

REQUEST FOR PROPOSAL (RFP)

FOR

SELECTION OF VENDOR

FOR

**Supply & Installation of Air-Conditioning Machines At Different Locations Of
The West Bengal State Co-operative Bank Ltd**

THE WEST BENGAL STATE CO-OPERATIVE BANK LTD.

HEAD OFFICE ADDRESS: 24A, WATERLOO STREET, KOLKATA - 700069

RFP Reference: WBSCB/E-TENDER/AC Machine/1.1

Date: 16/08/2025 (Saturday)

Last Date for Submission: 25/08/2025

Before: 03:30 P.M.

Request for proposal (RFP) for selection of vendor for supply and installation of Air-Conditioning Machines at different locations of The West Bengal State Co-operative Bank Ltd.

Dated: 16/08/2025

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Request for proposal (RFP) for selection of vendor for supply and installation of Air-Conditioning Machines at different locations of The West Bengal State Co-operative Bank Ltd.

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Important Dates and Schedule of Activities:

| Sr. No. | Particulars | Details |
|---------|---|---|
| 1 | Project Name | Supply, installation, Testing and Commissioning of Air-conditioning Machines at different location of The West Bengal State Co-operative Bank Ltd. |
| 2 | Project location | Please refer Annexure-F |
| 3 | RFP Inviting Bank | The West Bengal State Cooperative Bank Ltd. (WBSCB) |
| 4 | RFP Reference No. | WBSCB/E-TENDER/AC Machine/1.1 dated 16/08/2025 |
| 5 | Availability of RFP Documents | To be downloaded from WBSCB Website ' www.wbstcb.com ' and/or www.wbtenders.gov.in |
| 6 | RFP Cost | Cash or online payment of Rs.1,180/- (Rupees One Thousand One Hundred Eighty only) including GST to be deposited with Account No 201001200387 maintained by The West Bengal State Cooperative Bank Limited with IndusInd Bank, IFSC No-INDB00000052. |
| 7 | Date of Issuance of RFP | 16/08/2025 at 11:00 A.M. |
| 8 | Last Date and Time for Submission of Pre-Bid Queries | 20/08/2025 by 02:30 P.M. |
| 9 | Last Date and Time for Bid submission (on or before) | 25/08/2025 by 03:30 P.M. |
| 10 | Mode of Submission of RFP | To be uploaded on website |
| 11 | Website for Uploading Proposals (Both Technical & Commercial) | www.wbtenders.gov.in |
| 11 | Date and Time of Opening of Technical Proposals | 27/08/2025 by 03:30 P.M. |
| 12 | Date and Time of Opening of Commercial Proposals | Bank shall advise the technically qualified bidders indicating the date, time & place for opening of the commercial bids later. |
| 13 | Bid validity period | 120 days from the last date and time of Submission. |
| 14 | Currency | Currency in which the Bidders may quote the price and will receive payment is INR only. |
| 15 | Language of Bid Submission | Proposals should be submitted in English only. |
| 16 | Contact persons and email id | Sri Partha Mitra. (General Manager-HRMD), The West Bengal State Co-operative Bank Ltd., 24-A, Waterloo Street, Kolkata-700069. E-mail: partha.mitra@wbstcb.com |
| 17 | Communication Address | All communications, including proposal documents should be addressed to: The Managing Director, The West Bengal State Co-operative Bank, 24A, Waterloo Street, Kolkata - 700069 |
| 18 | Newspaper publication | Aajkaal, Business Standard dated 16/08/2025 |

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[Note: Bidders are required to strictly submit their bids, both technical and eligibility criteria as well as commercial, in electronic form using the e-procurement system at **www.wbtenders.gov.in**. Bids received after closing of the bid in the e-procurement system are summarily rejected without sighting any reason].

All the technical supporting documents should be submitted electronically uploading in the website mentioned above on or before the final date & time of bid submission. The Bank reserves the right to call for any document for fair evaluation of the technical bids and the bidders shall have to comply, failing which the bid may not be evaluated.

DEADLINE FOR SUBMISSION OF BID: Bids must be submitted not later than the specified date and time mentioned in the Bid Document. If the specified date of submission of bids being declared a holiday for the Bank, the bids will be received up to the specified time in the next working day. The Bank may, at its discretion, extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of the Bank and bidders, previously subject to the deadline, will thereafter be subject to the deadline extended.

The above dates are tentative and subject to change without any prior notice or intimation. Bidders should check website **www.wbstcb.com** under 'Tenders and Quotations' Section for any changes / addendums to the above schedule and/or any other changes to this RFP. Bank would not be responsible for any delayed/lack of update directly to the bidder. Bidders to confirm with Bank the time and venue 1 (one) day prior to any of the above event.

Eligibility cum Technical bids will be opened in the presence of the bidder's representatives who choose to attend the opening of eligibility cum technical bid. No separate communication shall be sent in this regard. Subsequently, the Bank will evaluate the eligibility cum Technical Bids and the bidders shall be suitably intimated about outcome, after evaluation.

The Bidders may visit the site & acquaint themselves with the site conditions before quoting any rate. The branch/office is a running branch/office and in no case the operation of the branch/office should be stopped for execution of the above contract.

All precautions and safety measures are to be observed while executing the work

Commercial bids will be opened in the presence of the bidder's representatives, desirous to attend and are found qualified upon evaluation of the eligibility and technical bid by Bank.

Important Clarifications:

1. 'The Bank' means The West Bengal State Cooperative Bank Ltd and henceforth be called as 'WBSCB'/'The Bank'/'Bank'.
2. 'Bidder' means the prospective BIDDER who has received RFP document and intends to participate in the bidding process for **Supply, installation, Testing and Commissioning of Air-conditioning Machines at different locations of The West Bengal State Co-operative Bank Ltd** as mentioned in this Document henceforth will be called as "BIDDER".
3. 'Vendor' means the selected bidder of the RFP.
4. 'RFP' or 'Tender' or 'EOI' means the Request for Proposal/Expression of Interest.
5. 'Recipient' or 'Respondent' or 'Bidder' means who responds/submits BID in response to this RFP issued by Bank.
6. Proposal/Bid/Offer means response to RFP document submitted by Recipient to the Bank.

Abbreviations:

| Abbreviation | Expansion |
|--------------|---|
| WBSCB | The West Bengal State Cooperative Bank Ltd. |
| EMD | Earnest Money Deposit / Bid Security / Performance Security Deposit |
| INR | Indian Rupee |

SECTION 1: GENERAL INFORMATION, DISCLAIMER & INSTRUCTIONS FOR BIDDERS.

1. INTRODUCTION OF THE BANK

The West Bengal State Co-operative Bank Limited having its registered office at 24-A, Waterloo Street, Kolkata-700069 is more than a 100 years old Banking Institution working as an Apex Bank of all Co-operative Banks of West Bengal. Serving the needs of peoples from remote areas to State Capital, Bank have 43 branches in South 24 Parganas, North 24 Parganas, Coochbehar Districts and in Kolkata & Siliguri working on the CBS platform.

1.1 Purpose of the Tender: -

E-tenders are invited for selection of vendor for Supply, Installation, Testing and Commissioning (SITC) of Air Conditioning Machines from the OEM or their authorized dealer or re-sellers having worked with Govt organizations/ Schedule Banks including State Co-operative Bank & District Central Co-operative Bank Ltd/other organization of repute in India are eligible for this contract.

E-Tender offers in two bid system from firms who have successfully handled and completed works of similar nature and having their own Offices in major cities of India preferably in Kolkata, for complete project works as well as necessary installation commissioning and testing of the works to be completed as specified in the scope of work as detailed and specification provided in this RFP.

