation and maintenance of all major electrical installations in accordance with Manufacture's specifications, instruction Manuals, IE rules and other rules as specified by CEIG/CEA and TNEB
6. Operation of DG set including periodical lubrication, greasing, oiling, cleaning and co-ordination with IOCL for procuring diesel. A separate register shall be maintained with all the details for the operation and maintenance carried out including consumption of diesel oil.
7. To check the Power Factor (PF) and operate the capacitor bank for maintain PF above 0.98. A proportionate amount shall be deducted from the monthly submitted by the contractor, in case power factor falls below the minimum stipulated level due to any negligence in maintenance by the contractor.
8. Checking of all earth electrodes at least once in six months including watering them at regular intervals, continuity of earth, measurement of earth resistance and maintain E-N voltage below 2 Volts.
9. Replacement of tubes, lamps, oil, grease, CRC, CTC fuses and other accessories with the spare parts provided by the Bank.

10. Constantly coordinate with the related equipment maintenance contractors for DG Set, ACs, UPS, Water purifiers, etc. and get the servicing done by them.
11. During breakdowns, the electrical staff should immediately rectify the problem or contact the respective equipment maintenance contractor, if any, for attending the breakdown.
12. Any other item/work not included above but required for ensuring uninterrupted and smooth electrical maintenance at the campus.

## **II. Preventive Maintenance**

1. Preventive maintenance of all electrical installations to be carried out in a well-planned manner with periodicity as detailed in general or as directed.
2. Servicing of all panels, DB's on various floors on quarterly basis.
3. Routine preventive maintenance works such as checking and tightening of electrical wiring connections/joints and replacing accessories as and when required.

## **III. Cleaning**

1. Cleaning and checking of all electrical appliances such as light fittings, ceiling/exhaust fans, switchboard, cable boxes, panels etc., once in a quarter.
2. Cleaning of the meter/MCCB/Feeder Pillars/ distribution boards located at various locations on monthly basis.
3. Cleaning of LT/HT panel room, DG room, transformer room, AHU rooms, cooling tower panels etc. These areas should be kept neat and clean.

## **IV. General**

1. The contractor shall co-ordinate for the periodical inspection by competent authority such as Central/State Electrical Inspectorate, TNEB/TANGEDCO etc. and shall obtain all necessary approvals and renewals for the entire Electrical Installations.
2. All the removed materials for routine maintenance works should be brought to the office for accountability and a separate register needs to be maintained showing all received/used electrical consumables supplied by the Bank. No materials should be left anywhere in the campus.

3. All tools and machinery required for routine works, preventive maintenance etc., such as pliers, cutter, screw drivers, spanner set, blower, drill machine, crimping tool, megger, earth tester, pipe wrench, tripod, safety equipment's etc. shall be provided by the contractor.
4. All breakdown calls/complaints received during normal working hours should be attended to as early as possible. No complaints should be left unattended and not be postponed to next day.
5. Any damage is caused to any equipment/or items available at the office premises due to negligence of the contractor's work force shall be entirely on contractor, the amount so involved on this account shall be deducted from the payment due to contractor.

