



THE HARYANA STATE CO-OPERATIVE APEX BANK LTD

(A Scheduled Bank)

S.C.O. No.78-80, BANK SQUARE, SECTOR 17-B, CHANDIGARH

Phone No. : 2703187, E-mail : candm@harcobank.org.in

E-tender document

For

**Comprehensive Annual Maintenance
Contract of 12 No Elevators i.e. 11 Nos.
elevator at Bank's Staff Colony, Panchkula
and 1 No Elevator at Head Office,
Chandigarh.**

E-Tender notice for Comprehensive Annual Maintenance Contract of 11 No Elevators of Bank's Staff Colony, Panchkula and 1 No Elevator of Head Office, Chandigarh.

The E-tender notice for Comprehensive Annual Maintenance Contract of 12 No of elevators OTIS make i.e. 01 elevator capacity with six passenger, Modal year 1999 at Head Office, Sector-17-B, Chandigarh and 11 No elevators, OTIS make capacity of eight passenger, Modal year 2006 at Bank's Staff Colony, GHS-92, Sector-20, Panchkula is hereby invited on behalf of the Haryana State Cooperative Apex Bank Ltd., under two bids system i.e. Technical and Financial from authorized reputed and experienced Firm having their own registered Offices Chandigarh /Panchkula/Mohali .

The complete bidding documents, fee details, technical's specifications and key dates can be viewed/ downloaded from web sites www.etenders.hry.nic.in and www.harcobank.org.in.

The Harco Bank reserves the right to reject any/all bids without assigning any reason whatsoever.

Managing Director
The Haryana State Cooperative Apex Bank Ltd.,
Chandigarh



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Phone No. : 2703187, E-mail : candm@harcobank.org.in

Notice Inviting E-Tender

The E-tender is hereby invited on behalf of the Haryana State Cooperative Apex Bank Ltd., under two bids system i.e. Technical and Financial from the well established authorized reputed and experienced Firm for Comprehensive Annual Maintenance Contract of 12 No of elevators OTIS make i.e. 01 elevator capacity with six passenger, Modal year 1999 at Head Office, Sector-17-B, Chandigarh and 11 No elevators, OTIS make capacity of eight passenger, Modal year 2006 at Bank's Staff Colony, GHS-92, Sector-20, Panchkula. The Details of the E-Tender document is as follows:-

Description of e-tender	Candm/lifttender/1
Estimated Value of the tender	
Earnest Money Deposit	Rs. 10000/-
Tender Fee(Non refundable) (GST Extra)	Rs. 1000/-
E-Service Fees(Non refundable) (GST Extra)	Rs.1000/-
Start date and time of Bid preparation & submission on E-procurement portal	05.03.2024 at 10.00 A.M
Pre Bid meeting for queries	12.03.2024 at 11.30 AM
Last date and time for Bid preparation & submission by bidders	26.03.2024 at 5.00 PM
Date and Time of Opening Technical Bid.	27.03.2024 at 11.00 AM
Date and Time of Opening Financial Bid.	To be decided later on
Last date and time for Earnest Money Deposit(EMD) of bid submission	26.03.2024 at 5.00 PM

The complete bidding documents, fee details, technical's specifications and key dates can be viewed/ downloaded from web sites www.etenders.hry.nic.in and www.harcobank.org.in.

The Bank reserves the right to accept or reject any or tendering without assigning any reason whatsoever.

Managing Director
The Haryana State Coop.Apex Bank Ltd.,
Chandigarh

Scope of Work

Comprehensive Annual Maintenance Contract of 12 Nos. Elevators, OTIS make i.e. 1 No Elevator at Head Office, Chandigarh and 11Nos. Elevators at Harco Bank's Staff Colony, GHS-92, Sector-20, Panchkula. The financial bid of Comprehensive Annual Maintenance Contract of 12 Nos. Elevators, OTIS make, is as per **Annexure- C**.

Terms and Conditions/Eligibility Criteria for Bidders

1. The tenderers are requested to study the document carefully before submission of bids and must ensure that the conditions laid down for submission of offers detailed below are correctly and completely fulfilled. The E-tendering found to be deficient in any respect shall be summarily rejected. The profile of bidder is as per **Annexure-‘A’**.
2. The bidder can also visit the Bank's Staff Colony, Panchkula and Head Office, Sector-17-B, Chandigarh on any working day with the prior intimation to inspect the site.
3. The conditional offers and offers with terms and conditions inconsistent with those contained in this document shall not be entertained and shall liable to be rejected.
4. The online bid/tender once submitted shall not be allowed to be withdrawn, altered or cancelled in part or in whole. Any departure from these conditions will be liable to disqualify the tender and tenderer and the EMD of concerned bidder will be forfeited.
5. The validity of e-tender is 90 days only.
6. The intending tenderer, should be well established and authorized reputed and experienced firm in the field of elevators.
7. The tender shall deposit the sum of Rs. 10,000/- (Rs. Ten thousand only) as earnest money online and same will be refunded after successful completion of the work. and shall not carry any interest
8. The bidder shall submit price bid in Indian Rupees