For complete details, formats and terms & conditions of tender please log on to Bank's website: www.wbstcb.com or www.wbtenders.gov.in

1.2. Name of the Work:-

Supply, installation, Testing and Commissioning of Air-conditioning Machines at different locations of The West Bengal State Co-operative Bank Ltd.

1.3. Time of completion: -

10 (Ten) Days from the date of awarding the contract. The time frame is conclusive. No extension will be allowed otherwise the Bank considers that there is valid reason for delay of the work and express its consent in written. Penalty of Rs. 2000.00 (Rs. Two Thousand) only per day will be deducted for the delay beyond time frame of 10 (Ten) days up to maximum penalty equivalent to 3% of the project value. However, the above time frame cannot be stretched beyond 15 days, else the Bank may at their sole discretion cancel the contract and assign the job to L-2 and subsequently L-3 bidder. Works have to be taken up simultaneously in coordination with Project Consultant / Bank Officials.

1.4. EARNEST MONEY DEPOSIT / BID SECURITY/PERFORMANCE SECURITY DEPOSIT/RETENTION MONEY:-

No Earnest Money is required at the time of bidding. However, the bidders have to submit declaration as per **Annexure-C**.

Upon acceptance of the bids, the successful Bidder have to submit **Performance Security Deposit** equivalent to 2% of the value accepted in the form of Bank Draft/Pay Order/Bank Guarantee. More fully, a sum equivalent to 3% of the invoice raised against the completed work shall be retained for a period of one year.

The Performance Security Deposit shall be collected as per Bank standard and has to be deposited within 5 (five) days of issuance of work order. The Performance Security Deposit/Retention Money shall be forfeited in full in case the vendor does not perform as per contract satisfactorily within the stipulated date mentioned in the award letter or cancel the contract. The Performance Security Deposit shall be refunded on demand after the end of defect liability period.

1.5. Cost of Tender Document (Non-refundable)

Rs.1180/- (Rupees One Thousand One Hundred Eighty only) by **Cash or online payment to be deposited with Account No 201001200387 maintained by The West Bengal State Cooperative Bank Limited with IndusInd Bank, IFSC No- INDB00000052.**

1.6. Retention Money

The retention percentage shall be 3% of the gross value of the final bill. This is in addition to the Performance Security Deposit equivalent to 2%.

1.7. Release of Performance Security Deposit/Retention Money: -

The Performance Security Deposit/ Retention Money shall not bear any interest and shall be refunded after the end of defect liability period of one year provided the vendor has satisfactorily carried out all the works and attended to all defects in accordance with the conditions of the contract including site clearance.

1.8. Availability of Tender Document

At Bank's Website: www.wbstcb.com under "Tenders and Quotations" section and/or www.wbtenders.gov.in

1.9. Issue of tender document

16/08/2025 11.00 A.M. onwards

1.10. Pre-Qualification Criteria & Criteria for Short Listing: -

Following will be the minimum pre-qualification criteria. Each eligible Bidder should pass all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

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| SI No | Pre-qualification Criteria | Supporting Compliance Document to be submitted. |
|-------|--|--|
| 1 | The applicant shall be a firm/ company/ partnership/ proprietorship firm/Co-operative Society registered under the Indian Companies Act, 1956/ the partnership Act, 1932/Co-operative Societies Act etc. | Copy of Certificate of incorporation / Partnership Deed etc |
| 2 | Should have a Valid Trade License | Copy of a valid Trade License and authorization letter from the OEM or their distributors |
| 2-A | Bidder should be the OEM or Authorized Dealer or Re-Seller of Air-conditioning Machines, otherwise tender shall be rejected. | |
| 3 | Audited Balance Sheet & Profit and Loss Account for the last 3 financial years i.e 2021-22, 2022-23 and 2023-24. | Copies of the balance sheet and Profit & Loss A/c for the past 3 Financial Year (i.e. 2021-22, 2022-23 and 2023-24), duly audited by chartered accountants. |
| 3-A | The company should have made net profits in each of the last three financial years i.e 2021-22, 2022-23 and 2023-24. | |
| 3-B | The average annual turnover for the bidder (not of group companies) should not be less than INR.10.00 Lakh per year in each year for last 3 financial years i.e 2021-22, 2022-23 and 2023-24. | |
| 4 | Should be a registered company/firm with authentic PAN, GST | a) Copy of PAN, GST allotted by competent authorities. b) Income Tax Return for the financial year 2021-22, 2022-23 and 2023-24. c) GST Annual Return for the financial year 2021-22, 2022-23 and 2023-24. |
| 5 | Credentials of performing similar jobs during last 7 years ending on 31.03.2024 fulfilling any one of the following three criterias (please provide relevant order copies): | a) 03 (three) "similar completed works" costing not less than the amount of Rs. 3.00 Lakhs (Rupees Three Lakhs Only) each OR b) 02 (two) "similar completed works" costing not less than the amount of Rs. 3.00 Lakhs (Rupees Three Lakhs Only) each OR c) 01 (one) "similar completed work" costing not less than the amount of Rs. 5.00 Lakhs (Rupees Five Lakhs Only) |
| 6 | The firm should be in the business of providing similar supply & services for | |

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| | | |
|-----|--|--|
| | at least 7-years as on 31.03.2024 | Supporting documents of work orders. |
| 6-A | The Bidder should have experience of providing similar supply and installation of Air-conditioning Machines at Govt. Departments, Public/ Private Sector Banks, Govt. Corporations, State Co-operative Bank, DCCBs and Private Organization of repute. | |
| 7 | Unconditional Acceptance of the Terms & Conditions of this RFP | Original RFP Documents by signing on each paper with impression of company seal. |
| 8 | Technical Qualification Information Sheet | Please submit the information supported with valid documents as per Annexure-A in letter head pad. |
| 9 | Declaration regarding compliance certificate | Please submit the declaration as per Annexure-B in letter head pad. |
| 10 | Declaration regarding Bid Security/EMD | Please submit the declaration as per Annexure-C in letter head pad. |
| 11 | The firm should not be blacklisted in any of the government institution/Bank/ Office of repute | Please submit the self-declaration as per Annexure-D in letter head pad. |
| 12 | Declaration regarding defect liability/warranty | Please submit the declaration as per Annexure-E in letter head pad. |
| 13 | Final Check list | Please submit the declaration as per Annexure-2 in letter head pad. |
| 14 | Banker's certificate for solvency/credit worthiness | Please Provide Banker's opinion on the conduct of account. |

The short-listing of the applications received and final selection of vendors for supplying equipment to the bank will be done by carrying out evaluation of various parameters/criteria fixed as above by the Committee constituted for the purpose.

Bank reserves the right to select or reject any or all applicants without assigning any reason thereof.

1.11. 1 Time and date of opening Bid

1.11.1 Technical Bid:-At 03.30 P.M. on the scheduled date (Please refer **Important Dates and Schedule of Activities**)

1) The technical bid should be uploaded as per details provided in the RFP document. **BIDDER must ensure that all the documents uploaded / submitted in hard copies are sealed and signed by the authorized signatory.**

2) The printed copy of Technical & Eligibility bid proposal as given in the Annexures should be neatly typed on the letterhead of the BIDDER, duly filled in, signed and complete in all respect including annexures for detailed specifications of equipment etc. as directed.

