



इण्डियन ओवरसीज़ बैंक Indian Overseas Bank  
सामान्य प्रशासन विभाग General Administration Department  
केन्द्रीय कार्यालय चेन्नै Central Office, Chennai

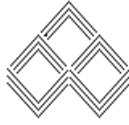
## **TENDER DOCUMENT**

**Plumbing tender No.1/2019-20**

**Plumbing & Sanitary Services at Bank's Premises at  
Chennai -**

**Annual Maintenance Contract**

**(R1- REVISED BID AFTER PRE-BID MEETING)**



# Indian Overseas Bank

General Administration Department  
Fifth Floor, Annexe Building  
Central Office, 763, Anna Salai  
Chennai 600 002  
Ph:044-28524212/28519628/28519623

## TENDER - **PART- A** (Technical Bid)

*for*  
**PLUMBING & SANITARY MAINTENANCE SERVICES**  
**AT BANK'S PREMISES AT CHENNAI**

This document consists of the following:

- A. NOTICE INVITING TENDER
- B. Bid DATA
- C. GENERAL RULES AND INSTRUCTIONS TO THE INTENDING CONTRACTORS
- D. EVALUATION CRITERIA
- E. GENERAL CONDITIONS OF TENDER
- F. SCOPE OF WORK
- G. APPLICATION FORMAT
- H. PRE CONTRACT INTEGRITY PACT FORMAT

- **PRE BID MEETING WILL BE HELD ON 15.10.2019 @ 11.00 HRS**
- **LAST DATE FOR SUBMISSION OF FILLED IN FORMS } 04.11.2019**  
**WITH ENCLOSURES UPTO 15.00 HRS**

## NOTICE INVITING TENDER

Indian Overseas Bank, a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act 1970 and having its Central Office at #763, Anna Salai, Chennai 600 002 (herein onwards referred as the 'Bank') invites sealed proposals for carrying out Plumbing and Sanitary Services at Bank's various premises at Chennai.

The list of Bank's premises where the proposed services are to be rendered are, as below:

### **LOCATION ADDRESS:**

#### **CLUSTER - I**

##### **Premises -A**

Indian Overseas Bank  
Central Office,  
#763, Anna Salai,  
Chennai - 600 002.

##### **Premises - B**

Indian Overseas Bank Executive Quarters,  
(Overseas House & Chidambaram Gardens)  
Sterling Avenue / Sterling Road,  
Nungambakkam, Chennai - 600 034

##### **Premises - C**

Indian Overseas Bank Quarters:

- i. Overseas Marvel Apartments,  
#32, Thiruvengadam Street,  
R. A. Puram, Chennai - 600 028
- ii. Overseas Brindavan Apartments,  
#12, Second Crescent Park Road,  
Fourth Main Road, Gandhi Nagar,  
Adyar, Chennai - 600 020
- iii. Overseas Besant Apartments,  
Ashtalakshmi Koil Street,  
Besant Nagar  
Chennai - 600090
- iv. SAF Games Village Quarters,  
Jawaharlal Nehru Road,  
Koyembedu  
Chennai – 6000107

- v. Overseas Park Building,  
No.2, Theagaraya Road,  
Pondy Bazar,  
Adjacent Pondy Bazar Police Station,  
T.Nagar,  
Chennai – 600 017.

## **CLUSTER -II**

### **Premises - D**

Indian Overseas Bank,  
Staff College,  
240/7A, Jawaharlal Nehru Road,  
Old Thirumangalam,  
Chennai - 600 040.

This document is for selecting a prospective contractor(s), for the above two clusters, to carry out the proposed plumbing and sanitary AMC services, under two-part tender system. i.e., Part A [Technical Bid] and Part B [Price Bid], based on certain pre-qualification and evaluation criteria.

Sealed tenders are invited from competent contractors for carrying out the proposed Plumbing and Sanitary Services at Bank's premises at Chennai, covering;

1. Cost of manpower (including ITI qualified/Experienced plumbers, helpers, scavengers etc.), covering all applicable labour Acts like minimum wages, insurance, EPF etc.
2. Cost of providing substitute labour, in case of absence of routine labour.
3. Cost of minor consumables like threads, shellac, PVC solutions etc.
4. Cost of tools and tackles.
5. Cost of transport of labour to various sites, CMWSSB offices, Corporation Offices etc.
6. Cost of labour, materials etc. for carrying out preventive maintenance works.
7. Any other costs detailed in tender.

Contractors with sound financial capacity and who have carried out such comprehensive plumbing & sanitary services satisfactorily, in the past 5 years, may respond to this advertisement.

The eligible and interested Contractors may collect the "Tender Documents" from the above office by paying non-refundable fee of Rs.500/- (Rupees Five Hundred only) by way of Demand Draft favouring "**Indian Overseas Bank Chennai**" payable at Chennai.

Alternatively, the documents can also be downloaded from the website of Bank namely <http://www.iob.in/tender.aspx> and a document fee of Rs.300.00 (Rupees Three Hundred Only) by way of Demand Draft favouring "**Indian Overseas Bank Chennai**" payable at Chennai may be submitted along with the Technical Bid (Part A).

The document submitted without the prescribed fee will be liable for rejection.

The duly completed documents in the prescribed formats with all supporting documents shall be sealed in sealed covers, clearly super-scribed as "PLUMBING & SANITARY SERVICES AT BANK PREMISES AT CHENNAI " and shall be submitted to The

**General Manager, INDIAN OVERSEAS BANK, General Administration Department,  
Central Office, Anna Salai, Chennai- 600 002, on or before 04.11.2019 upto 15.00 Hrs.**

Please note that the tender for this work will comprise of two parts and shall be submitted in two covers as below:

- Cover 1 –  
Part A of the tender comprising of technical specifications, conditions of contract and Commercial conditions.  
Cost of the tender document/ Certificate for Exemption  
EMD/ Certificate for Exemption  
Integrity Pact in Stamp paper Rs.100/-  
This cover shall be clearly super-scribed as PART – A (Technical Bid) and the name of the work.
- Cover 2  
Part B of the tender comprising of Schedule of Works i.e., Bill of Quantities only.  
This cover shall be clearly super-scribed as PART – B (Financial Bid) and the name of the work.

Both covers shall be placed in a third cover which shall be subscribed with the name of work, date of receipt of tender, name of the tenderer etc and submitted in the tender box of the employer at or before the specified time and dated specified for the receipt of the tender.

Please note, the EMD in the form of DD shall be enclosed in the cover marked Part A. Tenders submitted without EMD will be summarily rejected.

Estimated Cost	: Rs. 37,00,000/- PER ANNUM (Indicative only) Thirty-Seven Lakhs only
Earnest Money Deposit	: Rs.37,000/- (Thirty-Seven Thousand only) by crossed demand draft Payable at Chennai and drawn in favour of <u>Indian Overseas Bank Chennai</u>
Period of Contract.	: TWO-YEAR (Twenty-Four Months)
Issuing of Tender Documents	: 11.10.2019 onwards during working hours (between 10:00 Hrs and 17:00 Hrs on all working days).
Pre-Bid Meeting at Site	: 15.10.2019@ 11:00 HRS
Last date for submission:	Before 15.00 Hrs on 04.11.2019 as per instructions in tender documents

Date of opening of Part B of the tender will be decided after scrutiny, verification of Technical Bids (Part A) and would be intimated to the bidders who have been found eligible to for opening the Cover -2 of the tender.

**The units registered under Single Point Registration Scheme of National Small Industries Corporation (NSIC)/ (Udyog Aadhaar Memorandum) under MSME Act are eligible to get the following benefits.**

- Exemption from Tender cost;
- Exemption from payment of Earnest Money Deposit (EMD).

**Integrity Pact:**

The Central Vigilance Commission (CVC) has advised Government Organisations including Public Sector Banks to adopt Integrity Pact voluntarily in their major

procurement activities. In line with these directives, Bank has decided to adopt Integrity Pact for Orders / Contracts of value of Rs.25 Lakhs and above.

The CVC guidelines further advises Banks to appoint Independent External Monitors, as approved by the CVC, to oversee the compliance of obligations under the Integrity Pact.

The Bank has implemented Integrity Pact in compliance with CVC guidelines. Accordingly, Shri. Sadagopan, Director, IIIT Bangalore and Shri.Arun Chandra Verma, IPS (Retd.) have been appointed as Independent External Monitors, for the Bank.

The Integrity Pact essentially envisages an agreement between the prospective vendors / bidders and the buyer, committing the persons / officials of both sides not to resort to any corrupt practices in any aspect / stage of the contract. Only those vendors / bidders, who commit themselves to such a pact with the buyer, would be considered competent to participate in the bidding process. Copy of the Integrity Pact is enclosed as Proforma 3 with this Tender.

**Note:**

1. Bidder(s) must submit, along with the bids, self-attested photocopies of works with the Name of the Client / Customer, Work Order Reference No. and Date, Executed Value, date of start, date of completion and **Certificates for proof of satisfactory completion of work.**
2. Self-attested Photo copies of audited profit and loss account accompanied by relevant schedules in support of turnover figures must be submitted by the bidder(s) along with the bids.
3. The eligibility of the Contractor(s) shall be evaluated based on the Pre-Qualification & Technical Evaluation criteria detailed in “Annexure-A” and “Annexure-B” of this document. The Contractor(s) are expected to go through these Annexure and are required to produce all the relevant documents mentioned therein. Please also refer the Evaluation Criteria, detailed elsewhere in this document for details.
4. The eligibility criteria of applications shall be evaluated as on cutoff date (i.e.31/03/2019). The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof and their decision of selection will be final.
5. The contractors must be registered for Income Tax / GST etc., detailed in this pre-qualification document. The contractors, otherwise eligible but not registered for these statutory obligations / not responsive, shall not be considered for pre-qualification.
6. Prospective contractors to note that all payments will be made electronically as per Government guidelines.

The Courts in Chennai, Tamil Nadu, India only will have exclusive jurisdiction to entertain any litigation between the parties with regard to this tender.

