



Abhyudaya Co-op. Bank Ltd. [ACBL]

(Multi State Scheduled Bank)

Administrative Office : K.K. Tower,
Abhyudaya Bank Lane, Off. G.D. Ambekar Marg,
Parel Village, Mumbai - 400 012.

**APPLICATION FOR EXPRESSION OF INTEREST (EoI)
FOR EMPANELMENT OF AMC VENDORS FOR MAINTENANCE OF NOTE
SORTING MACHINE, AIR CONDITIONER, ELECTRICAL, LIFT
AND DG SET MAINTENANCE WORK**

Ref: DEV/AMC/004/25-26 dated: _____/03/2026

Dy. General Manager –Development Dept. [Premises & Estate]
Abhyudaya Co-op. Bank Ltd. 1st Floor, Sector – 17, Vashi,
Navi Mumbai – 400 703.



REQUEST FOR EXPRESSION OF INTEREST (EoI)

Abhyudaya Co-op. Bank Ltd. having its Administrative Office at K.K. Tower, Abhyudaya Bank Lane, Off. G.D. Ambekar Marg, Parel Village, Mumbai – 400 012 is proposing for empanelment of vendors for maintenance of **Electrical work/ Air Conditioning Machine / Note Sorting Machine/ Diesel Generator set & Lift and DG set** maintenance work in their select branches/offices under 'Annual Maintenance Contracts'.

2. In order to meet the requirements, applications are invited from Firms/Companies offering 'Annual Maintenance Services', who desire to be empanelled with Abhyudaya Co-op. Bank Ltd., for the purpose of providing maintenance support and services for **Electrical work/ Air Conditioning Machine / Note Sorting Machine/ Diesel Generator set & Lift** at select Branches/Offices of Abhyudaya Co-op. Bank Ltd., in Mumbai Metro Region and Navi Mumbai areas. Abhyudaya Co-op. Bank Ltd., intends to empanel such firms/companies who have good technical base, financial standing, well established partner relationships, good market reputation, support and service network in the area. A basic qualification for empanelment would **be a minimum of three years experience in the relevant field.**

3. Applicants who fulfil the eligibility criteria as per **Annexure-B** and are interested in providing such AMC as stated above to Abhyudaya Co-op. Bank Ltd., can apply for empanelment. The responses to the EoI should include the following Annexures as enclosures/attachments:

Annexure	Index
Annexure-A	Covering Letter
Annexure- B	Eligibility Criteria.
Annexure-C	Profile of the Vendors.
Annexure-D	List of major contracts undertaken during the last three years.
Annexure-E	Details of resource personnel
Annexure-F	General Information and Declaration
Annexure-G	Terms & Conditions [G-I/G-II/G-III/G-IV/G-V whichever is applicable]
Annexure-H	Declaration
Annexure- I	List of documents submitted
Annexure - J	List of Branches/ Departments for AMC [J-I/J-II/J-III]

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Important Information

1. The Applications should be addressed in sealed covers to "The Assistant General Manager, Abhyudaya Co-op. Bank Ltd., Development Department, First Floor, Sector - 17, Vashi, Navi Mumbai - 400 703.
2. Based on the information thus provided by the applicants, the Bank will short-list the firms/companies who prima-facie fulfill the Bank's requirements.
3. Short-listed firms/companies are required to make detailed presentations to the Bank along with required documents substantiating eligibility criteria as mentioned in **Annexure-B**. The Bank may visit the offices of the firms/companies as part of the empanelment process, if considered necessary. Information relating to the Bank's final decision regarding empanelment will be conveyed directly to the selected applicants. No further correspondence will be entertained with those applicants who do not meet the Bank's requirements. This EoI is not an offer by the Bank but only an invitation to receive applications from the eligible applicants who fulfill the eligibility criteria as prescribed by the Bank. No contractual obligations whatsoever shall arise from the EoI process unless and until a formal contract is executed in the matter.
4. **Please note that vendors / applicants on existing AMC empanelment list of the Bank and who wish and intends to be considered on the new panel are also required to respond to this "Expression of Interest" notice.**
5. **Interested Firms/Companies may submit their responses to EoI in a sealed cover superscripted as "EoI for Empanelment of AMC Vendors Electrical work / Air Conditioning Machine / Note Sorting Machines / Diesel Generator Sets & Lifts (strike out which is not applicable). Separate application be submitted if intending to apply for multiple AMC works & sent through post/courier/hand-delivery to reach the above address latest by 05.00 P.M. on No applications will be accepted after the appointed date and time.**
6. The Bank reserves the right to accept / reject any application, or can modify or cancel the whole process, without assigning any reason thereof.