3) The bids shall inter alia include detailed technical specifications of all the products in brochure or written form. These brochures shall be used for technical evaluation of the bids and in their absence the bids may not be evaluated. **The Bid shall include the details of all the goods and services offered including offer for minimum one-year warranty. The Bidder shall furnish documents to the Bank, where the OEM offers extended warranty on any equipment.**

4) The Technical Bid submitted in response to this RFP Document along with the supporting material, will become the property of the Bank.

Eligibility cum Technical bids will be opened in the presence of the bidder's representatives who choose to attend the opening of eligibility cum technical bid. No separate communication shall be sent in this regard. Subsequently, the Bank will evaluate the eligibility cum Technical Bids and the bidders shall be suitably intimated about outcome, after evaluation.

1.11.2 Commercial Bids: -

After completion of the evaluation for the technical bid submitted, the successful bidders will be communicated through e-mail or through other mode as per choice of the Bank. Commercial bids will be opened in the presence of the bidder's representatives, desirous to attend and are found qualified upon evaluation of the eligibility and technical bid by Bank. The bidders should quote their commercial keeping in mind the followings:

- 1) Bid Rates** as per the format enclosed in **Annexure 1**. The BIDDER shall indicate the Rates, Terms of Reference of which are given in the Technical Specifications.
- 2) The Commercial Bid** must be as per the BoQ provided along with the RFP.
- 3) The taxes (GST)** will be extra as per prevailing rates at the time of billing during the contract.

1.12. Venue of opening of bids

Conference Room, Head Office of THE WEST BENGAL STATE COOP. BANK LTD, 24A WATERLOO STREET, KOLKATA-700069. Change of venue, if any, shall be intimated only through the Tender & Quotation Section in the Bank's website.

1.13. Tender to be addressed and submitted to:

All communications, including proposal documents should be addressed to:

The Managing Director, The West Bengal State Co-operative Bank, 24A, Waterloo Street, Kolkata - 700069.

1.14. Validity of Tender:-

120 (One Hundred Twenty) days from the date of Submission of Tender. However, upon participating, the bidder agrees that the validity period may be extended by the Bank for another 120 days for reason.

1.15. Defect Liability Period

12 (twelve) months from the date of completion. Participation by the vendor to the tender process will tantamount that they unconditionally undertake to replace the items once identified as defective. **In case, where manufacturer provides extended warranty/guarantee for any parts or equipment or as a whole, the bidder shall provide documents of the same before the final payment is made on SITC.**

1.16. Award to selected vendor

The Bank at first instance may award the contract to a L-1 Bidder upon evaluation of technical bid. In the case, L-1 Bidder fails to perform according to the terms of contract; the Bank reserves the right, but not the obligation to offer the L-2 Bidder and subsequently L-3 Bidder to execute the work. The L-2 or L-3 Bidder in that case have to match the L-1 rate to be awarded.

1.17. Dispute Resolution

Bank and the selected empaneled bidder shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with this RFP and subsequent contract. If after 30 days from the commencement of such informal negotiations, Bank and the selected bidder have been unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration.

All questions, disputes or differences arising under and out of or in connection with the contract, shall be settled with reference to the provisions of the West Bengal Co-operative Societies Act-2006 and Rules framed there under. The venue of the arbitration shall be at Kolkata only.

1.18. Other disciplines

- 1.18.1.** GST, Service Tax or any other tax on material or on finished work like Works Contract Tax, Turnover Taxes etc. in respect of this contract shall be payable by the Contractor and the Bank will not entertain any claim whatsoever in this respect.
- 1.18.2.** Delay in submission of any part arising due to postal or any other irregularities at any stage will not be considered. The Bank will not be responsible for any damage in transit in case of postal delivery / delivery through courier service or otherwise.
- 1.18.3.** All tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- 1.18.4.** The acceptance of tender will rest with THE WEST BENGAL STATE COOP. BANK LTD., which does not bind itself to accept the lowest or any tenders and reserves to itself the right to reject any or all the tenders received without assigning any reason/s thereof.
- 1.18.5.** In case the date of opening of tenders is declared as a holiday, the tenders will be opened at the same time on the next working day.

- 1.18.6.** Conditional Tenders will be summarily rejected.
- 1.18.7.** Defects liability period shall be as per memorandum. It must be realized that this period is for exposure of "Latent Defects". The DLP commences from the certificate of virtual completion, issued jointly by the Bank's Premises Department & their Architects.
- 1.18.8.** After opening the technical and commercial bids offer on the standardized conditions as depicted vide the tender document, no correspondence will be entertained.
- 1.18.9.** In regards to Transportation & Lifting Material, please may note that the rates quoted should include cost of transportation, carting, wastages and Lifting for all leads, night works etc.
- 1.18.10.** At the sole discretion of the Bank, the PO / LOA may be issued phase-wise.
- 1.18.11.** Prior to opening of Commercial bid, THE WEST BENGAL STATE COOP. BANK LTD. / Deputed Architect at their discretion may inspect the on -going/completed works of the Contractors as well as obtain confidential report from the concerned employers.
- 1.18.12.** The bid of tenders who do not full fill the above criteria will summarily be rejected.
- 1.18.13.** The Bank also reserves to itself the right of accepting the whole or any part of the tender and the tenderers shall be bound to perform the same at the rates quoted.

1.21 PAYMENT TERMS:

The payment will be made after completion of the awarded work by the Vendor to the satisfaction of the Project Architect/Bank. Additionally, the Performance Security Deposit and 3% of the amount deducted from the interim bill/final bill, if any, to be released after the end of defect liability period on requisition.

Section 2:- OBJECTIVE, SCOPE AND LODGEMENT OF THE RFP AND GENERAL RULES & INSTRUCTIONS FOR THE GUIDANCE OF THE TENDERER.

2. Objective:-The objective of this RFP is to call responses from bidders for Supply, Installation, Testing and Commissioning of Air-conditioning Machines at different locations of The West Bengal State Co-operative Bank Ltd.

2.1 Scope:

This RFP is for Supply, Installation, Testing and Commissioning of Air-conditioning Machines at different locations of The West Bengal State Co-operative Bank Ltd. The BIDDER must support both functional and technical requirements of the bank.

2.1.1 Basic Instructions To The Bidder (At A Glance)

- A.** The BIDDER is expected to have read and examined all the instructions, forms, terms, and specifications in the RFP Document with full understanding of its implications. Failure to furnish all information required in the RFP Document or submission of a bid not substantially responsive to the RFP Document in every respect will be at the Bidder's risk and may result in outright rejection of the bid.
- B.** The BIDDER is advised to strictly adhere to the Annexures provided for that purpose in this document. Any deviation in this matter will lead to disqualification of the RFP.

C. Procedure / Instructions for Submission of Bid

- 1) RFP must be filled in both Technical-cum-Eligibility and Commercial and uploaded in the website mentioned above.
 - a. Technical bid as directed below in Section E and should be uploaded in the website on or before specified date and time. Please note that the rates **should not** be indicated in the Technical bid to avoid rejection. Only commercial bid should indicate rates.
 - b. Commercial bid as directed below in Section F and should be uploaded in the website on or before specified date and time.
- 2) Relevant certificate / documents should be attached.
- 3) Notwithstanding the above, offers made by email, telex, fax, telephone and / or any other mode shall immediately disqualify the BIDDER.

D. Earnest Money Deposit/Performance Security Deposit/Retention Money:

No Earnest Money is required to submit with the Tender. However, the bidders have to submit declaration as per Annexure-C. Upon acceptance of the bids, the successful Bidder must submit **Performance Security Deposit** within 5 days of awarding the contract in favour of **The West Bengal State Cooperative Bank Limited** equivalent to 2% of the value accepted, More fully, a sum equivalent to 3% of the invoice raised against the completed work shall be retained for a period of one year.