**Date:**

**GENERAL MANAGER**  
**General Administration Department**



## BID DATA

1	Last date for submission the tender	04.11.2019 @ 15.00 Hrs.
2	Pre-Bid Meeting	15.10.2019@ 11:00 HRS
3	Opening of tender (Part-A only)	04.11.2019 @ 15.30 Hrs
4	EMD	Rs. 37,000 /= (Thirty Seven Thousand only) (Refer Page.5 of NIT for Exemption)
5	Security Deposit	2% of the accepted tender cost less EMD
6	Period of contract	<b>TWO</b> years

## GENERAL RULES AND INSTRUCTIONS TO THE INTENDING CONTRACTORS

1. Sealed item rate tenders are invited on behalf of Indian Overseas Bank for the proposed work of PLUMBING & SANITARY SERVICES AT BANK'S PREMISES AT CHENNAI, from agencies who satisfy the requirement specified in the tender documents.
2. The details of the applicants and their experience shall be submitted in the Bank's prescribed "Application Format" only. Wherever required and if the space provided is not sufficient, particulars can be furnished as Annexures but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant. Each page of the document shall be duly signed by the Applicant or their authorized representative along with their company seal.
3. No costs incurred by the applicant for obtaining the tender documents, in applying, in providing necessary clarifications or attending discussions, conferences or site visits etc., will be reimbursed by the Bank.
4. **Documentary proof with respect to the prequalification criteria shall be furnished along with the completed application form. In this regard, copies of the work orders and completion certificates and or such other documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.**
5. **The authorised person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm.**
6. The pre-qualification will be made for this specific work depending on the credentials submitted and acceptable to Bank, as on **cutoff date**.
7. For consideration of experience, works should have been executed in same name & style of the firm in which name pre-qualification is sought.
8. The evaluation will be based on the evaluation criteria, which are detailed elsewhere in this document.

If found necessary, Bank may inspect the works undertaken by the bidders, for which necessary co-ordination shall be made by them. Based on the details furnished in acceptable format, inspection of works and **eligibility criteria as on cutoff date**, the bidders will be shortlisted.

Decision of the Bank regarding selection / rejection for pre-qualification will be final and binding and no further correspondence will be entertained. The prequalified / shortlisted contractors will be informed by email/post and also displayed in Bank's website.



9. If, information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at a later date, the pre-qualification of such applicant shall be cancelled immediately.
10. Bids received after the due date and time is liable to be rejected.
11. The prospective bidder shall have a local Office in Chennai for better co-ordination AND liaison with Statutory Authorities, if required etc.
12. The Bank does not bind itself to accept the lowest or any tender and reserves to itself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
13. Unless the rate is in whole rupees and followed by the words “only” it should invariably be up to two decimal places. While quoting the rate in schedule of quantities, the word “only” should be written closely following the amount and it should not be written in the next line.
14. The rate quoted by the Contractor shall be net, BUT EXCLUDING GST. However, all other costs required to be incurred for performing the contract shall be included. Please note that no other cost other than the quoted price is payable to the prospective contractor executing the contract. The Bank will not entertain any claim whatsoever in this respect. Statutory deductions like Income Tax etc. as per prevailing rates shall be deducted from the bills of the contractor.
15. The tender for works shall remain open for acceptance for a period of 90 days from the date of opening of Part B price bid. If any tenderer withdraws his tender before the said period, then the Bank shall be at liberty to forfeit Earnest Money paid along with the tender.
16. It will be obligatory on the part of the tenderer to tender and sign the tender documents for all the component parts. After the work is awarded, the successful tenderer will have to enter into an agreement with the Competent Authority in the Bank.
17. The Contractor, whose tender is accepted, will be required to furnish by way of Initial security deposit (ISD) for the due fulfillment of his contract, such sum amounting to 2% of the accepted tender cost less EMD. The EMD of the Contractor, whose tender is accepted, shall be forfeited in full in case he does not remit the initial security deposit within the stipulated period or start the work by stipulated date mentioned in the award letter.
18. The EMD and ISD, will be held by the bank and will be released at the end of Contract period. EMD & ISD held with the Bank will not carry any interest. Alternatively, the Security Deposit shall be released on submission of Bank Guarantee, covering the Defects Liability Period.
19. The acceptance of a tender will rest with the Indian Overseas Bank and the Bank reserves to itself the authority to reject any or all of the tenders received without assigning any reason. All tenders in which any of the prescribed conditions are not fulfilled (or) are incomplete in any respect are liable to be rejected. The Bank reserves the right to accept the tender in full or in part and the tenderer shall have no claim for revision of rates or other conditions if his tender is accepted in parts.

20. **Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the Contractors who resort to canvassing will be liable to rejection.**
21. All rates shall be quoted on the proper form of the tender alone.
22. An item rate tender containing percentage below/ above will be summarily rejected. However, where a tenderer voluntarily offers a rebate on the quoted rates along with sealed tender, the same shall be considered.
23. On acceptance of the tender the name of the accredited representative(s) of the Contractor who would be responsible for taking instructions from the Bank / Officer-in-charge, shall be communicated to the Bank.
24. Special care should be taken to write the rates in figures as well as in words in such a way that interpolation is not possible. The total amount should be written both in words and in figures.
25. If a discrepancy is found between the rates quoted in words and in figures, the rate which corresponds to the amount worked out by the contractor shall be taken as correct. If the amount has not been worked out or it does not correspond with the rates written either in figures or in words, then the rates quoted by the contractor in words shall be taken as correct. Where the rates quoted in figures and words tally but the amount has not been worked correctly then the rates quoted by the contractor shall be taken as correct. In case no rate has been quoted for an item, it will be presumed that the contractor has included the cost of this item on other items and rates for such items shall be taken as zero and the tender shall be processed and accepted.
26. **Monthly Bills:**  
The successful bidder, on successful completion of services every month, shall submit his monthly bills in the first week of the succeeding month, in approved formats, to General Administration Department, Fifth Floor, Annexe Building, Central Office, #763, Anna Salai, Chennai – 600 002.  
The bills shall be processed and his monthly bills paid by the Department, in ten working days, provided the bills are in order along with the proof for receipts of payment to the employees as per minimum wages act and checklist for details of services carried out.  
Bill will be paid only for the services carried out and proof submitted.
27. Applications received after the due date and time is liable to be rejected. If any revised tender uploaded after pre-bid meeting, only revised tender should be submitted. If not the applicant will be rejected.
28. The tender is liable to be terminated any time, if the applicant
- Fails to execute any awarded contract or fails to execute the contract to the satisfaction of the Bank
  - Persistently violates the conditions of awarded contract.
  - Has furnished particulars which are contrary to truth.
  - Indulges in any type of forgery or falsification of records.

- Defaults in payment of taxes and duties payable to the statutory or government agencies.
- Defaults in payment of minimum wages as per the latest minimum wages act and any other statutory compliance.

**Applicant Obligations:**

1. The registration with various authorities like Income Tax, GST etc shall be possessed.
2. The applicant should not indulge in unethical practices.
3. The applicant should execute the works awarded to him strictly as per the terms and conditions of the contract and specifications in co-ordination with Bank Officials for smooth carrying out of the Annual maintenance contract works.

Indian Overseas Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.



## EVALUATION CRITERIA

All interested and eligible bidders shall submit their duly filled bids, in two cover system, on or before the due date and time specified for submission of in the tenders, signed in all pages along with EMD and all relevant annexures to be submitted as proof of experience, financial capabilities etc.

The details of the Technical Bid evaluation criteria are furnished below:

### I. Technical Bid Evaluation Criteria:

#### Stage 1: Preliminary Examination:

To ascertain the responsiveness of the bidders and reject those bids who have;

- Not submitted the tender in time
- Submitted tender without application fee
- Submitted tender without EMD
- Not submitted the tender in Bank's approved format
- Submitted unsigned / illegible tender
- Not accepted the Bank's techno-commercial conditions
- Submitted the tender with counter conditions
- Not accepted for the minimum wages for the particular category

Only those bids that are responsive shall be subject to further processing. Bids not complying to the above would be rejected and their unopened Price Bids will be returned along with their EMD (if submitted).

#### Stage 2: Pre-Qualification

To determine the compliance of the bidders with the Pre-Qualification (PQ) mandatory criteria specified below:

- Establishment at Chennai.
- Experience and past performance on similar contracts.
- Work completion certification for the work proof.
- Financial position / capability
- Compliance to Vigilance Guidelines.

For establishing the above, the terms are elaborated as follows:

- i. The bidder should be based in Chennai or should have a full-fledged office in Chennai.  
**Proof of address in respect of the same must be submitted along with the bids.**
- ii. The bidder should be in the business atleast for last five years, prior to the cutoff date of 31/03/2019;

Proof of experience in carrying out business in these years viz., Date of incorporation / establishment etc. shall be submitted.

- iii. The bidder should have executed similar Plumbing & Sanitary works/ AMC to clients like Banks, Financial Institutions, Government Organisations, Public Sector Undertakings, Public Sector Banks & Large Corporates, during the last five-year periods, ending March 2019;

Proof of experience in the form of work completion certificates shall be submitted from the previous employers.

- iv. Bidder must have achieved minimum average annual financial turnover of **Rs.11.10Lakhs** during the last three financial years (FY) ending March 2018-19;

Copies of audited balance sheet and profit & loss account / IT Returns for three years (2016-17, 2017-18 and 2018-19) must be submitted.

- v. Bidder must have successfully completed in the past five years as on 31/03/2019:
  - a. One work of value at least **Rs.29.60** lakhs in a single work order (or)
  - b. Two works of value at least **Rs.18.50** Lakhs each (or).
  - c. Three works of value at least **Rs.14.80** Lakhs each.

Value here means the annual cost or completed cost as reflected in the final bill / completion certificate. Fill up Proforma 2a, 2b and 2c provided along with the Application Format, depending upon the number of works (one or two or three) which satisfy the PQ criteria and submit proof of works completed (Work Orders and Work completion/Performance Certificates from previous employers) for these works.

- vi. The bidder whose contract in the past was terminated by the employer due to unsatisfactory performance, will not be eligible for participating in the tendering process. Similarly, a bidder who discontinued the contract before its expiry or failed to commence the service after award of contract will also be not eligible for participating in the tendering process. **Tenders must be accompanied with declaration to this effect on letterhead of the bidders.**

Declaration Certificate on the company's letter head, duly signed by the authorized signatory shall be submitted.

**Note:**

It may be noted that documentary evidence in respect of first five items are essential. For the last item declaration letter is a must. Tenders not accompanied by any one of the above would render the bid invalid / unresponsive and hence the bid would be rejected forthwith.

- vii. Integrity Pact: All prospective bidders shall enter in to an agreement with the Bank, as per enclosed format (Proforma 3).

The Integrity Pact, duly executed on a Rs.100 Stamp Paper (signed in all pages), shall be submitted.