**Date:**

**(Name & signature of the contractor  
with office seal)**



**General Terms & Conditions**

1. The AMC shall be initially for a period of one year and shall be extendable up to three more years on observation of satisfactory performance on mutually agreeable financial terms.
2. The contractor shall provide the maintenance services as given in 'Scope of Work' to the satisfaction of the Bank. The performance of the contractor shall be reviewed on monthly basis and in case the services are not found to be satisfactory, the contract shall be terminated even before the expiry of contract period by giving one month's notice. However, the contract is liable for immediate termination on violation of any of the provisions by the contractor. The Bank may also terminate the contract in the instance of insolvency or bankruptcy of the contractor or change of ownership of the business of the contractor. The Bank shall not pay any compensation for early termination.
3. If the contractor fails to execute the maintenance works as detailed in 'Scope of Work' within stipulated time, the Bank will be at liberty to execute the works through an alternate source and the charges so incurred shall be recovered from the contractor.
4. The contractor shall permit the Bank to hold or deduct the amount from bill for non-performance or part performance or failure to discharge obligations under this contract.
5. The contractor, whose tender is accepted, shall deposit an amount equal to 5% of the contract value towards Security Deposit or Bank Guarantee of 5% of the tender amount calculated on annual basis for the due performance of the contract, which shall be refundable after expiry/termination of the contract. The Security Deposit shall be deposited through RTGS to IDBI's current account No: 0005102000042255, IFS code:IBKL0000005 (Greens Road branch). The deposit shall not bear any interest.
6. The contractor shall obtain at his own cost, any license or permission of any sort whatsoever (viz., labour license from Assistant Labour Commissioner (Central), Chennai and register with Employees' State Insurance Corporation and Office of the Regional Provident Fund Commissioner, Chennai, Service Tax, Income Tax etc.) that may be required under various Acts from the Central/State Government Authorities for carrying out the said activity in the premises of the Bank and such Registrations and License for engagement of contract workers for such purpose within one month from the date of issue of work order.
7. The contractor shall comply with the provisions of all Labour Laws, which are applicable to 'the Contractor' or his employees and shall be solely responsible for liabilities arising out of such compliance, non-compliance or implementation or

- non-implementation. The contractor will furnish proof of compliance of all Labour Laws requirements including obtaining licenses, filing of monthly/quarterly/annual returns and any other statutory requirement and furnish calculations and proof of payments made to all Government/Statutory Authorities under EPF, ESIC, Labour Welfare Fund Act, Payment of Bonus Act, etc. within time limit allowed under the respective Acts and all other statutory rules as amended from time to time.
8. The contractor shall indemnify the Bank from all liabilities arising out of any payment made by the Bank to Government (Central/State, Semi-Government), statutory authority or any payment made under any statute/notification of the Government (Central/State) or statutory authority in respect of his employees or in respect of any claims made by the contractor's employees against the Bank.
  9. The contractor shall be responsible for maintenance of proper records as required under the provisions of various Labour Laws / Statutory Acts applicable to the contractor and contract employees such as attendance register, overtime register, advance register, register of deductions for damage & loss, register of fines, accident register etc. and produce them for inspection as and when demanded by Bank or any appropriate Labour authorities. The contractor shall also issue Form-XIV (employment card) to their personnel.
  10. The contractor shall make the payment to personnel engaged by him as per minimum wages notified by the Office of the Regional Labour Commissioner (Central), Chennai from time to time. The contractor shall satisfy the Bank showing adequate recorded proof that the minimum wages, ESI, contribution to provident fund as applicable are being paid to his personnel as required under various Statutory Acts notified by the Government from time to time. **The contractor shall disburse wages payable to his personnel only in the presence of an authorized officer of the Bank.**
  11. The contractor shall provide weekly off / holidays to his personnel as per applicable laws/ labour laws but it will be his responsibility to ensure uninterrupted services on all days.
  12. The contractor shall ensure that the character and antecedents of the personnel engaged by him are duly verified before such engagement.
  13. The contractor shall submit the list of his personnel to be deployed at the Bank along with their personal details like name, age, date of birth, permanent address etc. for approval. The Bank has the right to advise the contractor to replace any of the personnel engaged by him who are found unsuitable; the contractor shall immediately replace such personnel. The contractor shall provide identity cards to his personnel.