- The Performance Security Deposit/Retention Money shall be forfeited if the awarded vendor cancels the contract during the period of bill validity or fails to perform in accordance with the work contract.

E. Technical Bid:

- 1) The technical bid should be uploaded as per details provided in the RFP document. BIDDER must ensure that all the documents uploaded / submitted are sealed and signed by the authorized signatory and properly indexed.
- 2) The printed copy of Technical & Eligibility bid proposal as given in Annexures, neatly typed on the letterhead of the BIDDER, duly filled in, signed and complete in all respect including annexure for detailed specifications of equipment etc. as directed.
- 3) The bids shall inter alia include detailed technical specifications of all the products in brochure or written form for specific items as per the mention in the BOQ details. These brochures shall be used for technical evaluation of the bids and in their absence, the bids may not be evaluated. The Bid shall include the details of all the goods and services and include one-year warranty.
- 4) The Technical Bid submitted in response to this RFP Document along with the supporting material, will become the property of the Bank.

[For further information may please refer CI- 1.10 in Section I]

F. Commercial Bids:

- 1) Bid Rates as per the format enclosed in **Annexure 1**. The BIDDER shall indicate the Rates, Terms of Reference of which are given in the Technical Specifications.
- 2) The Commercial Bid must be as per the BoQ provided along with the RFP.
- 3) The taxes will be extra as per prevailing rates at the time of billing during the contract.

G. Language of Bids:

The Bids prepared by the BIDDER and all correspondence and documents relating to the Bids exchanged by the BIDDER and the Bank, shall be written in the English Language, provided that any printed literature furnished by the BIDDER may be written in another language (Devnagari) so long as it is accompanied by an English version in which case, for purposes of interpretation of the Bid, the English version shall govern.

H. Bid Currency and Related:

- 1) Rates should be quoted in Indian Rupees (INR) only.
- 2) The rates quoted should be excluding taxes. Taxes should be mentioned separately in columned form.

I. Validity:

The Bids shall remain valid for 120 days from the last date of submission. The BIDDER may be required to give consent for the extension of the period of validity of the bid beyond initial 120 days, if so required by the Bank, in writing. Refusal to grant such consent would result in rejection of bid. However, any extension of validity of bids will not entitle the BIDDER to revise/modify the bid. The decision of the Bank in this behalf will be final, conclusive, and binding on the BIDDER.

J. Modifications and Withdrawal

- 1) The bid submitted may be withdrawn or resubmitted before the expiry of the last date of submission by making a request in writing to the Managing Director of the Bank to this effect and after receiving written consent from the Bank.
- 2) No BIDDER shall be allowed to withdraw or modify the bid after the deadline for submission of bids.

K. Documents To Be Submitted Along With The Technical Proposal:

Please refer to clause 1.10 in section-1 of the RFP.

L. RFP Rejection Criteria:

Bid may be rejected for any or all of the following grounds:

- The bidder's details attached to RFP are not found as per eligibility criteria.
- Technical and commercial offers found together.
- Non-indexed documents attached to RFP document.
- RFP submitted with false and wrong information.
- Information requested by bank for this RFP process is not found in Technical and commercial offer.
- Misconduct and influence, if any, to this RFP process by the bidder OR its representative/s will result into rejection of bid document. No further communication will be entertained in this regard.

Section 2.2: LODGEMENT OF RFP

The response to RFP shall contain the following parts:

1. "Eligibility cum Technical Proposal"
2. "Commercial Proposal"

All the required documents are to be submitted / uploaded at once at the time of Bid submission. A submission in a different manner, including a submission through Fax or Email, will not be accepted by the Bank, and will be summarily rejected.

2.2.1 RFP Response guidelines

- a) All responses received after the due date/time would be considered late and are liable to be rejected.
- b) All bid responses should be in English language.
- c) All responses including commercial and technical bids would be deemed to be irrevocable offers/ proposals from the Bidders and may, if accepted by the Bank, form part of the final contract between the Bank and the selected Bidder.
- d) Bidders are requested to attach / upload a letter from an authorized signatory attesting the veracity of information provided in the responses. Unsigned responses would be treated as incomplete and are liable to be rejected.
- e) Any Eligibility cum Technical or Commercial bid submitted cannot be withdrawn / modified after the last date for submission of the bids.
- f) The Bidder may modify or withdraw its offer after submission, provided that, the Bank, prior to the closing date and time, receives a written notice of the modification and revised bid or withdrawal for submission of offers and express its consent in writing. No offer can be modified/ withdrawn by the bidder, after the closing date and time for submission of offers.

g) By submitting a proposal, the Bidder agrees to promptly enter into an agreement (SLA) with Bank for any work awarded to the Bidder. Failure on the part of the selected Bidder to execute a valid agreement with Bank before execution of the work order will relieve Bank of any obligation to the Bidder and the Bank will be at liberty to select another Bidder based on the selection process of Bank.

h) By submitting the bid, the Bidder represents and acknowledges to the Bank that it possesses necessary experience, expertise and ability to undertake and fulfill its obligations, under all phases involved in the performance of the provisions of this RFP. The Bidder represents that all utilities, manpower to be deployed by bidder in response to this RFP shall meet the proposed Service requirements of the Bank and industry standards. If any services, functions or responsibilities not specifically described in this RFP are an inherent, necessary or customary part of the deliverables or services and are required for proper performance or provision of the deliverables or services in accordance with this RFP, they shall be deemed to be included within the scope of the deliverables or services, as if such services, functions or responsibilities were specifically required and described in this RFP and shall be provided by the Bidder at no additional cost to Bank. The Bidder also acknowledges that Bank relies on this statement of fact, therefore neither accepting responsibility for, nor relieving the selected Bidder of responsibility for the performance of all provisions and terms and conditions of this RFP, Bank expects the selected Bidder to fulfill all the terms and conditions of this RFP. The modifications, which are accepted by the Bank in writing, shall form a part of the final contract.

i) All RFP response documents would become the property of the Bank and the Bank also would not return the bid documents to the Bidders.

j) Erasures or Alterations – The offers containing erasures or alterations in the hard copies may not be considered. Unavoidable corrections or alterations, if any, should be authenticated. In case of the corrections/alteration are not properly authenticated, the offer shall be rejected.

k) Requested details must be completely filled up. Correct technical information of the product being offered must be filled in. Filling up of the information using terms such as "OK", "accepted", "noted", "as given in brochure / manual/ annexure" is not acceptable. Bank may treat the offers not adhering to these guidelines as unacceptable. The proposals should be in the template that is recommended and provided in this RFP.

l) Clarification on RFP Document

1. The Bidder shall carefully examine and understand the specifications /conditions of RFP, intent of the RFP and seek clarifications, if required, to ensure that they have understood all requirements/specifications/conditions/intent of RFP.

2. Bidders shall have the opportunity to get their doubts clarified pertaining to the RFP, prior to finalizing their responses. All questions are to be submitted to Sri Partha Mitra. (General Manager-HRMD), The West Bengal State

Request for proposal (RFP) for selection of vendor for supply and installation of Air-Conditioning Machines at different locations of The West Bengal State Co-operative Bank Ltd.

Dated: 16/08/2025

Co-operative Bank Ltd., 24-A, Waterloo Street, Kolkata-700069, E-mail: **partha.mitra@wbstcb.com** not later than the query submission date mentioned in this RFP and as advised by the Bank from time to time.