Bidders will be evaluated for all the above parameters in this stage. Accordingly, the contractors / bidder satisfying all the above criteria will only qualify for next stage i.e., opening of Price Bids.

In other words, a bidder has to comply with each of the PQ criteria (mandatory requirement) to qualify for further evaluation and if the contractor fails to satisfy any one of the PQ criteria, then the agency would be disqualified.

## **II. Price Bid Evaluation Criteria:**

On opening of Price Bids, the same shall be evaluated based on the rates quoted. The Bidder quoting the lowest price in each cluster (i.e. Cluster I & Cluster II) would be the successful bidder. On opening of Price Bids, all the rates quoted by all the pre-qualified bidders for each abstract costs (I & II) would be arithmetically checked and the final costs would be compared separately.

The L1 for abstract costs (I & II) will be considered separately.

The lowest quoting bidder for each cluster (i.e. Cluster I & Cluster II) would be the successful bidder, subject to acceptance of L1 bid by the Competent Authority of the Bank.

□□□□□

## GENERAL CONDITIONS OF TENDER

Workers shall be engaged to work as supervisors and Experienced plumbers in shifts, on all working days. Apart from supervisors and plumbers, helpers shall also be engaged. The details of man power for various premises are as below:

ITI Qualified / experienced (with minimum three years of experience), plumbers, to work in shifts, on all working days, as per details below.

The duty timings and number of plumbers are as below:

### **Cluster –I**

#### **1. CENTRAL OFFICE: Total - 3 Nos.**

Location	Supervisors/ workers	Qty	Shift Timings	
<b>IOB Central Office No.762-764, Anna Salai, Chennai-600002</b>	Plumber	1	<b>First Shift</b>	<b>07.30 to 15.30 Hrs</b>
	Supervisor	1	<b>General Shift</b>	<b>09:00 to 17:00 Hrs</b>
	Plumber	1	<b>Second shift</b>	<b>13.00 to 21.00 Hrs</b>

Supervisor - 1 no

Plumber - 2 nos

(Supervisor will be sitting in CO Premises but in-charge of for all the three sites of cluster - I)

#### **Bank own Quarters:**

Location	Supervisors/ workers	Qty	Shift Timings	
<ul style="list-style-type: none"> <li>• <b>ED &amp; Executives quarters,</b> Block 114,115,115A,115B,116,117 &amp; 118, Chidambaram Gardens Sterling Road, Opp. to Loyola college, Nungambakkam, Chennai-34</li> <li>• <b>MD&amp;CEO bungalow,</b> 21, Overseas House No.21, Sterling Avenue, Nungambakkam, Chennai-34</li> </ul>	Plumber	1	<b>First Shift</b>	<b>06.00 to 14.00 Hrs</b>
	Helper	1	<b>General Shift</b>	<b>09.00to 17.00 Hrs</b>
	Plumber	1	<b>Second shift</b>	<b>14.00 to 22.00 Hrs</b>

*Base Station: Chidambaram Gardens*

Plumber - 2 nos

Helper - 1 no

Location	Supervisors/ workers	Qty	Shift Timings	
1. Overseas Marvel, 32, Thiruvengadam Street, RA Puram, Mandaveli - 600028	Plumber	1	First Shift	06.00 to 14.00 Hrs
2. Overseas Brindavan Apartments, 12, Second Crescent Park Road, IV Main Road Gandhi Nagar, Adyar. Chennai-600020				
3. Overseas Besant Apartments, Ashtalakshmi koil street, Besant Nagar Chennai - 6000	Helper	1	General Shift	09:00 to 17:00 Hrs
4. SAF Games Village Quarters, Jawaharlal Nehru Road, Koyembedu Chennai - 600040	Plumber			
5. Overseas Park Building, No.2, Theagaraya Road, Pondy Bazar, Adjacent Pondy Bazar Police Station, T Nagar, Chennai – 600 017.		1	Second shift	14.00 to 22.00 Hrs

Base Station: Overseas Marvel

Plumber - 2 nos

Helper - 1 no

## Cluster – II

Staff College:

Location	Supervisors/ workers	Qty	Shift Timings	
IOB Staff College,	Plumber	1	First Shift	06.00 to 14.00 Hrs
No.230,7A, Jawaharlal Nehru Road	Helper	1	General Shift	09:00 to 17:00 Hrs
Old Thirumangalam, Anna Nagar, Chennai- 600040	Plumber	1	Second shift	14.00 to 22.00 Hrs

Plumber - 2 nos

Helper - 1 no



**NOTE:**

**Part-B for Staff College includes “Quote rate only “item (Item no.2), which will be operated only in case of necessity and hence will not be considered for evaluation of price bid.**

**OTHER CONDITIONS:**

- 1.In case a worker has to go on leave, the contractor to organize another person for the shift. This is to ensure that a plumber will be on duty for all shifts.
- 2.The plumbers should be experienced and able to arrange
- 3.Daily Attendance of Staff shall be maintained by the contractor.
  - (a)It shall be shown to Bank Officials daily at 11.30 am in case of office premises.
  - (b)For all premises register to be submitted weekly/monthly
- 4.The rates shall be quoted separately in **Part - B**, as per Banks format only.
- 5.The rates quoted shall be firm and fixed throughout the contract period. However, the contractor shall ensure that the wages are paid as per extant labour laws in force viz., Minimum Wages Act., Bonus Act, PF etc., as applicable. For this purpose, the latest minimum wages as applicable to Central Govt., shall be considered.
- 6.The rates shall be quoted nett. Exclusive of GST. TDS as applicable will be deducted from contractor's bills.
- 7.**EMD:** The contractor should submit a EMD of **Rs.37,000/-** along with Part A tender form, which will be returned to the unsuccessful tenderers on awarding the work to the L1 contractor.  
To the successful tenderers, the EMD will be returned on completion of tender period without interest.
- 8.**Security Deposit:** 2% of the contract value is the Security Deposit. The successful contractor shall submit a DD amounting to 2% of the contract amount (less EMD), favouring GM, General Administration Department, separately for each premises, as Security Deposit within 7 days from the date of work order.

The Security Deposits of the successful contractor will be returned **only on completion of contract period, without interest.**

- 9.Liquidated Damages:
  - a. The contractor should ensure that all tender conditions are followed for smooth operation and functioning. Liquidated damages will be applied for any default of tender conditions.
  - b. If the contractor fails to comply with the tender conditions, penalty would be levied on the following basis:

S N	Works not performed	Penalty
1	Not providing adequate man power as per tender.	Salary for the worker for the day of absence will be deducted from the bill.  <b>plus</b> Rs.500/- per day for not providing the labour.
2	Non- payment of minimum wages & any other statutory wages to the workers as per the Central minimum wages act, PF, Insurance act, bonus act etc.	The bill amount will not be paid to the Contractor however the wages will be paid to the workers directly as per their attendance for the month.  If not rectified, the contract will be terminated with prior notice.
3	Not performing any activity under “Day to day maintenance”	Rs.5000/- per month for three consecutive times and after that, the contract will be terminated.
4	Not performing any activity under “Preventive maintenance”	Rs.10,000/- per month each, for not performing any of the items 4 or 5 of preventive maintenance at every occasion.
5	Not performing any activity item no.6 under “Preventive maintenance”	Rs.15,000/- per month for not performing item 6 of preventive maintenance at every occasion.
6	For any repetitive default more than three times and three penalties imposed for any of the above 4.	The contract would be terminated after due notice and the security deposit would be forfeited and blacklisted.
	Penalty will be imposed as per Bank’s discretion, in the case of claiming exorbitant amount for the materials/any other works by the contractor, failing/non-operation of pumps by the plumbers and any other discrepancies found in the contract services other than the above.	

10. The work will be awarded to the L1 contractor for 2 years, subject to review of the performance at the end of the first year. Continuation during the second year will be permitted only on completion of the AMC work satisfactory during the 1<sup>st</sup> year.

11. The successful contractor has to enter in to an agreement with the Bank as per format approved by the Bank.

12. The contractor shall also take a suitable insurance policy from a reliable insurer acceptable to the Bank, against the Consequences of any accident, while they are in the Bank’s premises either on duty or otherwise, to cover each and every person provided by him. The bank will not accept any claim from the contractor / workmen /

any agency, arising out of disability or otherwise, payable to the affected persons even under Workmen's' Compensation Act, under any circumstances. The contractor should provide a copy of the full text of the insurance policy within 10 days from the start of AMC to the Bank. The policy should be valid during the entire pendency of the contract, and should be renewed from time to time without any default.

13. The contractor shall also indemnify and keep indemnified the Bank against any or all claims which may be made against the bank, by any person / agency in respect of any incident or event or accident or its consequences, which may arise in respect of the works or in consequence thereof and shall at his own expense, effect and maintain during the entire duration of the contract, an insurance policy from an insurer acceptable to the bank, against such risks and deposit such policy within 10 days from the start of AMC. The contractor shall take a 'contractor all risk insurance policy' including the following:
14. If the contractor does not take adequate insurance as stated in para 11 & 12 within 15 days from the date of work order, the contract shall be terminated.
15. The contractor should sign all the pages of the tender and tender pages without sign will be rejected.
16. Bank reserves the right to cancel/terminate the contract, without assigning any reasons.



## SCOPE OF WORK

### **MAINTENANCE WORKS:**

The details of works to be carried out by the contractor at each of the specified location, are as detailed below:

#### **IOB, CENTRAL OFFICE**

763, Anna Salai, Chennai – 600 002

### **DAY TO DAY MAINTENANCE:**

- 1) Daily pump operation to fill up the overhead tanks to ensure water supply to the Main Building, Annexe Building, Canteen building, Pent House Kitchen and any other secondary water tank that may be put up for effective water distribution round the clock.
- 2) Receiving purchased water from external sources viz., through tanker lorries and arranging to deliver the same inside the sumps, whenever required.
- 3) Attending to all minor / emergency repair works that affect the plumbing / sanitary system at the premises, including;
  - a. Arresting any break down / leakage in any plumbing / sanitary system by controlling the valve or otherwise as deemed necessary at site.
  - b. Removal of any block in any water line / plumbing system within the premises.
  - c. Any issues in metro water supply, Removal of any block in any waste or soil line / sanitary system within the premises including blocks in the external sewer lines from our premises should be taken care by the Contractor. If the block in the sewer lines could not be removed by the contractor by normal means in general practice and incase any issues in supply of metro water, the contractor to complain to the local CMWSSB office, liaise with them and arrange for un-interrupted supply of water and in clearance of block through them or through any scavengers, at the contractors cost and means.
  - d. Replacement of plumbing and sanitary fittings / appurtenances viz., washers, spindles, water connections, waste couplings, PVC waste pipes, taps, pillar cocks, angle cocks, stop cocks, gate valves, check valves, elbows, unions, couplings, bends, pipe nipples, EWCs, wash basins, flush tanks, clamps etc. The labour charges for the above works will not be charged extra. The materials for use will however be supplied by the Bank if spares are available with the Bank. In case if the spares are not available with the Bank, then the contractor to arrange to procure approved materials from the market and use it for the work and Bank would reimburse the actual cost of such materials.
  - e. Removal of air lock in pumps as and when necessary.
  - f. Replacement of rope seals in the pumps as and when necessary.
  - g. Removal of blocks in the rain water lines.
  - h. The external plumbing and sanitary lines shall be kept serviceable and any unwanted growth of plants etc. should be cleared and the plants killed using acid.