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APPLICATION FORM

[On Company's/ Firm's Letter Head]

From

To,
 The Dy. General Manager
 Abhyudaya Co-op. Bank Ltd.
 Development Department, [Premises & Estate],
 First Floor, Sector 17, Vashi, Navi Mumbai – 400 703.

Dear Sir.

REF: DEV/AMC/04/25-26 DATED: ___/03/2026 EoI FOR EMPANELMENT OF VENDORS FOR MAINTENANCE OF ELETRICAL WOKR / AIR CONDITIONER MACHINE / NOTE SORTING MACHINE/ DG SET & LIFT - ANNUAL MAINTENANCE CONTRACTS @

In response to your advertisement for the empanelment of vendors for above mentioned maintenance work under 'Annual Maintenance Contracts', we hereby submit the necessary information.

2. The application is submitted by me, on behalf of the firm, in the capacity of _____ . I am duly authorized to submit the same.

3. We apply for the empanelment of AMC vendors and understand that the final awarding of AMC will be at the sole discretion of the Bank and no claim/ correspondence etc. will be entertained by the Bank in this regard. We understand that the Bank reserves the right to reject/accept all/any of the applications without assigning any reason.

Place:

Date:

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Notes :

1. All column should be duly filling. Nil or Not application should be marked where there is nothing to report. Application must be complete in all respect. In case the space in the document in found insufficient, the applicant may use separate sheet to provide full information / submit explanation.
2. Copy of the documents attached should be signed by the applicant only. Any over writing should be duly signed by the applicant.

@-strike out whichever is not applicable.


MINIMUM ELIGIBILITY CRITERIA

S. No.	Minimum Eligibility Criteria	Compliance (Yes/No)	Documents submitted to be
1.	Applicant should have an Office in Mumbai Metro Region & Navi Mumbai /Maharashtra.		
2.	The bidder must be an Indian firm/company/organization.		Copy of the certificates issued by the registration authorities/partnership deed, etc., and full address of the registered office.
3.	The bidder must be profitable organization during the last three financial year(s).		Copies of the audited Balance Sheets, Profit and Loss Statements along with IT Returns. Proofs for filing GST Returns for the past 6 months should also be enclosed.
4.	Bidder should have relevant experience of minimum 3 years in providing similar services as on date of this tender.		Copies of the orders and /or experience / service certificates work completion certificates.
5.	Bidder should give minimum 3 (three) major client references with contact details (email, landline, mobile) for whom the Bidder has executed similar type of services (Start and End Date of the Project to be mentioned) in the past (At least one reference should be from a Scheduled Commercial Bank/ reputed Financial Institution).		1. 2. 3. 4. 5.
6.	Past/present litigations, disputes, if any (Adverse litigations could result in disqualification, at the sole discretion of the Bank).		Brief details of litigations, disputes, if any, are to be given on Company's letter head. Separate sheet may be enclosed, if required.

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MINIMUM ELIGIBILITY CRITERIA

S. No.	Minimum Eligibility Criteria	Compliance (Yes/No)	Documents submitted to be
7.	Bidders should not have been blacklisted for deficiency in service by any Bank/ organisation during the last 3 years.		Bidder should specifically confirm in this regard.
8.	The bidder should have necessary support setup in AMC category applied for with adequate skilled support personnel equipment, etc.		Bidder should specifically confirm in this regard with complete and address details.

Note :

- i) Documentary evidence must be furnished against each of the above criteria along with an index. All documents must be signed by the authorized signatory of the applicant. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be highlighted.
- ii) In case, the Bank finds any of the above statement or documentary evidences to be false, the applicant will be disqualified without any further notice even if the vendor is shortlisted.
- iii) Bank has the right to collect additional information / documents from the applicant.
- iv) The empanelment of contractors shall be considered on merits within the sole discretion of ACBL and cannot be claimed as right by the applicant and no correspondence shall be entertained by ACBL in this regard.
- v) Depending upon the need, the Bank may ask for a Security Deposit from the selected category wise vendors.