3. The Bidder in all such cases must seek clarification in writing in the same serial order as that of RFP by mentioning relevant page number and clause number of RFP on or before the timeline prescribed in this RFP under "Important Dates & Schedule of activities".

Respondents are required to direct their communication towards clarification/additional information, errors and omission related to this RFP to:

The Managing Director, The West Bengal State Cooperative Bank Ltd., 24A, Waterloo Street, Kolkata – 700069

m) Validity of Bids

The bids shall remain valid for a period of 120 days from the last date of submission of bids to the Bank and may be extended for another 120 days for reason.

n) Submission of Bids

1. The response should be submitted on or before the last date & time of submission mentioned in "Important Dates and Schedule of Activities". If the last date of submission of RFP response is declared as a holiday for any reason, then the last date for submission of RFP response will fall on the next working day. Documentary proof, wherever required, in terms of the RFP should be enclosed.

2. The Bids / Proposals should be complete in all respects and contain all information asked for in this document. It is mandatory to submit the details in prescribed formats duly filled in, as part of the offer. The Bank, at its discretion, may not evaluate a bid in case of non-submission or partial submission of details. The proposal must be submitted in an organized and structured manner.

3. For participation in the opening of eligibility cum technical and commercial bid, the Bidders' representatives are required to carry authorization letter from their authorized signatories, if the person attending the bid opening process is other than the authorized signatory.

4. The bid should constitute two separate parts. The response should be organized and submitted in the following manner:

Part I – Eligibility cum Technical Bid:

The Eligibility cum technical Bid containing the response to requirements for the services and other applications is to be uploaded in the respective section of the RFP.

Eligibility cum Technical Bid must contain followings (with scanned copies of related documents):

Request for proposal (RFP) for selection of vendor for supply and installation of Air-Conditioning Machines at different locations of The West Bengal State Co-operative Bank Ltd.

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1. Duly filled in Covering letter, eligibility criteria compliance, other information as detailed in Annexure A, including supporting credential/ letters/testimonials from relevant organizations or copies of documentation from clients or purchase order copies certifying compliance. Non-compliance of even one condition mentioned in the eligibility criteria may render the bid ineligible. Hence, Bidder is required to provide proof for each of the points for eligibility evaluation. The proof provided must be in line with the details mentioned in Annexure A. In case any credential detail mentioned in Annexure A is not accompanied by relevant proof documents, the said Bid offer will not be considered for evaluation. There is no restriction on the number of credentials a Bidder can submit.
2. This bid must contain cash or online payment of Rs.1,180,00 (Rupees One Thousand One Hundred Eighty) Only towards application fee/cost of form (non-refundable) to be deposited with Account No 201001200387 maintained by The West Bengal State Cooperative Bank Limited with IndusInd Bank, IFSC No-INDB00000052. Scanned copy of such payment is to be uploaded in the tender wizard website with technical documents.
3. Compliance of RFP terms and conditions –Annexure B
4. Bid Security/EMD Declaration as per Annexure-C.
5. Declaration regarding blacklisting as per Annexure-D.
6. Undertaking regarding one- year warranty as per Annexure-E.
7. Letter with details of authorized signatories/Power of Attorney's in the name of the authorized signatories who can represent the Bidder with regard to the obligations under the RFP or contract.
8. Under no circumstances the actual commercial bid indicating price should be kept in Eligibility cum Technical Bid Covers. The placement of commercial bid in eligibility cum technical bid covers will make the bid liable for rejection.
10. All the technical supporting documents should be submitted electronically uploading in the website mentioned above on or before the final date & time of bid submission.

Part II – Commercial Proposal

The bidder will be required to submit commercial bids as a part of the bid submission as per **Annexure 1**.

Commercial proposal should give all the relevant price information. No information should be kept blank. Offer should be in strict conformity with the format as given in **Annexure- 1**. Please note as under:

1. The best and firm price should only be quoted (as per **Annexure 1**)
2. The prices and other terms offered by the bidder must be firm for an acceptance period of 120 days from the last date for submission of offer document to the Bank or extension thereafter.

Request for proposal (RFP) for selection of vendor for supply and installation of Air-Conditioning Machines at different locations of The West Bengal State Co-operative Bank Ltd.

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3. The price must be quoted per unit basis with applicable taxes extra in the format provided in Commercial Bid.
4. There will be no price escalation during the contract period and any extension thereof. Bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
5. The price should be uniform throughout the tenure of the contract. Bid submitted with adjustable price quotation will be treated as non-responsive and will be rejected.
6. The prices offered shall be on a fixed price basis and should not be linked to variables like foreign exchange rate etc. The Bank shall not be responsible for any fluctuations in exchange rate or any other expenses factored in the pricing till the validity period of the contract.
7. The Bank ascertains and concludes that everything as mentioned in the RFP documents published for the Bidders and responded by the Bidders have been quoted for by the Bidders and there will be no extra cost associated with the same other than the cost quoted by the Bidders.
8. It will be responsibility and liability of the selected bidder to levy applicable Taxes & duties in terms of Government guidelines from time to time. All taxes should be mentioned at the prevailing rates at the time of bid submission. Any variations in the taxes quoted by the Bidder which are not in line with the applicable rates prevailing for such supply /services may entail rejection of the Bidders proposal.
9. Please note other important clauses of this RFP while quoting for the services requested.
10. The Bidder must provide and quote for all products and services as desired by the Bank as mentioned in this RFP. Any products / services not proposed to be provided by the Bidder will result in the proposal being incomplete, which may lead to disqualification of the Bidder.
11. Any contradictory information, conditional pricing, exclusion of any item in TCO (Total Cost of Ownership) computation or error in computation may lead to summary disqualification of the bid as per sole discretion of Bank.

q) Overall Bid

Both Technical / Eligibility Criteria as well as Commercial Bids are to be submitted at a time. Please note that in the following cases Bank in its absolute discretion may reject the Bids:

1. Submission of Bid after the time stipulated in this RFP Document.
2. Misleading/incomplete information or documentation.
3. Price information provided anywhere other than 'Commercial Bid'.
4. Improper payment of Application Fee or Performance Security Deposit
5. Any conditional offer or assumption with or without information to the Bank
6. Bidder is not meeting eligibility or technical criterion specified in this RFP

7. Bid submission through Fax or email
8. Submission of more than one bid. In case, bidder is submitting more than one bid, all the bids submitted by the bidder shall be disqualified.

2.3 Related Parties

In the following circumstances Bank will have discretion to reject the entire bid or accept the bid with some conditions stipulated by bank –

1. Bids submitted by holding company and its subsidiary.
2. Bids submitted by one or more companies having common director/s.
3. Bids submitted by one or more partnership firms / LLPs having common partners.
4. Bids submitted by one or more companies in the same group of promoters/management.
5. Any other bid at the sole discretion of the Bank which is in the nature of multiple bids.

2.4 Registration of RFP Submission

Upon receipt of a submission, the Bank shall register the response. Incomplete or partial or faulty submissions shall be rejected forthwith.

All submissions, including any accompanying documents, shall become the property of the Bank. Hence, submission of response to the RFP shall be deemed as respondents' license and grant of all rights to the Bank to reproduce the whole or any portion of their submission for the purpose of evaluation, notwithstanding any copyright or other intellectual property rights that may subsist in the submission or accompanying documents.

The RFP document is confidential and is not to be reproduced, transmitted, or made available by the Recipient to any other party without Bank's express written permission. The RFP document is provided to the Recipient based on the undertaking of confidentiality given by the Recipient to the Bank. The Bank may update or revise the RFP document or any part of it. The Recipient acknowledges that any such revised or amended document received is subject to the same terms and conditions as original and subject to the same confidentiality undertaking.