- h. Running the fountain around the fountain statute, daily, as advised by the Bank.
- 4) For works requiring earth cutting, floor or wall cutting / chasing including laying of new pipelines, soil / waste and sewer lines, replacement of IWCs etc., the contractor should furnish abstract estimate towards materials & labour, for Banks approval, at the earliest. Competitive sealed tenders will be called for from various contractors and the work will be awarded to the lowest quoting contractor. The Annual Maintenance Contract - contractor can also submit their quotation in sealed cover. If the AMC contractor fails to bring the complaint to the knowledge of Officer-in charge and submit the Estimate, penalty will be imposed depends of the seriousness of the work.
  - 5) In case of urgent works, the works will be executed through the AMC contractor and Payment will be made as per the market rate.
  - 6) The AMC contractor should arrange to keep the sumps and overhead tanks generally neat and clean for hygienic distribution of water.
  - 7) The water received and collected inside the sumps shall be disinfected with bleaching powder @ 5gms per 1000 litres with 30 minutes contact period, daily. Only then the water shall be pumped to the overhead tanks. Cost of bleaching powder will not be reimbursed by the Bank.
  - 8) If required, the Bank may advise higher dosage of bleaching powder which the contractor has to oblige and carry out.

#### MAINTENANCE OF RECORDS:

The contractor should maintain the following essential registers, as directed by the Bank, in addition to any other data regarding plumbing / sanitary / water supply that may be required to be registered, as advised by the Bank from time to time.

1. Record of all plumbing and sanitary complaints received and attended.
2. Record of the number of lorry loads of water received daily.
3. Record of the quantity of water received through metro water pipelines.
4. Record of the inventory of the plumbing & sanitary appurtenances / fittings / specials held by the Bank.
5. Record of all routine / preventive maintenance works viz., cleaning of sumps, sewer chambers etc.
6. Attendance sheet

These records shall be appraised to the department on a **day to day basis**.

#### PREVENTIVE MAINTENANCE:

1. All associated sanitary fittings viz., IWCs, EWCs, Wash basins, urinals, urinal channels etc. along with floor tiles for all common toilets (both gents & ladies) shall be cleaned as per standard practice whenever a block in the connected waste / soil lines are attended.
2. The contractor should ensure that other infrastructure / CP fittings do not get

damaged due to acid/Chemical exposure. In case of damage the contractor shall arrange to replace the damaged items at his cost.

3. All service ducts shall be kept clean and serviceable, during the currency of the contract.
4. All the sewer chambers inside the premises shall be de-silted and cleaned once in a month during holidays, after informing the Bank. The silt / other waste thus removed from the chambers should be carted out of the premises, immediately.
5. All overhead tanks and underground sumps shall be regularly inspected and their condition reported to the Bank. The contractor shall arrange to clean the tanks and sumps on a time bound program **once in two months** with suitable cleaning / bleaching agents, brush etc. However, in case of necessity when a tank or sump has to be cleaned due to bad quality of water supplied or due to presence of foreign matter / dead bird or rat observed inside, the contractor shall arrange to clean the tank / sump immediately after removing the entire contaminated water and disposing it safely, at contractors cost and means, as directed by the Bank.

➤ Details of Sump

- Capacity of 96,000 litres - 3 nos
- Capacity of 48,000 litres - 1 no

➤ Details of Overhead tank

- Annexe Building - 2 Nos (36,000 Litres / each)
- Main Building - 2 Nos (24,000 & 36,000 ltrs)
- Canteen Block - 2 Nos (24,000 Litres/each)

➤ Details of Water pump station:

- 10 HP Motor - 4 Nos
- 7.5 HP Motor - 2 Nos
- 2 HP Motor - 1 Nos
- Rain water suction (10 HP) Motor- 2 Nos

6. The storm water drains shall be cleaned and de-silted **once in a year**, before the monsoons or as advised by the Bank, after removing the existing cover slabs and putting back in position after cleaning. The silt and other debris removed from the drains shall be carted out of the Central Office premises, immediately.
7. The terrace area shall be kept clean, free of any dirt / debris etc., so that the storm water drains are free to drain water. The terrace area of all the buildings within the premises shall be cleaned once in a month and the rubbish carted out of the Central Office premises.



## **STAFF COLLEGE**

*230/7A, Jawaharlal Nehru Road, Old Thirumangalam, Chennai 600 040*

### **DAY TO DAY MAINTENANCE:**

1. Daily pump operation to fill up the overhead tanks to ensure water supply to the Administrative Building, Hostel Blocks, Canteen Block etc. and any other secondary water tank that may be put up for effective water distribution round the clock. Receiving purchased water from external sources viz., through tanker lorries and arranging to deliver the same inside the sumps, whenever required.
2. Attending to all minor / emergency repair works that affect the plumbing / sanitary system at the premises, including;
  - a) Arresting any break down / leakage in any plumbing / sanitary system by controlling the valve or otherwise as deemed necessary at site.
  - b) Removal of any block in any water line / plumbing system within the premises.
3. Any issues in metro water supply, Removal of any block in any waste or soil line / sanitary system within the premises including blocks in the external sewer lines from our premises should be taken care by the Contractor. If the block in the sewer lines could not be removed by the contractor by normal means in general practice and incase any issues in supply of metro water, the contractor to complain to the local CMWSSB office, liaise with them and arrange for un-interrupted supply of water and in clearance of block through them or through any scavengers, at the contractors cost and means.
  - c) Replacement of plumbing and sanitary fittings / appurtenances viz., washers, spindles, water connections, waste couplings, PVC waste pipes, taps, pillar cocks, angle cocks, stop cocks, gate valves, check valves, elbows, unions, couplings, bends, pipe nipples, EWCs, wash basins, flush tanks, clamps etc. The labour charges for the above works will not be charged extra. The materials for use will however be supplied by the Bank if spares are available with the Bank. In case if the spares are not available with the Bank, then the contractor to arrange to procure approved materials from the market and use it for the work and Bank would reimburse the actual cost of such materials.
  - d) Removal of air lock in pumps as and when necessary.
  - e) Replacement of rope seals in the pumps as and when necessary.
  - f) Removal of blocks in the rain water lines.
  - g) The external plumbing and sanitary lines shall be kept serviceable and any unwanted growth of plants etc should be cleared and the plants killed using acid.

- h) Running the fountain, daily, as advised by the Bank.
  - i) Fixing/refixing of water heater/any other heating appurtenances.
4. The AMC contractor should arrange to keep the sumps and overhead tanks generally neat and clean for hygienic distribution of water. The water received and collected inside the sumps shall be disinfected with bleaching powder @ 5gms per 1000 litres with 30 minutes contact period, daily. Only then the water shall be pumped to the overhead tanks. Cost of bleaching powder will not be reimbursed by the Bank.
  5. If required, the Bank may advise higher / lower dosage of bleaching powder which the contractor has to oblige and carry out.
  6. For works requiring earth cutting, floor or wall cutting / chasing including laying of new pipelines, soil / waste and sewer lines, replacement of IWCs etc., the contractor should furnish abstract estimate towards materials & labour, for Banks approval, at the earliest. Competitive sealed tenders will be called for from various contractors and the work will be awarded to the lowest quoting contractor. The Annual Maintenance Contract - contractor can also submit their quotation in sealed cover. If the AMC contractor fails to bring the complaint to the knowledge of Officer-in-charge and submit the Estimate, penalty will be imposed depends of the seriousness of the work.
  7. In case of urgent works, the works will be executed through the AMC contractor and Payment will be made as per the market rate.

#### **8. Sewage Treatment:**

- i) Daily operation of sewer lifting pump which feeds the septic tank, approximately, as directed by Bank so as to feed the septic tank in accordance the designed detention period.

#### **RECORD MAINTENANCE:**

The contractor shall maintain the following essential registers, as directed by the Bank, in addition to any other data regarding plumbing / sanitary / water supply that may be required to be registered, as advised by the Bank from time to time.

1. Record of all plumbing and sanitary complaints received and attended.
2. Record of the number of lorry loads of water received daily.
3. Record of the quantity of water received through metro water pipelines, if any.
4. Record of the inventory of the plumbing & sanitary appurtenances / fittings / specials held by the Bank.
5. Record of all routine / preventive maintenance works viz., cleaning of sumps, sewer chambers, sewage treatment, septic tank, storm water drain etc.
6. Attendance Sheet

These records shall be appraised to the College on a **day to day basis**.



#### PREVENTIVE MAINTENANCE:

1. All associated sanitary fittings viz., IWCs, EWCs, Wash basins, urinals, urinal channels etc. along with floor tiles for all common toilets (both gents & ladies) shall be cleaned as per standard practice whenever a block in the connected waste / soil lines are attended.
2. The contractor should ensure that other infrastructure / CP fittings do not get damaged due to acid/chemical exposure. In case of damage the contractor shall arrange to replace the damaged items at his cost.
3. All service ducts shall be kept clean and serviceable, during the currency of the contract.
4. All the sewer chambers inside the college premises shall be de-silted and cleaned once in a month during holidays, after informing the Bank. The silt / other waste thus removed from the chambers should be carted out of the premises, immediately.
5. All overhead tanks and underground sumps shall be regularly inspected and their condition reported to the Bank. The contractor shall arrange to clean the tanks and sumps on a time bound program **once in a month** with suitable cleaning / bleaching agents, brush etc. However, in case of necessity when a tank or sump has to be cleaned due to bad quality of water supplied or due to presence of foreign matter / dead bird or rat observed inside, the contractor shall arrange to clean the tank / sump immediately after removing the entire contaminated water and disposing it safely, at contractors cost and means, as directed by the Bank.
6. The storm water drains shall be cleaned and de-silted once in a year, before the monsoons or as advised by the Bank, after removing the existing cover slabs and putting back in position after cleaning. The silt and other debris removed from the drains shall be carted out of the College premises, immediately.
7. The terrace area shall be kept clean, free of any dirt / debris etc., so that the storm water drains are free to drain water. The terrace area of all the buildings within the premises shall be cleaned once in a month and the rubbish carted out of the College premises.

