

Tender for Engaging consultant for providing air-conditioning at 2nd Floor, Head Office

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STATE BANK OF MYSORE
PREMISES DEPARTMENT
HEAD OFFICE

Tender No:062

Date: 10/09/09

TECHNICAL BID DOCUMENT

(NOTICE INVITING TENDER AND TENDER TERMS & CONDITIONS)

FOR THE TENDERS OF :

Engaging consultant for providing air-conditioning
at 2nd Floor, Head Office

TENDER ISSUED TO: M/S. _____

ISSUE OF TENDER DOCUMENTS : FROM 11/09/09 TO 10/10/09

SUBMISSION OF TENDERS : ON OR BEFORE 12/10/09 AT 11.30 HRS.

OPENING OF TECHNICAL BIDS : ON 12/10/09 AT 12 HRS.

OPENING OF PRICE BID : WILL BE INTIMATED LATER

(Signature of Tenderer with official Seal)

STATE BANK OF MYSORE
Premises Department
Head Office

Tender No:062

Date: 10/09/09

NOTICE INVITING TENDER FOR
Engaging consultant for providing air-conditioning
at 2nd Floor, Head Office

State Bank of Mysore invites offers from reputed/experienced AC consultants under Two-bid system (Technical & Commercial) for consultancy services for providing air-conditioning at 2nd floor of our Head Office. The eligible consultants can obtain the non-transferable tender documents containing eligibility criteria, scope of work and other terms and conditions mentioned below from our office during working days between 10.30AM and 5.30 PM. The tender documents can also be downloaded from our website www.statebankofmysore.co.in. The bank reserves the right to reject/ issue tender forms to any contractors without assigning any reasons thereof.

The interested eligible agencies should submit their offers in Two-bid tendering system viz. Technical and Price bids in separate envelops as detailed below.

Technical Bid (Envelop-I) duly sealed shall be superscripted as “TECHNICAL BID”): Should contain signed copy of this advertisement, Technical bid, documentary proof for having successfully provided consultancy services for similar works as mentioned in the eligibility criteria, terms and conditions if any, without reference to any price details.

Price-bid (Envelop-II) duly sealed shall be superscripted as “PRICE BID”.: Please use own format for indicating the fee. The fee shall be on LUMPSUM basis only (No terms and conditions should be given with price-bid)

Both the envelopes containing the bids shall be also super scribed with JOB TITLE and Date and Time of Opening:

The offers of the Architects who do not meet with the laid down eligibility criteria will not be considered. Tenders which are conditional, incomplete, received after the closing date and time will be summarily rejected. Bank reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.

(Signature of Tenderer with official Seal)

The sealed offers duly completed in all respect superscripted as tender for the respective work should submitted to our below mentioned office on or before the date & time of submission of tenders mentioned below.

ISSUE OF TENDER DOCUMENTS : FROM 11/09/09 TO 10/10/09
SUBMISSION OF TECHNICAL BIDS: ON OR BEFORE 12/10/09 AT 11.30 HRS.
OPENING OF TECHNICAL BIDS : ON 12/10/09 AT 12 HRS.
OPENING OF PRICE BID : WILL BE INTIMATED LATER

Opening of tender:

Envelope I: (TECHNICAL BID) shall be first opened in presence of the tenderers present and the Tender Opening Committee on the due date and time at our office.

The tenders, which do not satisfy with the above-mentioned pre-qualification criteria, will be summarily rejected.

Any price/ commercial discloser in the Technical Bid will disqualify the tenderer without any further scrutiny.

Late tenders including postal delays or incomplete tenders shall be rejected.

Envelope II (PRICE BID): Price-bids of the pre-qualified tenderers only will be opened only if there are no conditions put forward by tenderer in the Technical bid.

State Bank of Mysore reserves their right to accept any tender, in part or in full, or reject all tenders without assigning any reason thereof.

Sd/-

Asst. General Manager (Premises)
State Bank of Mysore, Head Office, K.G. Road, Bangalore-560009.
Ph:080-22375309, fax: 080-22375304
[e-mail: agmpremises@sbm.co.in](mailto:agmpremises@sbm.co.in).

(Signature of Tenderer with official Seal)

NOTICE INVITING TENDER FOR
Engaging consultant for providing air-conditioning
at 2nd Floor, Head Office

TECHNICAL BID DOCUMENT (TERMS AND CONDITIONS)

Basic Eligibility Criteria for pre-qualification of AC consultant

Consultant who presently working for Government organizations, Banks, Public Sector Undertakings, reputed corporate etc and having at least 05 years of continuous experience in the relevant field, as on 01.09.2009 are eligible to bid.

The consultant should have successfully executed at least 2 projects of similar nature (Design of Air-conditioning work for a single area of 5000 sft and above) during the last 5 years.

The consultant should have PAN and Income Tax Clearance Certificate for past three years.

Other Instructions:

- Each page of the Pre-Qualification and the Commercial bid should be signed by the tenderer with official seal.
- State bank of mysore shall have no responsibility/liability for delay, loss or non receipt of tenders sent by post/courier.
- The Commercial bids of only those agencies, which are pre-qualified, shall be opened. Date to be intimated later.
- The commercial offer should be valid for a period of 120 (one hundred twenty) days from the last date of submission of tender.
- Disputes if any, arising out of the tender/project shall be within the jurisdiction of the Bangalore Courts.
- Bidders shall be deemed to have carefully examined and understood the eligibility criteria, scope of work and other terms and conditions of the tender before submitting the bids.
- All expenses in preparation and submission of the offer and visit to the site or otherwise shall be borne by the bidders.