2.5 Format for queries

Bidder should use the following format for their above-said communication –

1. Name of the Respondent/Bidder:
2. Date:
3. Contact Person from Respondent/Bidder in case of need:

Name:

Designation:

E-mail ID:

Tel / Mobile No:

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| Sr. No | Page no of RFP | Clause No | Original RFP Clause | Bidder's Query |
|--------|----------------|-----------|---------------------|----------------|
| 1 | | | | |
| 2 | | | | |

All queries/clarifications requested must be in writing and should be forwarded by the authorized person of bidder in the above format in MS-EXCEL workbook. The queries may be e-mailed to: **partha.mitra@wbstcb.com** with a copy to **ledept@wbstcb.com** with the queries enclosed as attachment in above mentioned format.

Bank shall not answer any communication initiated by respondents after the last date of query submission. Bank may in its absolute discretion seek additional information or document from any respondents after the RFP closes for supplementary information and better evaluation. All such information and document provided will form part of that Respondent's response.

Bank is not bound to reply to queries not pertaining to this RFP. Replies shall be at Bank's discretion. Bank's replies shall be final and acceptable to all bidders.

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SECTION-3 Important Notes

1. The RFP document contains statements derived from information believed to be reliable at the date obtained; but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with the Bank in relation to the supply and services. Neither the Bank nor any of its employees, agents, contractors, or advisers gives any representation or warranty, express or implied, as to the accuracy or completeness of any information or statement given or made in this RFP document.
2. Subject to any law to the contrary and to the maximum extent permitted by law, the Bank and its officers, employees, contractors, agents and advisers disclaim all liability from any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting because of any information including forecasts, statements, estimates or projections contained in this RFP document or conduct ancillary to it whether or not the loss or damage arises in connection with any negligence, omission, default, lack of care or misrepresentation on the part of the Bank or any of its officers, employees, contractors, agents or advisers.

The Bank and its officers, employees, contractors, agents and advisers disclaim any liability, pecuniary or otherwise that may accrue or arise from any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting due to the information contained herein and/or by virtue of copying, adopting, reproducing, any of the material which may be the copyright material or any other Intellectual Property of a third party who may claim ownership of the same.

3. All costs and expenses incurred by Respondents in any way associated with the development, preparation, and submission of responses to this RFP, including but not limited to attendance at meetings, discussions,

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presentations, demonstrations etc. and providing any additional information required by the Bank, shall be borne entirely and exclusively by the Respondent.

4. No binding legal relationship will exist between any of the Respondents and the Bank until execution of a contractual agreement by duly authorized signatory of the Bank and the bidder.
5. It is the Recipient's responsibility to conduct necessary investigation and analysis regarding any information contained in this RFP document and the meaning and impact of that information.
6. Indicative evaluation process has been specified in **Section 4** of this document. However, as a condition of responding, each Recipient acknowledges and accepts that the Bank in its absolute discretion may apply whatever selection criteria it deems appropriate in finalizing the vendor.
7. Should the Recipient be awarded the contract, the contents of its Response to RFP, including any material submitted in the Response to RFP, will be incorporated by reference or integrated as obligations in the formal Service contract and / or Service Level Agreement (SLA), to be drafted by Bank.
8. It is the objective of the Bank to obtain the best services possible by giving fair and impartial consideration to all recipients invited to accept RFP for submitting Response to RFP. Every potential Recipient will be considered on fair and equal basis.
9. Each Recipient should notify the Bank of any error, omission or discrepancy found in this RFP document. Notification should be made to contact details provided in Section **2.2.1.1**–Clarification on RFP document.
10. The purpose of this RFP is to provide necessary information to the potential Bidders, who qualify and intend to submit their response to the RFP. Though the RFP has been prepared with sufficient care and diligence with an endeavor to provide all required information to the potential Bidders, Bank acknowledges the fact that the potential Bidders may require more information than what has been provided in the RFP. Accordingly, in such cases, the potential Bidder(s) may seek additional information/clarification required from Bank. Bank reserves the right to provide such additional information/ clarification at its sole discretion either one to one basis to the bidder or clarify it to all the potential bidders as deem fit. In order to respond to the RFP, if required, and with the prior permission of Bank, each Bidder may conduct their own study and analysis, as may be necessary, at their own cost and expense ensuring they adhere to the timelines mentioned in the RFP. No additional time will be provided to Bidders to undertake any analysis or study.
11. Bank makes no representation or warranty and shall incur no liability, whatsoever, under any law, statute, rules or regulations on any claim by any bidder or any potential Bidder may make in case of failure to understand the requirement and respond to the RFP.
12. Bank may, in its absolute discretion, but without being under any obligation to do so, update, amend, replace, modify or supplement the information given in the RFP and specify additional requirements or cancel the RFP at any time without assigning any reason thereof and without any prior notice.

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The recipient of the RFP must apply its judgment, care, and conduct its own investigation and analysis regarding any information contained in the RFP document including but not limited to the scope of work, Deliverables and timeliness, etc.

13. It is the Bidder's responsibility to:

- Properly understand and examine the RFP;
- Examine all other information available on reasonable inquiry relevant to the risks, contingencies and circumstances affecting its response;
- satisfy itself as to the completeness, correctness and sufficiency of its response;

14. A recipient will, by responding to the Bank's RFP with a submission, be deemed to have accepted all the Terms & Conditions as stated in this RFP document in totality without any condition whatsoever.

15. The information contained in this RFP is strictly confidential. The Bidder shall not share this information with any other person/party not connected with responding to the RFP or even with other potential Bidders. The information contained in this RFP or subsequently provided to Bidder(s), whether verbally or in writing by or on behalf of Bank shall be subject to the terms and conditions set out in this RFP and any other terms and conditions subject to which such information is provided.

16. Any form of canvassing/lobbying/influencing/cartelization, etc. by the Bidder may result in disqualification of such Bidder.

17. The Contractors should quote in figures as well as in words the rate and amount tendered by them. The amount for each item should be worked out and requisite totals given.

18. The quantity may vary depending upon the requirements. The agreed rate will be valid for 1 (one) year from the date of awarding the contract.

19. Power and Water (if needed) will not be provided by the Employer. The contractor has to make the arrangement for the same. Sub-meter shall be provided by the contractor at his own cost. The contractor shall have to make his own arrangements to house his labour and staff for their services and at no cost use the client's premises to house his staff & labourers.

20. The contractor shall give a list of relative working (in case so) with the bank along their designations and addresses.

21. No Employee of the bank is allowed to work as a contractor for a period of two years of his retirement from bank service, without the previous permission of the bank, This contract is liable to be canceled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Bank.

22. The tender of the work shall not be witnessed by a contractor or contractors who himself/themselves has/have tendered or who may had/have tendered for the same work. Failure to observe this condition would render tenders of the contractors tendering as well as witnessing the tender liable to summary rejection.