#### **8. Sewage Treatment:**

- a. Removal of sludge accumulated at the bottom of the septic tank at periodic intervals of every 6 months, through proper mechanical means and disposed off, in a sanitary manner, as directed by Bank.
- b. Periodical removal of screened waste from the screening chamber.
- c. Ensure smooth functioning of the treatment plant including removal of blockage in lift chamber, suction pipe etc.



## **OVERSEAS HOUSE & CHIDAMBARAM GARDENS**

**MD&CEO Bungalow,  
Overseas House,  
No.21, Sterling Avenue,  
Nungambakkam, Chennai-34**

**Executive Quarters,  
Chidambaram Gardens,  
Block 114-118, Sterling Road,  
Opp. to Loyola college,  
Nungambakkam, Chennai-34**

### **DAY TO DAY MAINTENANCE:**

1. Daily pump operation to fill up the overhead tanks to ensure water supply to all the blocks including Overseas House, round the clock.
2. The plumbers shall be stationed at Chidambaram Gardens Premises. However, the first shift plumber shall first visit the Overseas House site to assess and check the availability of water in the sumps / overhead tanks etc., including working of all motors / pumps / plumbing appurtenances etc. The plumber shall also attend to any complaints, if any, as desired by the inmates on priority basis.
3. Water supply is generally sourced from CMWSSB supply. If CMWSSB water supply fails, the contractor shall arrange to supply water from the borewells. In case of inadequate water supply / yield from the borewells or an emergency, the contractor shall arrange to purchase water from external sources viz., through tanker lorries approved by Bank/ Contractor's source and arrange to deliver the same inside the sumps.
4. Attending to all minor / emergency repair works that affect the plumbing / sanitary system at the premises, including;
  - a. Arresting any break down / leakage in any plumbing / sanitary system by controlling the valve or otherwise as deemed necessary at site.
  - b. Removal of any block in any water line / plumbing system within the premises.
  - c. Removal of any block in any waste or soil line / sanitary system within the premises including blocks in the external sewer lines. If the block in the sewer lines could not be removed by the contractor by normal means in general practice, the contractor to complain to the local CMWSSB office, liaise with them and arrange to remove the block through them or through any scavengers, at the contractors cost and means.

- d. Removing/Fixing/ Re-fixing geyser provided by the Bank.
  - e. Replacement of plumbing and sanitary fittings / appurtenances viz., washers, spindles, water connections, waste couplings, PVC waste pipes, taps, pillar cocks, angle cocks, stop cocks, gate valves, check valves, elbows, unions, couplings, bends, pipe nipples, EWCs, wash basins, flush tanks, clamps etc. The labour charges for the above works will not be charged extra. The materials for use will however be supplied by the Bank if spares are available with the Bank. In case if the spares are not available with the Bank, then the contractor to arrange to procure approved materials from the market and use it for the work and Bank would reimburse the actual cost of such materials.
  - f. Removal of air lock in pumps as and when necessary, including jet motor pumps of the borewells.
  - g. Replacement of rope seals in the pumps as and when necessary.
  - h. Removal of blocks in the rain water lines.
  - i. The external plumbing and sanitary lines shall be kept serviceable and any unwanted growth of plants etc. should be cleared and the plants killed using acid.
- 9) For works requiring earth cutting, floor or wall cutting / chasing including laying of new pipelines, soil / waste and sewer lines, replacement of IWCs etc., the contractor should furnish abstract estimate towards materials & labour, for Banks approval, at the earliest. Competitive sealed tenders will be called for from various contractors and the work will be awarded to the lowest quoting contractor. The Annual Maintenance Contract - contractor can also submit their quotation in sealed cover. If the AMC contractor fails to bring the complaint to the knowledge of Officer-in charge and submit the Estimate, penalty will be imposed depends of the seriousness of the work.
5. In case of urgent works, the works will be executed through the AMC contractor and Payment will be made as per the market rate.
6. The AMC contractor should arrange to keep the sumps and overhead tanks generally neat and clean for hygienic distribution of water.
7. The water received and collected inside the sumps shall be disinfected with bleaching powder @ 5gms per 1000 litres with 30 minutes contact period, daily. Only then the water shall be pumped to the overhead tanks. Cost of bleaching powder will not be reimbursed by the Bank.
8. If required, the Bank may advise higher / lesser dosage of bleaching powder which the contractor has to oblige and carry out.

#### RECORD MAINTENANCE:

The contractor shall maintain the following essential registers, as directed by the Bank, in addition to any other data regarding plumbing / sanitary / water supply that may be required to be registered, as advised by the Bank from time to time.

1. Record of all plumbing and sanitary complaints received and attended.
2. Record of the number of lorry loads of water received daily, if any.
3. Record of the quantity of water received through metro water pipelines.
4. Record of the inventory of the plumbing & sanitary appurtenances / fittings / specials held by the Bank.
5. Record of all routine / preventive maintenance works viz., cleaning of sumps, sewer chambers etc.

These records shall be appraised to the Secretary of the Association / department periodically, as desired by the Bank.

#### PREVENTIVE MAINTENANCE:

1. All associated sanitary fittings viz., IWCs, EWCs, Wash basins etc. along with floor tiles of the toilets shall be cleaned with acid as per standard practice whenever a block in the connected waste / soil lines are attended, in a particular toilet.
2. The contractor should ensure that other infrastructure / CP fittings do not get damaged due to acid exposure. In case of damage the contractor shall arrange to replace the damaged items at his cost.
3. All service ducts shall be kept clean and serviceable, during the currency of the contract.
4. All the sewer chambers inside the premises shall be de-silted and cleaned once in a month during holidays, after informing the Association / Bank. The silt / other waste thus removed from the chambers should be carted out of the premises, immediately.
5. All overhead tanks and underground sumps shall be regularly inspected and their condition reported to the Association / Bank. The contractor shall arrange to clean the tanks and sumps on a time bound program **once in every month (For MD's bungalow & ED's bungalow Block 117 & 118)** and **once in two months (For other blocks at Chidambaram Gardens)** with suitable cleaning / bleaching agents, brush etc. However, in case of necessity when a tank or sump has to be cleaned due to bad quality of water supplied or due to presence of foreign matter / dead bird or rat observed inside, the contractor shall arrange to clean the tank / sump immediately after removing the entire contaminated water and disposing it safely, at contractors cost and means, as directed by the Association / Bank.

**Details of Tank and sumps:****MD' Bungalow:**

Sump - 2 nos (12000 litres & 15,000 litres capacity)  
Tank - 2 nos (2000 litres & 3000 litres capacity)

**Chidambaram Gardens:****ED's Bungalow (117)**

Sump - 2 nos (Main sump-50000 litres & and small sump – 24000 litres)  
Tank - 1 no (2000 litres)

**ED's Bungalow (118)**

Sump - 2 nos (Main sump-50000 litres& and small sump – 24000 litres)  
Tank - 1 no (2000 litres)

**Other Executive Blocks****Block 114**

Sump - 1 no (5000 litres)  
Tank - 1 no (5000 litres)

**Block 115**

Sump - 1 no (15000 litres)  
Tank - 2 nos (2000 litres/each)

**Block 115 A & B**

Sump - 1 no (50000 litres)  
Tank - 6 nos (2000litre/each)

**Block 116**

Sump - 1 no(15000 litres)  
Tank - 3 nos(2000 litres/each)

6. The storm water drains shall be cleaned and de-silted once in a year, before the monsoons or as advised by the Association / Bank, after removing the existing cover slabs and putting back in position after cleaning. The silt and other debris removed from the drains shall be carted out of the Chidambaram Gardens Quarters / Overseas House premises, immediately.
7. The terrace area shall be kept clean, free of any dirt / debris etc., so that the storm water drains are free to drain water. The terrace area of all the buildings within the premises shall be cleaned once in a month and the rubbish carted out of the Chidambaram Gardens Quarters / Overseas House premises.



**OVERSEAS MARVEL APARTMENTS,**

*#32, Thiruvengadam Street, Raja Annamalaipuram, Chennai-600 028*

**OVERSEAS BRINDAVAN APARTMENTS,**

*#12, II Crescent Park Road, Gandhi Nagar, IV Main Road, Adyar/, Chennai-600020*

**OVERSEAS BESANT APARTMENTS,**

*#33/1, Astalakshmi Koil Street, Besant Nagar, Chennai - 600090 and*

**B-17, SAF GAMES VILLAGE APARTMENTS,**

*Koyembedu. Chennai - 600040*

**OVERSEAS PARK BUILDING**

*T.Nagar. Chennai - 600017*

**DAY TO DAY MAINTENANCE:**

1. Daily pump operation to fill up the overhead tanks to ensure water supply to the **Overseas Marvel Apartments and Overseas Park Building**, round the clock. Day to day pump operation works at Overseas Brindavan Apartments, Overseas Besant Apartments and SAF Games Village, however are **NOT** in the scope of this tender.
2. The plumbers shall be stationed at Overseas Marvel Apartments, Raja Annamalaipuram Premises. However, the shift plumbers shall visit the Overseas Brindavan Apartments, Overseas Besant Apartments, SAF Games Village and Overseas Park Building to attend to any complaints that are recorded there.
3. Water supply is generally sourced from CMWSSB supply. If CMWSSB water supply fails, the contractor shall arrange to supply water from external sources. The contractor shall arrange to purchase water from Bank's approved panel tanker lorries/external sources viz., through tanker lorries and arrange to deliver the same inside the sumps at Overseas Marvel Apartments, Raja Annamalaipuram and Overseas Park Building, T.Nagar.
4. Attending to all minor / emergency repair works that affect the plumbing / sanitary system at the three premises, including;
  - a. Arresting any break down / leakage in any plumbing / sanitary system by controlling the valve or otherwise as deemed necessary at site.
  - b. Removal of any block in any water line / plumbing system within the premises.
  - c. Any issues in metro water supply, Removal of any block in any waste or soil line / sanitary system within the premises including blocks in the external sewer lines from our premises should be taken care by the Contractor. If the block in the sewer lines could not be removed by the contractor by normal means in general practice and incase any issues in supply of metro water, the contractor to complain to the local CMWSSB office, liaise with them and arrange for un-interrupted supply of water and in clearance of block through them or through any scavengers, at the contractors cost and means.
  - d. In case of Overseas Brindavan Apartments, Overseas Besant Apartments and SAF Games Village cleaning of tanks, blockage in external sewer lines shall be carried

out as directed by the respective Associations, the cost of which will be borne by Bank/the respective Associations as per the market rate and certified by Officer-incharge.