Scope of Work

Taking the Employer's instructions, visiting the site, preparing sketch designs which shall be in accordance with local governing codes/standards/regulations etc.,(including carrying out necessary revisions till the sketch designs are finally approved by the Employer), making approximate and detailed estimate of cost, preparing reports on the scheme so as to enable the Employer to take a decision on the sketch designs. Preparing drawings, system design, layout drawings for the ACs, detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.

(Signature of Tenderer with official Seal)

- Preparing detailed tender documents preparation of articles of agreement, special conditions, conditions of contract, specifications, bill of quantities, including detailed analysis of rates based on CPWD/ market rate, time and progress charts etc.
- Preparing Pre-qualification and tender documents (6 sets of each document & also 1 soft copy) for issue by Bank for inviting tenders for all heads of works and submitting assessment reports & comparative statement of tenders thereon, together with recommendations specifying abnormally high and low rated items.
- Recommendation of eligible contractor for award of work based on the assessment report supported by proper analysis of rates with coefficients from an approved Standard Hand Book / CPWD rates/ market rates of materials and the labour. This should be done for major items of works costing about 90% of the estimated cost of the works.
- The consultant shall prepare detailed work order to be issued to the contractors on behalf of the Bank as and when advised together with contract documents for all trades for getting them executed by the contractors in consultation with the bank.
- The consultant shall submit a proper PERT CHART/BAR CHART incorporating all the activities required for the completion of the project well in time i.e., preparation of working drawings, detailed drawings, etc.
- Consultant will also ensure that the contractor complies with all applicable statutory provisions/ labour laws etc.
- Preparing for the use of the Employer, the contractor and the staff, four copies of contract documents for all trades including all the drawings, specifications and other particulars. Keeping such further details and drawings as are necessary for proper execution of the works.
- Assuming general responsibility for supervision and proper execution of all works by the regular and specialist contractors who are engaged from time to time including control over quantities during the execution to avoid variation, if any to the minimum.
- Checking the measurements of works at site, checking contractor's bills, issuing periodical certificates for payments, and passing and certifying accounts, so as to enable the Employer to make payments to the contractors as detailed in the agreement. The Architect shall endorse the above certifications in the relevant measurement books also.
- Further the consultant shall verify and confirm that identification marks are made on all service installations/cables/wiring etc., for easy identifications to carry out the maintenance jobs. The consultant shall be wholly and solely responsible for the successful completion of the project in all respects consistent with safety and structural stability from the inception up to the handing over for occupation of Employer to be supported by completion certificates.

(Signature of Tenderer with official Seal)

Fee: The Fee shall be on lump sum basis only exclusive of service tax if eligible (No terms and conditions should be given with price-bid)

Stage & methods of payment

After completion of concept, schematic layout of the design, and their approval by the employer (Bank).	1/8th of the total % of fees on total cost of related work
After completion of working drawings & detailed estimates to the satisfaction of the employer including all drawings.	1/8th of the total % of fees on total cost of related work
After preparation of contract documents including tenders, issue of tender notices in respect of all trades, submission of recommendations to the employer and execution of the contract documents for various trades	One half (1/2%) of the total fees on total cost of related work
During the progress of construction and in proportion to the value of the said works as certified from time to time and paid by the employer	3/4th of the total fees on total cost of related work
On final completion of the project & closing of accounts	7/8th of the total fees on total cost of related work
After the Architect issue "No objection certificate " for the refund of contractors retention money on expiry of defects liability period.	100% of the total fees on total cost of related work

(Signature of Tenderer with official Seal)

Format for Submission of Offer

From :

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Date.....

To,

Asst. General Manager (Premises)

State Bank of Mysore, Head Office, K.G. Road, Bangalore-560009.

Ph:080-22375309, fax: 080-22375304

**Subject: Submission of Technical & Price-bidfor Providing
Consultancy services for providing air-conditioning of your 2nd floor, Head office.**

Sir,

We are pleased to submit our pre-qualification and commercial bids for the cited project of State Bank of Mysore, Premises Dept. Head office, Bangalore. We declare that the statements made and the information provided in our offer are true and correct in all respects. We authorize State Bank of Mysore, Bangalore or its authorized representative to conduct any investigation to verify correctness of the statements, documents & information submitted by us and to clarify the financial and technical aspects of this offer. We understand that in the event of any information/documents provided by us are found to be incorrect/false, our application shall be liable for rejection.

Thanking you,

Yours faithfully,

(Signature of Architect/Firm & seal)

Full Name of the Signatory

Enclosures:

1.

2.

(Signature of Tenderer with official Seal)

(Signature of Tenderer with official Seal)

Annexure-II

EXPERIENCE / WORK EXECUTED

Sl. No.	Name of/project Executed/ Under Execution during last 5 years	Short description of work under progress/Completed	Name & Address of the Client	Value of Work	Stipulated Time of Completion	Actual time of Completion

(Signature of Tenderer with official Seal)

(Signature of Tenderer with official Seal)

Annexure-III

General Information about the Bidder

Name of the Firm/Organization :

Address & Phone/Fax/Epabx No. :

Status of the firm (whether Company/Firm/Proprietary)

Date and year of Establishment and Registration Number

Name of Directors/partners/proprietors along with Address and telephone numbers

Whether registered with CPWD, PWD, Banks, Railways etc. If yes, furnish the details like category, date of registration etc. .

Disputes/litigation, if any, during the last 5 years

Any other relevant details

(Signature of Tenderer with official Seal)