14. The contractor shall not employ any person who is prohibited by law from being employed. The personnel deployed by the contractor should not suffer from any infectious disease and should be able-bodied persons.
15. The contractor shall ensure that none of his personnel report for duty in drunken state or consume drugs, prohibited substances, smoke, etc., while on duty.
16. The contractor shall take necessary safety measures and he/she is solely responsible for the safety of personnel engaged by him. **The contractor shall provide appropriate uniform, shoes, gloves, accessories & tools that would ensure safety against insects & snakes, dogs and electrocution to all personnel and ensure their cleanliness and upkeep.**
17. The Bank shall not be responsible for any accident/injury or loss of life of any of the persons engaged by the contractor that may take place while executing the contract. Any compensation or expenditure towards the treatment of such injury or loss of life shall be sole responsibility of the contractor. At his cost, the contractor shall obtain appropriate/adequate insurance policy to his personnel towards meeting the liability of compensation arising out of death, injury, disablement, etc. at work.
18. The contractor shall abide by all the rules and regulations laid down by the Bank authorities from time to time.
19. The contractor or his personnel shall not any time do, cause or permit any nuisance at the site / do anything which shall cause unnecessary disturbances or inconvenience to the occupants/visitors at site or near the site of work.
20. The contractor shall be responsible for all acts done by the personnel engaged by him and for maintenance of proper discipline by his personnel at the premises of the Bank. Any act of indiscipline/misconduct/theft/pilferage on the part of any personnel engaged by the contractor resulting any loss to the Bank in kind or cash will be viewed seriously and the Bank shall have the right to levy damages or fine from the contractor and even terminate the contract forthwith.
21. Care must be taken to ensure while carrying out the work so that no fittings, fixtures, furnishings are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the contractor, failing which the Bank will get them repaired/replaced at risk and cost of the contractor.
22. In the event, any damage is caused to the movable or immovable property of the Bank or to the property of employees of the Bank, the Bank reserves the right to compute the damage in terms of money and to deduct the money from the bill of the contractor or from the amount payable to the contractor by the Bank and the remaining amount, if any, by the way of civil damages.

23. The contract is for providing maintenance services and not for supply of Contract Labour. The workers employed by the contractor for providing the services shall be of his/their employees and not of the Bank.
24. The personnel engaged by the contractor shall not have any employee-employer or master-servant relationship with the Bank and they shall not have any claim whatsoever for employment in the Bank now or at a future date.
25. The contractor shall remove his personnel peacefully on expiry of contract or on termination of the contract.
26. The contractor shall not sub-contract the works unless permitted specifically by the Bank in writing.
27. The contractor shall submit the bills in the first week of every month along with monthly report for the works carried out in the previous month. The bank shall pay AMC charges on monthly basis upon submission of bills by the contractor and certified by the concerned employee/official to the effect that the maintenance works have been carried out as per the contract. Applicable TDS will be deducted while making the payment.
28. Service Tax, if any, shall be reimbursed by the Bank on submission of proof of payment along with monthly bill.
29. The contractor should provide mobile telephone on site for communicating 24 x 7 basis duty personnel.
30. The contractor shall execute the agreement related to this contract on stamp paper as per proforma prescribed by the Bank.

**Date:**

**(Name & signature of the contractor with office seal)**

**TENDER DOCUMENT FOR  
ANNUAL MAINTENANCE CONTRACT  
OF ELECTRICAL INSTALLATIONS AT  
IDBI OFFICE BUILDING AT KHIVRAJ  
COMPLEX NANDANAM CHENNAI**

**VOLUME – II**

**PRICE BID**

**Annexure-VI**

**Annual Maintenance Contract (AMC)  
of Electrical Installation at IDBI Office Building ,Khivraj Complex Nandanam Chennai**

**PRICE BID**

| Srl No | Description of Work  | Unit   | Rate per Square Feet per Month |
|--------|--|--|--------------------------------|
| 1      | Electrical maintenance of Panels, DG, Air conditioning unit, Lighting, Wiring, HT/LT works as given in the scope of work given in the Technical Bid of Tender. | <b>Per Square feet</b><br>(Built up area - 41125 sqft) |                                |

(Rupees \_\_\_\_\_)

\_\_\_\_\_)

**Note:**

- a. GST shall be paid extra as per rules.
- b. The contractor shall make the payment to personnel engaged by him as per minimum wages notified by Office of the Regional Labour Commissioner (Central) from time to time.
- c. The quoted rates shall be inclusive of all applicable statutory payments viz. PF, ESI, Gratuity, Bonus and necessary risk policy for covering the comprehensive risk of all employees etc.
- d. During the contract period, the contractor's overhead and profit shall not be subjected to any variation in price.
- e. Conditional tenders shall be summarily rejected.
- f. Please note that square feet rate will be considered for evaluation of tenders.
- g. The contractors are advised to visit the site and thoroughly understand the nature and scope of work and be familiar with the site conditions before quoting.

I/We have examined the scope of work and terms & conditions of the tender for the said works. If this tender is accepted by IDBI Bank, I/We hereby agree to execute the works in accordance with terms and conditions of the tender.

Date:

(Signature and Name of the authorized person  
of the firm/contractor with office seal)