- e. Replacement of plumbing and sanitary fittings / appurtenances viz., washers, spindles, water connections, waste couplings, PVC waste pipes, taps, pillar cocks, angle cocks, stop cocks, gate valves, check valves, elbows, unions, couplings, bends, pipe nipples, EWCs, wash basins, flush tanks, clamps etc. The labour charges for the above works will not be charged extra. The materials for use will however be supplied by the Bank if spares are available with the Bank. In case if the spares are not available with the Bank, then the contractor to arrange to procure approved materials from the market and use it for the work and Bank would reimburse the actual cost of such materials.
  - f. Removal of air lock in pumps as and when necessary.
  - g. Replacement of rope seals in the pumps as and when necessary.
  - h. Removal of blocks in the rain water lines.
  - i. Fixing/ re-fixing the geyser provided by Bank along with replacement of necessary fitting.
  - j. The external plumbing and sanitary lines shall be kept serviceable and any unwanted growth of plants etc. should be cleared and the plants killed using acid.
  - k. Fixing/Re-fixing geyser provided by the Bank.
5. For works requiring earth cutting, floor or wall cutting / chasing including laying of new pipelines, soil / waste and sewer lines, replacement of IWCs etc., the contractor should furnish abstract estimate towards materials & labour, for Banks approval, at the earliest. Competitive sealed tenders will be called for from various contractors and the work will be awarded to the lowest quoting contractor. The Annual Maintenance Contract - contractor can also submit their quotation in sealed cover. If the AMC contractor fails to bring the complaint to the knowledge of Officer-in charge and submit the Estimate, penalty will be imposed depends of the seriousness of the work.
6. In case of an emergency, the work shall be carried out immediately, as directed by the Association, after informing of the situation to the Association / Bank. Payment will be made as per the market rate.
7. The AMC contractor should arrange to keep the sumps and overhead tanks generally neat and clean for hygienic distribution of water.
8. The water received and collected inside the sumps shall be disinfected with bleaching powder @ 5gms per 1000 litres with 30 minutes contact period, daily. Only then the water shall be pumped to the overhead tanks. Cost of bleaching powder will not be reimbursed by the Bank.
9. If required, the Bank may advise higher / lesser dosage of bleaching powder which the

contractor has to oblige and carry out.

*NOTE: Item nos. 6, 7 and 8 are applicable for Overseas Marvel Apartments, Raja Annamalaipuram and Overseas Park Building, T.Nagar.*

Incase required for other Quarters, the Contactor should be ready to carry out the work as per the rate approved by the Bank.

#### RECORD MAINTENANCE:

The contractor shall maintain the following essential registers, as directed by the Bank, in addition to any other data regarding plumbing / sanitary / water supply that may be required to be registered, as advised by the Bank from time to time.

1. Record of all plumbing and sanitary complaints received and attended.
2. Record of the number of lorry loads of water received daily, if any.
3. Record of the quantity of water received through metro water pipelines.
4. Record of the inventory of the plumbing & sanitary appurtenances / fittings / specials held by the Bank.
5. Record of all routine / preventive maintenance works viz., cleaning of sumps, sewer chambers etc.

These records shall be appraised to the Secretary of the Association / department periodically, as desired by the Bank.

*NOTE: Item nos. 2 and 3 are applicable only for Overseas Marvel Apartments, Raja Annamalaipuram and Overseas Park Building, T.Nagar.*

#### PREVENTIVE MAINTENANCE:

1. All associated sanitary fittings viz., IWCs, EWCs, Wash basins etc. along with floor tiles of the toilets shall be cleaned with acid as per standard practice whenever a block in the connected waste / soil lines are attended, in a particular toilet.
2. The contractor should ensure that other infrastructure / CP fittings do not get damaged due to acid exposure. In case of damage the contractor shall arrange to replace the damaged items at his cost.
3. All service ducts shall be kept clean and serviceable, during the currency of the contract.
4. All the sewer chambers inside the premises shall be de-silted and cleaned once in a month during holidays, after informing the Association / Bank. The silt / other waste thus removed from the chambers should be carted out of the premises, immediately.
5. All overhead tanks and underground sumps shall be regularly inspected and their condition reported to the Association / Bank. The contractor shall arrange to clean the tanks and sumps on a time bound program once in two months with suitable



cleaning / bleaching agents, brush etc.

However, in case of necessity when a tank or sump has to be cleaned due to bad quality of water supplied or due to presence of foreign matter / dead bird or rat observed inside, the contractor shall arrange to clean the tank / sump immediately after removing the entire contaminated water and disposing it safely, at contractors cost and means, as directed by the Association / Bank.

6. The storm water drains shall be cleaned and de-silted once in a year, before the monsoons or as advised by the Association / Bank, after removing the existing cover slabs and putting back in position after cleaning. The silt and other debris removed from the drains shall be carted out of the Overseas Marvel Apartments, Raja Annamalaipuram premises, immediately.
7. The terrace area shall be kept clean, free of any dirt / debris etc., so that the storm water drains are free to drain water. The terrace area of all the buildings within the premises shall be cleaned once in a month and the rubbish carted out of the Overseas Marvel Apartments, Raja Annamalaipuram & overseas Park, T Nagar premises.

*NOTE: Item nos. 4, 5, 6 and 7 are applicable for Overseas Marvel Apartments, Raja Annamalaipuram and Overseas Park Building, T.Nagar.*

Incase required for other Quarters, the Contactor should be ready to carry out the work as per the rate approved by the Bank.



## APPLICATION FORMAT

1	Name of the Bidder / Firm / Company	
2	Registered Address:  Address for Communication:	
3	<b><u>Contact Information</u></b> Name of contract person(s)  Office Phone Number:  Mobile Number:  Fax: E-Mail:	
4	Status of the Firm: <i>(Please tick appropriate box)</i>	<input type="checkbox"/> A Company <input type="checkbox"/> A LLP <input type="checkbox"/> A firm in Partnership <input type="checkbox"/> A Proprietary Firm <input type="checkbox"/> An Individual
5	Name of the Proprietor / Partners / Directors with professional qualifications (if any):   Category: MSME/MSE/Udyog Aadhar General or SC/ST or OBC (reqd. as per Ministry norms)	



	through and understood the prequalification and other tender criteria mentioned in the tender.	YES <input type="checkbox"/> NO <input type="checkbox"/>
12	Confirm that you have enclosed the Integrity Pact, duly signed in all pages. (Enclose Proforma 3)	YES <input type="checkbox"/> NO <input type="checkbox"/>
13	Confirm that you have quoted as per the Central minimum wage act?	Supervisor: Rs. 733/- Plumber : Rs.666/- Helper : Rs.603/- YES <input type="checkbox"/> NO <input type="checkbox"/>
14	Name & Address of Bankers A/c details	
15	Details of Application Fee (in case of downloaded applications)	DD No.: _____ Date: _____ Issuing Bank / Branch: _____

### DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / Annexures.
3. I / We agree that the decision of Indian Overseas Bank in selection of contractors will be final and binding to me / us.
4. I / We have read the instructions and I / we understand that if any false information is detected at a later date the contract shall be cancelled at the discretion of the Bank.

Place :  
Date :

SIGNATURE OF THE BIDDER  
NAME & DESIGNATION  
SEAL OF ORGANISATION

**Note: Where copies are to be furnished, they have to be self-attested.**

**Proforma – 2a:****WORK EXPERIENCE- 1***(Qualifying for Shortlisting)*

Bank Reserves the right to verify the details furnished by the Applicant, with the Agency which awarded the contract, if it desires. Each work experience should be accompanied by the copy of its award letter, **work completion certificate** and performance certificate.

1	Details of the Organisation / Company Which Awarded the Contract Work.	
A	Name of the Organisation:	
b	Address of the Organisation:	
c	Name of Contact Person(s):	
d	Contact Number(s):	
2	Name of Contract and location of Work:	
3	Period of Contract:	
4	Nature of Contract Work in Brief:	
5	Actual Value of the Contract Work:	

6	Stipulated Period for Completion:	
7	Actual Period when Completed:	
8	Whether Work Left Incomplete or Terminated? (Details to be provided, if found later will be blacklisted)	<input type="checkbox"/> NO <input type="checkbox"/> YES (If YES, please furnish details / reasons below)
9	Any other Details You Wish to Furnish:	

SIGNATURE OF BIDDER WITH SEAL

**Proforma – 2b:**

**WORK EXPERIENCE- 2**

*(Qualifying for Shortlisting)*

Bank Reserves the right to verify the details furnished by the Applicant, with the Agency which awarded the contract, if it desires. Each work experience should be accompanied by the copy of its award letter, **work completion certificate** and performance certificate.

1	Details of the Organisation / Company Which Awarded the Contract Work.	
A	Name of the Organisation:	
b	Address of the Organisation:	
c	Name of Contact Person(s):	
d	Contact Number(s):	
2	Name of Contract and location of Work:	
3	Period of Contract:	
4	Nature of Contract Work in Brief:	
5	Actual Value of the Contract Work:	

6	Stipulated Period for Completion:	
7	Actual Period when Completed:	
8	Whether Work Left Incomplete or Terminated? (Details to be provided, if found later will be blacklisted)	<input type="checkbox"/> NO <input type="checkbox"/> YES (If YES, please furnish details / reasons below)
9	Any other Details You Wish to Furnish:	

SIGNATURE OF BIDDER WITH SEAL



**Proforma – 2c:**

**WORK EXPERIENCE- 3**

*(Qualifying for Shortlisting)*

Bank Reserves the right to verify the details furnished by the Applicant, with the Agency which awarded the contract, if it desires. Each work experience should be accompanied by the copy of its award letter, **work completion certificate** and performance certificate.