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SECTION-4 Evaluation and comparison of Bids

Technical Bid will be assigned a Technical Marks (Tm) out of a maximum of 100 point. The Scoring Model is provided below:

| Sl No | Evaluation criteria | Score | Maximum Technical Marks (Tm) |
|-------|--|---|------------------------------|
| 1 | Past Experience (as per Technical criteria set above) *Attach Documents / Upload documents | Value-wise Execution of Composite Project work 1) Project value of ₹2.00 lac to ₹3.00 lac - 05 (Five) Marks for each project. 2) Project value of >₹3.00 lac to 5 lac - 07 (Seven) Marks for each project. 3) Project value of >=₹5.00 lac - 10 (Eight) Marks for each project. | 40 |
| 2 | Average Annual turnovers of Rs.10.00 Lakh and above per year & for the last 3 years ending on 31.03.2024. *Attach Documents / Upload documents | FOR CUMULATIVE 30.00 Lac to 40.00 Lac - 15 Marks > 40.00 Lac Cr to 60.00 Lac - 20 Marks >60.00 Lac - 30 Marks | 30 |
| 3 | Legal Structure of the company **Attach Documents / Upload documents | Partnership/Proprietary - 6 Marks Engineer's Co-operative Soc - 8 Marks Private Limited - 10 Marks | 10 |
| 4 | Overall staff strength (Project Management/ Development/ Quality Assurance /Implementation/ Operations) (Please provide PF/ESI return as evidence) | >=5- 10 - 6 Marks >10 - 15 - 8 Marks >15 - 10 Marks | 10 |
| 5 | Profit * Attach Documents/ Upload Documents | Net profit in the last 3 financial years 1) Profit in all 3 years- 10 Marks | 10 |
| | | Total | 100 |

The technical qualification cut-off marks would be 70% (70 marks out of 100) to be eligible for commercial evaluation. Scoring below the same would not be considered for commercial bid opening. However, the Bank reserves the right but not the obligation to reset the qualifying marks below 70, if the eligible qualified number of bidders is found less than three.

The Bidder who have successfully qualified in technical bid with the lowest Commercial Bid would be awarded the contract.

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Dated: 16/08/2025

Annexure – A

GENERAL & TECHNICAL INFORMATION

TECHNICAL BID (Company Profile)

| SI No | PARTICULARS OF THE COMPANY | |
|-------|--|--|
| 1 | Name of the Company | |
| 2 | Full Address | |
| 3 | Telephone & Mobile No. | |
| 4 | E-Mail Address | |
| 5 | Constitution of the firm (whether Proprietary / Partnership / Co-operative Soc./Pvt Ltd. / Public Ltd.) | |
| 6 | Name of the Proprietor / Partner / Managing Director | |
| 7 | Year of Establishment | |
| 8 | Registration with the Registrar of Co | |
| 9 | Name(s) of Contact Person (s) with address | |
| 10 | Registration with Tax Authority a. PAN No. b. GST No. (Attach latest IT Return filed copy & GST Annual Return filed copy) | |
| 11 | Furnish copies of audited Balance Sheet and Profit & Loss Account for the last 3 years Turn over 2021-22, 2022-23 and 2023-24. | |
| 12 | Name & address of the Banker, Nature of facilities availed (if any) (Attach Banker's opinion letter on the conduct of the account). | |
| 13 | Whether an empanelled vendor for RBI / SBI/ Nationalized Banks/ State Co-op Bank/DCCBs | |

Place :

Date :

AUTHORISED SIGNATORY

Annexure- B : Compliance Certificate

**To
The Managing Director,
The West Bengal State Cooperative Bank Ltd.
24A, Waterloo Street
Kolkata - 700069**

Date:

Dear Sir,

Re: Bank's RFP No. WBSCB/E-TENDER/AC Machine/1.1 dated 16/08/2025 for Supply, installation, Testing and Commissioning of Air-conditioning Machines at different location of The West Bengal State Co-operative Bank Ltd.

Having examined the tender document including all annexures, the receipt of which is hereby duly acknowledged, we the undersigned offer to Selection of vendor for Supply, installation, Testing and Commissioning of Air-conditioning Machines at different location of The West Bengal State Co-operative Bank Ltd in conformity with the said RFP document and in accordance with our proposal and the schedule of prices offered in the price bid and made part of this tender, we confirm as under:

1. If our bid is accepted, we undertake to provide the supply and services within the scheduled time-lines as stipulated in this RFP.
2. We confirm that this offer is valid for 120 days from the last date for submission of tender document to the Bank and consent that the same may be extended by another 120 days by the Bank for reason.
3. This bid together with your written acceptance thereof and your notification of award, if shortlisted, shall constitute a binding contract between us.
4. We undertake that in competing for and if the award is made to us, in executing the subject contract, we will strictly adhere to the security norms prescribed by RBI/NABARD or by any appropriate agency.
5. We agree that Bank is not bound to accept the lowest or any bid that Bank may receive.
6. We have never been barred/black-listed by any regulatory /statutory authority or any employer in India.

Yours faithfully

SIGNATURE

(Name & Designation, seal of the firm)

[This letter should be on the letter head pad of bidder duly signed by authorized signatory]

Bid Security/EMD Declaration

Ref No:

Date:

To
The Managing Director,
The West Bengal State Cooperative Bank Ltd.
24A, Waterloo Street
Kolkata – 700069
Sub:- Declaration on Bid Security/EMD

Dear Sir,

Ref: Bank's RFP No. WBSCB/E-TENDER/AC Machine/1.1 dated 16/08/2025 for Supply, installation, Testing and Commissioning of Air-conditioning Machines at different location of The West Bengal State Co-operative Bank Ltd.

We <organization name> understand that as per requirement of this RFP, Bid Security/ Earnest Money Deposit is not required at the time of bidding.

We also undertake to deposit **Performance Security Deposit** within 5 days of awarding the contract in favour of **The West Bengal State Cooperative Bank Limited** equivalent to 2% of the value accepted.

We hereby also understand and confirm that we will be suspended for a period of 2 years from the date of issue of RFP, if we:

1. Withdraw or modify this RFP before processing
2. Withdraw or modify this RFP after processing but before acceptance of 'work order' to be issued by the Bank.
3. Withdraw or modify this RFP before furnishing Performance Security Deposit as per requirement of this RFP.
4. Violate any of the provisions of the terms and conditions of this RFP.

Yours faithfully,

AUTHORIZED SIGNATORY

(Name & Designation, seal of the firm)

For and on behalf of:

[This letter should be on the letter head pad of bidder duly signed by authorized signatory]

Declaration regarding blacklisting

Ref No:

Date:

**To
The Managing Director,
The West Bengal State Cooperative Bank Ltd.
24A, Waterloo Street
Kolkata – 700069
Sub:- Declaration regarding blacklisting**

Dear Sir,

Ref: Bank's RFP No. WBSCB/E-TENDER/AC Machine/1.1 dated 16/08/2025 for Supply, installation, Testing and Commissioning of Air-conditioning Machines at different location of The West Bengal State Co-operative Bank Ltd.

We hereby confirm and declare that we, <organization name> is not blacklisted/de-registered/ debarred by any Government Department/ Public Sector Undertaking/ Bank/ Privet Sector/ or any other organization for which we have executed/undertaken the works or services during the last 05 (five) years.

We hereby also understand and confirm that we will be suspended for a period of 2 years from the date of issue of RFP, if the above statement is found false and even may be debarred from the project

Yours faithfully,

AUTHORIZED SIGNATORY

(Name & Designation, seal of the firm)

For and on behalf of:

[This letter should be on the letter head pad of bidder duly signed by authorized signatory]

Undertaking regarding warranty/Defect Liability Period

Ref No:

Date:

**To
The Managing Director,
The West Bengal State Cooperative Bank Ltd.
24A, Waterloo Street
Kolkata – 700069**

Sub:- Declaration regarding warranty.

Dear Sir,

Bank's RFP No. WBSCB/E-TENDER/AC Machine/1.1 dated 16/08/2025 for Supply, installation, Testing and Commissioning of Air-conditioning Machines at different location of The West Bengal State Co-operative Bank Ltd.