9. The Comprehensive Annual Maintenance Contract will be awarded to the eligible firm only after all the formalities as per the terms and conditions are complied with and valid documents are produced to the satisfaction of this bank.
10. The successful bidder shall execute an agreement with the bank on stamp paper within 7 days of receipt of letter of acceptance.
11. TDS shall be deducted on billing amount as per Central Govt. instructions.
12. The technical bids will be opened in the presence of bidders or their authorized representative.
13. The financial bid of those bidders who are found to be eligible in the Technical Bids.
14. The bank does not bind itself to accept the lowest bid or any tender and reserve the right to reject any tender without assigning any reason whatsoever any decision of the bank in this regard shall be final, conclusive and binding of the bidders.
15. The charges of Comprehensive Annual Maintenance Contract will be paid during period of the contract in for equal installment i.e. after providing satisfactory monthly servicing of the lifts. No advance or any charge over and above quoted Annual Maintenance Contract charges will be paid.
16. The Comprehensive Annual Maintenance Contract is for a period of one year subject to extension at the sole discretion of the Managing Director, Harco Bank, Sector-17-B, Chandigarh.
17. Contract will be liable to be terminated by the Managing Director, Harco Bank, Sector-17-B, Chandigarh at its discretion in case of unsatisfactory Comprehensive Annual Maintenance Contract services by the contractor.
18. The successful bidder will have to deposit a sum of 10% of the amount of bid as Performance Security to the Harco Bank at the time at signing the contract.
19. Responsive time for attending to complaint(s) for maintenance of elevator covered under CAMC will be 3-4 hours.
20. The successful bidder will not engage any sub-agent or sub-contractor whatsoever for running the CAMC Service.
21. The contract for running CAMC Service shall be commercial contract between the Managing Director, Harco Bank, Sector 17-B, Chandigarh & the successful bidder. There will be no employer – employee relationship between the Managing Director, Harco Bank, Sector 17-B, Chandigarh and the contractor and/its representative/personnel.

22. The parts covered under the CAMC will have to be clearly mentioned in the bid. No specific mention of the same will mean the bid to be all inclusive.
23. The firm should have working experience of 10 years in the similar field.

The following documents are required to be submitted online alongwith the bid :-

- a) The firm must have valid registration certificate of business concerned.
- b) The firm must have Permanent Account Number.
- c) The firm must have GST registration No.
- d) Having Annual Turnover of Rs. 1.00 Crore or more for similar business during the last financial year 2022-23, duly signed by the Chartered Accountant .
- e) The firm must have earned and profit during last three financial years i.e. 2020-21, 2021-22 and 2022-23. Attach copy of Balance sheets.
- f) Income Tax Return for the last three financial Years.
- g) The bidder must have minimum 10 years experience in similar field.
- h) The Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government agencies as per **Annexure 'B'**

25. The Harco Bank reserve the right to reject any/all bids without assigning any reason whatsoever.

The Managing Director,
The Haryana State Cooperative Apex Bank Ltd.,
Chandigarh

Annexure – A

PROFILE OF THE BIDDER

1. Name of the Firm & Address :
2. Year of Establishment :
3. Address and phone number of the Bidder at Chandigarh/Mohali/Panchkula :
4. Status of the firm:
(Whether Pvt. Ltd. company / Public Ltd. company/ Partnership Firm / Proprietorship Firm)
5. GST No. of Bidder _____
6. PAN : _____
7. Turnover of the Bidder during the last three financial year

2020-21	
2021-22	
2022-23	

(Please attach certificate of Chartered Accountant)

8. Profits of the bidder during the last three financial year

2020-21	
2021-22	
2022-23	

(Please attach a copy of audited Balance Sheet and Profit & Loss Account)

9. Furnish copies of the Income tax return filed for the assessment year 2020-21, 2021-22 & 2022-23.

Place :

Date :

SIGNATURE:

Name & Designation & seal of the Bidder

(Letter to the bank on the Bidders's letter head)

To,

The Managing Director
The Haryana State Co-operative Apex Bank Ltd.
S.C.O. 78-80, Bank Squire,
Sector -17B, Chandigarh -160017

Sub: Your E-tender document for Comprehensive Annual Maintenance Contract of 12 Nos. elevators OTIS make (11 Nos. elevators at Bank's Staff Colony, Panchkula and 1 No elevator at Head Office, Chandigarh.

Sir,

With reference to your e-tender notice published in _____ Newspapers on _____ and the e-tender published in www.etenders.hry.nic.in and Bank's website on _____ having examined and understood the instructions, terms and conditions forming part of the e-tender, we hereby enclose our offer for Comprehensive Annual Maintenance Contract 12 Nos. of elevator OTIS make as detailed in your above referred e-tender.

We confirm that we have not been disqualified/blacklisted by any Banks/Govt. Deptt./Institutions for Comprehensive Annual Maintenance Contract of elevator and further confirm that the offer is in conformity with the terms and conditions as mentioned in the tender document.

We understand that the Bank is not bound to accept the offer either in part or in full and that the Bank has the right to reject the offer in full or in part without assigning any reason whatsoever.

We have read the instructions appended to the Performa and I / We understand that if any false information is detected at a later date, any contract made between ourselves and Harco Bank on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.

1. I / We agree that the decision of the Haryana State Co-operative Apex Bank Ltd. in selection of contractors will be final and binding to me / us.
2. All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.
3. I / We agree that I / We have no objection if enquiries are made about the work listed by me / us here in above and/or in the accompanying sheets.

Yours faithfully,
Authorized Signatories
(Name & Designation, seal of the Bidder)

Annexure – C

FINANCIAL BID

Description	Amount	GST %	Total amount
12 No elevators (11 No elevators installed at Bank's Staff Colony, Panchkula and 1 No elevator installed at Head Office, Chandigarh.			
Total			

Rupees in words_____

(Signature of the bidder)
Name and Address (with seal)