1	Details of the Organisation / Company Which Awarded the Contract Work.	
A	Name of the Organisation:	
b	Address of the Organisation:	
c	Name of Contact Person(s):	
d	Contact Number(s):	
2	Name of Contract and location of Work:	
3	Period of Contract:	
4	Nature of Contract Work in Brief:	
5	Actual Value of the Contract Work:	

6	Stipulated Period for Completion:	
7	Actual Period when Completed:	
8	Whether Work Left Incomplete or Terminated? (Details to be provided, if found later will be blacklisted)	<input type="checkbox"/> NO <input type="checkbox"/> YES (If YES, please furnish details / reasons below)
9	Any other Details You Wish to Furnish:	

SIGNATURE OF BIDDER WITH SEAL

**Proforma – 3:**

**(To be executed in a non-judicial stamp paper of Rs.100/=)**

**PRE CONTRACT INTEGRITY PACT**

**Preamble**

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on this the \_\_\_\_\_ day of \_\_\_\_\_ (month) 2019, between, on one hand, Indian Overseas Bank acting through Shri \_\_\_\_\_, Designation of the \_\_\_\_\_ officer of Indian Overseas Bank, a nationalized Bank and an undertaking of the Government of India constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 hereinafter called the “BUYER”, which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the First Part and M/s \_\_\_\_\_, a Company incorporated under the Companies Act, or a Partnership Firm registered under the Indian Partnership Act, 1932 or the Limited Liability Partnership Act, 2008 represented by Shri. \_\_\_\_\_ Chief Executive Officer/ all the Partners including the Managing Partner (hereinafter called the “BIDDER/Seller” which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the BUYER proposes to procure (Name of the Stores/Equipment / Item / Services) and the BIDDER/Seller is desirous of offering / has offered the stores/Equipment / Item / Services and

WHEREAS the BIDDER is a private company/public company / Government undertaking / partnership / LLP / registered export agency and is the original manufacturer / Integrator / authorized / Government sponsored export entity of the stores / equipment / item or Service Provider in respect of services constituted in accordance with the relevant law in the matter end

the buyer is a Nationalized Bank and a Government Undertaking as such.

WHEREAS the BUYER has floated a tender (Tender No.: ) hereinafter referred to as “Tender / RFP” and intends to award, under laid down organizational procedures, contract/s purchase order / work order for (name of contract/order) or items covered under the tender hereinafter referred to as the “Contract”.

AND WHEREAS the BUYER values full compliance with all relevant laws of the land, rules, bye-laws, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS, in order to achieve these goals, the BUYER has appointed Independent External Monitors (IEM), to monitor the tender process and the –execution of the Contract for compliance with the Principles as laid down in this Agreement.

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Pact or “Pact”, the terms and conditions of which shall also be read as Integral part and parcel of the Tender documents and Contract between the parties.

NOW, THEREFORE in, consideration of mutual covenants contained in this Pact, to avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings, the parties hereby agree as follows and this Pact witnesseth as under:

The contract is to be entered into with a view to:-

Enabling the BUYER to procure the desired said stores/equipment/item/Services at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement and

Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any and all forms, by its officials by following transparent procedures.

The parties hereby agree hereto to enter into this Integrity Pact and agree as follows:

#### **Article 1: Commitments of the BUYER**

- 1.1 The BUYER undertakes that no official I/ employee of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party whether or not related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.
- 1.2 The BUYER will, during the pre-contract stage, treat all BIDDERS alike, and will provide to all BIDDERS the same- information and will not provide any such information to any particular BIDDER which could afford an undue and unfair advantage to that particular BIDDER in comparison to other BIDDERS. The BUYER will ensure to provide level playing field to all BIDDERS alike.

- 1.3 All the officials of the BUYER will report to the appropriate Government office any attempted breach (es) or breaches per se of the above commitments as well as any substantial suspicion of such a breach.
- 1.4 In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER, the proceedings under the contract would not be stalled.

## **Article 2: Commitments of BIDDERS**

2. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-

- a. The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement of any kind to any official(s)/employee/persons related to such Official(s) / employees of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- b. The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement of any kind to any official of the BUYER or otherwise in procuring the Contract or forbearing 'to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Bank for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the Bank.
- c. The BIDDER shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.
- d. The BIDDER shall disclose the payments to be made by them- to agents/brokers or any other intermediary, in connection with this bid/contract.
- e. The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer / Integrator / authorized / government sponsored export entity of the stores/equipment/item/Services and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to award the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.
- f. The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers, or any other

intermediaries in connection with the contract and the details of services agreed upon for such payments.

- g. The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- h. The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- i. The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care to avoid unauthorized disclosure of such information.
- j. The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- k. The BIDDER undertakes not to instigate directly or indirectly any third person to commit any of the actions mentioned above.
- l. If the BIDDER or any employee of the BIDDER or any person acting on behalf of the-BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender. The term 'relative' for this purpose would be as defined in Section 6 of the Companies Act 1956 and as may be prescribed under the Companies Act 2013 and the relevant Rules.
- m. The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER.

### **Article 3 – Equal Treatment of all Bidders/Contractors/Subcontractors**

- 3. Bidder(s) /Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the Principles laid down in this agreement/Pact by any of its Sub-contractors/sub-vendors.

3.1 The BUYER will enter into Pacts on identical terms as this one with all Bidders and Contractors.

3.2 The BUYER will disqualify those Bidders from the Tender process, who do not submit, the duly signed Pact, between the BUYER and the bidder, along with the Tender or violate its provisions at any stage of the Tender process.

### **Article 4: Previous Transgression**

4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other Company/ PSU/ Nationalized Bank in any country in respect of any corrupt practices envisaged hereunder or with any Nationalized Bank/ Public Sector Enterprise in India or any "Government Department in India that could justify BIDDER's exclusion from the tender process.

4.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER is liable to be

disqualified from the tender process or the contract, if already awarded, is liable to be terminated for such reason.

4.3 The imposition and duration of the exclusion of the BIDDER will be determined by the BUYER based on the severity of transgression.

4.4 The Bidder/Contractor acknowledges and undertakes to respect and uphold the BUYER's absolute right to resort to and impose such exclusion.

4.5 Apart from the above, the BUYER may take action for banning of business dealings/holiday listing of the Bidder/Contractor as deemed fit by the BUYER.

4.6 If the Bidder/Contractor can prove that he has resorted/recouped the damage caused by him and has implemented a suitable corruption prevention system, the BUYER may, at its own discretion, as per laid down organizational procedures, revoke the exclusion prematurely.

#### **Article 5: Criminal Liability**

If the BUYER acquires knowledge of conduct of a Bidder/Contractor, or of an employee or a representative or an associate of a Bidder/Contractor which constitutes corruption within the meaning of Prevention of Corruption Act, or if the BUYER has substantive suspicion in this regard, the BUYER will inform the same to the Chief Vigilance Officer.

#### **Article 6: Earnest Money (Security Deposit)**

6.1 While submitting commercial bid, the BIDDER shall deposit an amount of Rs...../=. (Rupees ..... Only) as Earnest Money/security deposit. With the BUYER through any of the following instruments:

- i. Bank Draft or a Pay Order in favour of Indian Overseas Bank;
- ii. A confirmed guarantee by an Indian Nationalized Bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reason whatsoever. The demand for payment by the BUYER shall be treated as conclusive proof for payment.
- iii. Any other mode or through any other instrument [to be specified in the RFP].

6.2 The Earnest Money/Security Deposit shall be valid upto a period of two years or the complete conclusion of the contractual obligations for the complete satisfaction of both the BIDDER and the BUYER, ~~including warranty period~~, whichever is later.

6.3 In case of the successful BIDDER, a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

6.4 No interest shall be payable by the BUYER to the BIDDER on Earnest Money/Security Deposit for the period of its currency.



## Article 7: Sanction for Violations

7.1 Any breach of the aforesaid provisions by the BIDDER or anyone employed by it or acting on its behalf [whether with or without the knowledge of the BIDDER] shall entitle the BUYER to take all or anyone of the following actions, wherever required;-

- i. To immediately call off the pre-contract negotiations/ proceedings with such Bidder without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER[s] would continue.
- ii. The Earnest Money Deposit [in pre-contract stage] and/or Security Deposit/Performance Bond [after the contract is signed] shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason there for.
- iii. To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
- iv. To recover all sums already paid by the BUYER, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Base Rate of the Nationalized Banks, while in case of a BIDDER from a country other than India with interest at 2% higher than LIBOR. If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
- v. To encash the advance bank guarantee and performance guarantee/ bond/ warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER along with interest.
- vi. To cancel all or any other Contracts with the BIDDER, the BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money[s] due to the BIDDER.
- vii. To debar the BIDDER from participating in future bidding processes of the Bank for a minimum period of five years, which may be further extended at the discretion of the BUYER.
- viii. To recover all sums paid in violation of this Pact by BIDDER[s] to any middleman or agent or broker with a view to securing the contract.
- ix. In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.
- x. Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

7.2 The BUYER will be entitled to take all or any of the actions mentioned at paragraph 7.1[i] to [x] of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf [whether with or without knowledge of the BIDDER], of an offence as defined in Chapter IX of Indian Penal Code, 1860 or Prevention of Corruption Act, 1988 as amended from time to time or any other statute enacted for prevention of corruption.

7.3 The decision of the BUYER to the effect that a breach of the Provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent Monitor[s] appointed for the purposes of this Pact.

## Article 8: Fall Clause

8.1 The BIDDER undertakes that it has not supplied/ is not supplying similar product/ systems or



subsystems at a price lower than that offered in the present bid in respect of any other Tender notified by Ministry/Department of the Government of India or PSU or a Public Sector Bank and if it is found at any stage that similar product/systems or sub systems was supplied by the BIDDER to any other Ministry/Department of Government of India or a PSU or a Public Sector Bank at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

### **Article 9: Independent External Monitors**

9.1 The BUYER has appointed Independent<sup>”</sup> External Monitors [hereinafter referred to as Monitors] for this Pact in consultation with the Central Vigilance Commission. They are,

1. Prof. S. Sadagopan,  
Director, IIT, Bangalore,  
26/C, Electronics City,  
Hosur Road,  
Bangalore 560100  
Email: [s.sadagopan@gmail.com](mailto:s.sadagopan@gmail.com)
2. Shri. Arun Chandra Verma  
Flat No: C-1204, C Tower, Amrapali, Platinum Complex,  
Sector 119, Noida (UP)  
Email: [acverma1@gmail.com](mailto:acverma1@gmail.com)

9.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligation under this Pact.