We <organization name> hereby confirm and declare that the warranty period of the items supplied will be one year from the date of installation and we shall replace/repair the defective items on requisition within 48 hours of reporting, failing which the Bank will be in liberty to make the job done from other agency and the amount will be adjusted from the retention money or performance security deposit, as the case may be.

We also undertake to provide documents of extended warranty/Guarantee to the Bank issued by the OEM on any equipment.

AUTHORIZED SIGNATORY

(Name & Designation, seal of the firm)

For and on behalf of:

[This letter should be on the letter head pad of bidder duly signed by authorized signatory]

Request for proposal (RFP) for selection of vendor for supply and installation of Air-Conditioning Machines at different locations of The West Bengal State Co-operative Bank Ltd.

Dated: 16/08/2025

Annexure- F

Bill of Quantity & Place of Supply

| Sl No | Item | Quantity | To be supplied at |
|-------|--|----------|---|
| 1 | Hi Wall type AC Unit 2.0 TR Normal Capacity [Make options :: Bluestar / Hitachi / Daikin / Mitshubishi] | 3 | The West Bengal State Co-operative Bank Ltd 27/IC, CIT Scheme, LV, Kolkata-700014 |
| 2 | Hi Wall type AC Unit 1.5 TR Normal Capacity [Make options :: Bluestar / Hitachi / Daikin / Mitshubishi] | 1 | The West Bengal State Co-operative Bank Ltd 27/IC, CIT Scheme, LV, Kolkata-700014 |
| 3 | Hi Wall type AC Unit 1.0 TR Normal Capacity [Make options :: Bluestar / Hitachi / Daikin / Mitshubishi] | 1 | The West Bengal State Co-operative Bank Ltd 24-A, Waterloo Street, Kolkata- 700069 |

Request for proposal (RFP) for selection of vendor for supply and installation of Air-Conditioning Machines at different locations of The West Bengal State Co-operative Bank Ltd.

Dated: 16/08/2025

Annexure-1

PRICE BID DOCUMENT

| SL NO | ITEM DESCRIPTION | UNIT | RATE (Rs.) | QTY. | AMOUNT (Rs.) |
|-------|---|------------|------------|----------|--------------|
| 1 | Equipment Supply Part | | | | |
| 1.01 | Supply of Approved Make normal Hi Wall Split of the following tonnage [Make options:: Bluestar / Hitachi / Daikin /Mitsubishi] | | | | |
| 1.02 | Hi Wall type AC Unit 2.0 TR Normal Capacity | Nos | | 3 | - |
| 1.03 | Hi Wall type AC Unit 1.5 TR Normal Capacity | Nos | | 1 | |
| 1.04 | Hi Wall type Indoor Unit 1.0 TR Normal Capacity | Nos | | 1 | - |
| 2 | Installation Part | | | | |
| 2.01 | Installation, testing & commissioning of normal Hi Wall Split of the following tonnage | | | | |
| 2.02 | Hi Wall type AC Unit 2.0 TR Normal Capacity | Nos | | 3 | - |
| 2.03 | Hi Wall type AC Unit 1.5 TR Normal Capacity | Nos | | 1 | |
| 2.04 | Hi Wall type Indoor Unit 1.0 TR Normal Capacity | Nos | | 1 | - |
| 3 | REFRIGERANT PIPING | | | | |
| 3.01 | Supply, installation, testing and commissioning of copper refrigerant piping for the above indoor and outdoor units copper piping shall be properly supported and it shall include the cost of all the fitting, insulation and all required fittings, joints etc. as per drawings of the following sizes. The insulation shall be 19/13mm thick closed cell nitrile rubber tubular insulation. Nominal diameters of pipes in mm as indicated below. | | | | |
| 3.02 | For Hi Wall Split AC (assuming 5 RMT per unit) | RMT | | 25 | - |
| 4 | Supply, installation, testing and commissioning of drain pipes with 9/6 mm nitrile rubber insulations complete with supports as per drawings and specifications of below sizes | | | | |
| 4.01 | 5/8 inch | RMT | | 10 | - |
| 4.02 | 3/8 inch. | RMT | | 10 | - |
| 4.03 | 1 ¼ inch | RMT | | 10 | - |
| 4.04 | ½ inch | RMT | | 10 | - |
| 5 | Supply, installation, testing & commissioning of Refrigerant for the above unit. | LOT | | 1 | - |
| 6 | Lifting shifting of Indoor & outdoor units | LOT | | 1 | - |
| 7 | ODU Structure | Nos | | 5 | - |
| 8 | Less: Buyback of old Machines | Nos | | 2 | |
| | TOTAL FOR PART-1 & 2- SUPPLY & INSTALLATION WORKS COMPLETE | | | | - |

[In word: Rupees

] only.

AUTHORISED SIGNATORY

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Request for proposal (RFP) for selection of vendor for supply and installation of Air-Conditioning Machines at different locations of The West Bengal State Co-operative Bank Ltd.

Dated: 16/08/2025

Annexure-2

FINAL CHECKLIST FOR BIDDERS TO FILL IN

CHECKLIST FOR TECHNICAL BIDS

| SL NO. | DESCRIPTION | YES/NO | REMARKS |
|--------|---|--------|---------|
| 1 | DOCUMENTATION FOR COMPANY REGISTRATIONS | | |
| 2 | DOCUMENTATION FOR ADDRESS CONFIRMATIONS OF THE REGD BUSINESS NAME & STYLE | | |
| 3 | TRADE LICENSE DETAILS | | |
| 4 | WORKING EXPERIENCE DETAILS (SIMILAR WORK EXPERIENCES – SUPPORTED WITH ORDER COPIES / COMPLETION CERTIFICATE) | | |
| 5 | TEAM DETAILS | | |
| 6 | EMPANELMENT LIST WITH DETAILS | | |
| 7 | CLIENT REFERENCE DETAILS | | |
| 8 | LIST OF SIMILAR WORKS IN HAND – SUPPORTED WITH ORDER COPIES | | |
| 9 | Copies of the Audited Balance Sheet for the last three (3) Years i.e. 2021-2022, 2022-23 & 2023-24 along with the Profit & Loss Account | | |
| 10 | Banker's opinion on the conduct of Bank opinion. | | |
| 11 | IT RETURN DETAILS FOR FY 2021-2022, 2022-23 & 2023-24 | | |
| 12 | Pan Card | | |
| 13 | GST DETAILS | | |
| 14 | List of disputes/ litigations entered into, if any, with its details | | |
| 15 | TENDER FEES- DETAILS AND ATTACHED | | |
| 16 | COMMERCIAL BID DOCUMENT – BLANK i.e. WITHOUT QUOTE, SIGNED AND STAMPED | | |
| 17 | Submission of General & Technical Information in ref to Annexure-A | | |
| 18 | Submission of Compliance Certificate in ref to Annexure-B | | |
| 19 | Submission of Bid Security/EMD declaration in ref to Annexure-C | | |
| 20 | Submission of declaration regarding blacklisting in ref to Annexure-D | | |
| 21 | Submission of declaration for 1 year warranty in ref to Annexure-E | | |

CHECK LIST FOR COMMERCIAL BIDS

| SL NO. | DESCRIPTION | YES/NO | REMARKS |
|--------|---|--------|---------|
| 1 | COMMERCIAL BID DOCUMENT –WITH ALL RELEVANT QUOTES DULY CONFIRMED VIDE DIGITAL SIGN in ref to Annexure-1 | | |

AUTHORISED SIGNATORY