9.3 The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.

9.4 Both the parties accept that the Monitors have the right to access all the document relating to the project/procurement, including minutes of meetings. The same is applicable to Subcontractors of the Bidder. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s) /Subcontractor(s) with confidentiality.

9.5 As soon as the Monitor notices, or has reason to believe, a violation of this Pac, he will so inform the Authority designated by the BUYER and request the Management to discontinue or take corrective action, or to take other relevant action. The Monitor can in this regard submit non – binding recommendations.

9.6 The BIDDER accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his, project documentation. The same is applicable to Subcontractors also which the BIDDER shall note.

9.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual

relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

9.8 The Monitor will submit a written report to the designated Authority of BUYER within 8 to 10 weeks from the date of reference or intimation to him by the BUYER/BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

9.9 If the Monitor has reported to The designated Authority of BUYER, a substantiated suspicion of an offence under Indian Penal Code/Prevention of Corruption Act as the case may be, and the designated Authority of BUYER has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

9.10 The word ‘**Monitor**’ would include both singular and plural.

#### **Article 10: Facilitation of Investigation**

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

#### **Article 11: Law and Place of Jurisdiction**

This Pact is subject to Indian Laws. The place of performance and jurisdiction is as notified by the BUYER.

#### **Article 12: Other Legal Actions**

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant laws in force relating to any civil or criminal proceedings.

#### **Article 13: Validity**

13.1 The validity of this Integrity Pact shall be from date of its signing and extend up to 5 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

13.2 Should one or several provisions of this Pact turn out to be invalid, the remainder of this Pact shall remain valid. In such case, the parties will strive to come to an agreement to their original intentions.

#### **Article 14: Code of Conduct**

14. Bidders are also advised to have a Code of Conduct clearly rejecting the use of bribes and other unethical behavior and a compliance program for the implementation of the code of conduct throughout the company.

## **Article 15: Examination of Books of Accounts**

In case of any allegation of, violation of any provisions of this Integrity Pact or Payment of commission, the Buyer or its agencies shall be entitled to examine the Books of Accounts of the Bidder and the Bidder shall provide necessary information of the relevant financial documents in English and shall extend all possible help for the purpose of such examination.

## **Article 16: Legal and Prior Rights**

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Pact will have precedence over the Tender/Contract documents with regard to any of the provisions covered under this Pact.

## **Article 17: Other Provisions**

17. This Pact is subject to Indian laws. The place of performance and jurisdiction is the Head Office/Head Quarters of the Division of the BUYER or as otherwise notified by the BUYER, who has floated the Tender.

17.1 Changes and supplements, if any, need to be necessarily made in writing and signed by the duly authorized representatives of the Bidder and the Buyer. It is clarified that there are no parallel/ Side agreements in this regard and that the present Agreement forms the full and complete agreement as regards the subject matter contained herein.

17.2 If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by Board resolution.

17.4 Any dispute or difference arising between the parties with regard to the terms of this Agreement/Pact<sup>7</sup>, any action taken by the BUYER in accordance with this Agreement/Pact or interpretation thereof shall not be subject to arbitration.

The parties hereby sign this Integrity pact at ..... on .....

BUYER

Name of the Officer

Designation

Indian Overseas Bank

BIDDER

CHIEF EXECUTIVE OFFICER

*Signature of the Tenderer*

Witness

1.

2. \_

Witness

1. \_

2. \_



**CHECKLIST**

*(To be filled in by the contractors during submission of tenders)*

	<i>Nature of Work</i>	<i>Yes</i>	<i>No</i>
1	Confirm that you have read and understood all terms and conditions of the Bank, Bill of Quantities, Specifications and agree to execute the work as per Banks terms and conditions.		
2	Confirm that you have quoted your price only in the prescribed Price Bid format provided by the Bank.		
3	Confirm that you have inspected the sites (detailed above) and understood the site conditions.		
<u>Details of EMD:</u>  Name of the Bank :  DD amount :  DD No. & date :			

Acknowledgement by the contractor:

I have gone through and understood all the tender conditions and signed all the pages.

**Name of Contractor :**

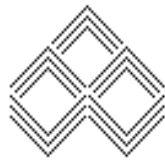
Date:

Signature of the Contractor  
with seal

*Signature of the Tenderer*

**PART**

**B**



**INDIAN OVERSEAS BANK  
GENERAL ADMINISTRATION DEPARTMENT  
CENTRAL OFFICE**

**PLUMBING AND SANITARY SERVICES**

**ANNUAL MAINTENANCE CONTRACT**

**PART B  
(PRICE BID)**

**LAST DATE OF SUBMISSION: 04.11.2019 @ 15.00 HRS**

(Cluster -I)

## ABSTRACT COST - I

S N	Location	Amount quoted Rs.
A	Central Office	
B	MD Bungalow & Chidambaram Gardens	
C	Other Quarters	
	Total (A+B+C)	<b>Rs.</b>  <b>Amount in words</b>

Place:  
Date :

Signature of the authorized signatory  
with company seal

**(Cluster –II)**

## **ABSTRACT COST - II**

<b>S N</b>	<b>Location</b>	<b>Amount quoted Rs.</b>
1	Staff College (D)	
	<b>Total- (D)</b>	<b>Rs.</b>  <b>Amount in words</b>

**Note: L1 for Abstract Cost - I & Abstract Cost - II will be considered Separately**

Place:  
Date :

Signature of the authorized signatory  
with company seal



**Abstract of cost - I**  
(Break Up details)

**A. Central Office**

**Note:** The amount quoted shall be all inclusive but **excluding GST**, for scope of works detailed in **Part-A of this Tender**

<b>S N</b>	<b>Nature of Works</b>	<b>Amount Quoted Per Annum in Rs.</b>
1	Cost of Manpower as per the Central Minimum Wages inclusive of ESI, EPF etc. as detailed in Part-A  Supervisor (1 no) @ Rs.  Plumber (2 nos) @ Rs.	Rs.  Amount in Words:
2	Charges for removal of block anything outside the Premises incl. liasioning with CMSWB as detailed in Part-A	Rs.  Amount in Words:
3	Tank Cleaning materials incl. bleaching powder, solution etc. Tools & tackles, uniform for workers etc. Registers as per the required format of Central Labour Commission etc. as detailed in Part - A.	Rs.  Amount in Words:



**Abstract of cost - I**  
(Break Up details)

**B: MD BUNGALOW & CHIDAMBARAM GARDENS**

**Note:** The amount quoted shall be all inclusive but **excluding GST**, for scope of works detailed in **Part - A Tender**

<b>S N</b>	<b>Nature of Works</b>	<b>Amount Quoted Per Annum in Rs.</b>
1	<b>MD Bungalow &amp; Chidambaram Gardens</b>  Cost of Manpower as per the Central Minimum Wages inclusive of ESI, EPF etc. as detailed in Part-A  Plumber (2 nos) @ Rs.  Helper (1 nos) @ Rs.	Rs.  Amount in Words:
3	Charges for removal of block anything outside the Premises incl. liasioning with CMSWB as detailed in Part-A	Rs.  Amount in Words:
4	Tank Cleaning materials incl. bleaching powder, solution etc. Tools & tackles, uniform for workers etc. Registers as per the required format of Central Labour Commission etc. as detailed in Part - A.	Rs.  Amount in Words:

<b>S N</b>	<b>Nature of Works</b>	<b>Amount Quoted Per Annum in Rs.</b>
5	Contractor's service charges ( % on Total cost of manpower i.e. S.No.1)	Rs.  Amount in Words:
	<b>Total (B)</b>	Rs.  Amount in Words:

Amount in Words: Rupees

Place:  
Date :

Signature of the authorized signatory  
with company seal

**Abstract of cost - I**  
(Break Up details)

**C: OTHER QUARTERS**

**Note:** The amount quoted shall be all inclusive but **excluding GST**, for scope of works detailed in **Part - A Tender**

<b>S N</b>	<b>Nature of Works</b>	<b>Amount Quoted Per Annum</b>
1	<p><b>Other Quarters</b> Overseas Marvel apartments, Overseas Brindavan apartments, Overseas Besant apartments, B-17, SAF Games village apartments, Overseas Park Building, (address detailed in Part-A)</p> <p>Cost of Manpower as per the Central Minimum Wages inclusive of ESI, EPF etc. as detailed in Part-A</p> <p>Plumber (2 no) Helper (1 no)</p>	<p>Rs.</p> <p>Amount in Words:</p>
2	<p>Tank Cleaning materials incl. bleaching powder, solution etc. Tools &amp; tackles, uniform for workers etc. Registers as per the required format of Central Labour Commission etc. as detailed in Part - A.</p>	<p>Rs.</p> <p>Amount in Words:</p>



**Abstract of cost - II**  
(Break Up details)

**D. STAFF COLLEGE**

**Note:** The amount quoted shall be all inclusive but **excluding GST**, for scope of works detailed in **Part-A of this Tender**

<b>S N</b>	<b>Nature of Works</b>	<b>Amount Quoted Per Annum in Rs.</b>
1	<b>Staff College</b>  Cost of Manpower as per the Central Minimum Wages inclusive of ESI, EPF etc. as detailed in Part-A tender  Plumber (2 nos) @ Rs.  Helper (1 no) @ Rs.	Rs.  Amount in Words:
2	<b>Sewage Treatment Works:</b>  To carry out the preventive maintenance works as described in Point No. 8 in Part A.  Cost per Occasion: Rs _____ (B)  For TWO Occasions per year:  (B) X 2 = Rs. _____	Rs.  Amount in Words:

<b>S N</b>	<b>Nature of Works</b>	<b>Amount Quoted Per Annum in Rs.</b>
3	Charges for removal of block anything outside the Premises incl. liasioning with CMSWB as detailed in Part-A	Rs.  Amount in Words:
4	Tank Cleaning materials incl. bleaching powder, solution etc. Tools & tackles, uniform for workers etc. Registers as per the required format of Central Labour Commission etc. as detailed in Part - A.	Rs.  Amount in Words:
5	Contractor's service charges (% on Total cost of manpower i.e. S.No.1)	Rs.  Amount in Words:
	<b>Total (D)</b>	Rs.  Amount in Words:

Amount in Words: Rupees

Place :  
Date :

Signature of the authorized signatory  
with company seal