Place :

Date :

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VENDORS' PROFILE

1.	Name of the Organization: Firm/Company	:	
2.	Constitution of the Firm (Company/Firm / Proprietary) Please enclose copy of documents	:	
3.	Year of Establishment	:	
4.	Name of the Proprietor (or) Names of Partners / Directors /Associates	:	
5.	Address (Head Office)	:	
6.	Address (Other Offices at _____)	:	
7.	Whether Offices available in	:	_____ YES/NO _____ YES/NO _____ YES/NO
8.	Address (Office at _____)	:	
9.	Number of Support Personnel/Technicians	:	a) For _____: b) For _____:
10.	PAN Number (for TDS)	:	
11.	GST Number	:	
12.	Udyam registration/ Shop & Establishment license /ESI/EPF details	:	
13.	Applicable for Electrical Work AMC Applicants	:	
(i)	a. Whether you have valid electrical contractor license or have an arrangement with a reputed firm- give detail attached copy. b. Whether the applicant possesses dealership certificate issued by the Original Equipment Manufacturer [OEM].	:	
(ii)	Applicable for Air Conditioning Machine AMC Applicants	:	
(ii)	a. Whether you have valid license or have an arrangement with a reputed firm - give detail attached copy. b. Whether the applicant possesses dealership certificate issued by the Original Equipment Manufacturer [OEM].	:	
(iii)	Applicable for Note Sorting Machine AMC Applicants	:	
(iii)	a. Whether you have valid license or have an arrangement with a reputed firm - give detail attached copy. b. Whether the applicant possesses dealership certificate issued by the Original Equipment Manufacturer [OEM].	:	
(iv)	Applicable for Diesel Generator Set AMC Applicants	:	
(iv)	a. Whether you have valid license or have an arrangement with a reputed firm - give detail attached copy. b. Whether the applicant possesses dealership certificate issued by the Original Equipment Manufacturer [OEM].	:	
(v)	Applicable for Lift AMC Applicants	:	
(v)	a. Whether you have valid license or have an arrangement with a reputed firm - give detail attached copy. b. Whether the applicant possesses dealership certificate issued by the Original Equipment Manufacturer [OEM].	:	

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VENDORS' PROFILE

14.	Contact details a) Landline Number(s): b) Fax Number(s): c) Mobile Number(s): d) Email Address(es):	:	a) b) c) d)
15.	Please provide complete details of your Banking Partner	:	
16.	Specify the maximum value of similar single work executed in the past 3 years (1 each for the 3 references given by the applicant).	:	
17.	Whether any sister concern/ associated firm in the same AMC work area? Please give complete details.	:	
18.	Whether the firm is already doing these AMC jobs in Abhyudaya Co-op. Bank Ltd. If yes, complete details a) Name of the firm, b) Constitution of firm c) Name of Directors - Partners d) Work value of AMC [Amt.] in last 3 F.Y.	: : : :	a) b) c) d)
19.	Please enclose copies of past 3 F.Y. Balance Sheets and Profit - Loss Statement to establish value of AMC's undertaking.		

Note: Documentary evidence should be furnished in support of the above credentials and should be duly attested and stamped by the authorized signatory of the company.

Place:

Date:

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EoI for AMC Empanelment



Abhyudaya Co-op. Bank Ltd.
(Multi State Scheduled Bank)

ANNEXURE-D

LIST OF MAJOR CONTRACTS UNDERTAKEN DURING THE LAST 3 YEARS

S. No.	Name, Address and Contact details / E-mail ID of the Client	Nature of work	Period of AMC		Districts/ area covered	Value of AMC (in Rs.)
			Month from	Month upto		
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Notes:

1. Credentials such as Work Orders/ Purchase Orders and/ or experience/ service certificates / work completion certificates issued by the clients shall be enclosed as **Annexure-H**.
2. **The work should have been executed by the firm/company under the name in which they are submitting the applications. In case of recent change in the name of the firm/company, suitable documents are to be produced evidencing the change in the name.**

Place:

Date:

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EoI for AMC Empanelment



Abhyudaya Co-op. Bank Ltd.
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ANNEXURE-E

DETAILS OF RESOURCE PERSONNEL

S. No.	Name	Qualification	Designation	Total Experience (in yrs)	Employed in your firm since	Remarks
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Place:

Date:

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GENERAL INSTRUCTIONS / INFORMATION TO THE APPLICANTS:

- i. The eligible and interested vendors shall download prescribed application form and other details from our website → <https://abhyudaya.bank.in>
- ii. The contractor shall specify the category for which they are submitting the application for empanelment. The application in the prescribed format with all supporting documents in sealed envelope and super-scribed as '**APPLICATION FOR EMPANELMENT OF AMC CONTRACTORS FOR ELECTRICAL WORKS / AIR CONDITIONING MACHINE / NOTE SORTING MACHINE/DG SET & LIFT**' shall be submitted at the below office address within the due date and time for receipt of application.

The Dy. General Manager
Development Dept. [Premises & Estate]
Abhyudaya Co-op. Bank Ltd.
1st Floor, Sector – 17, Vashi,
Navi Mumbai – 400 703.
- iii) **Last date for receipt of application _____ Time _____.**
- iv) **The contractors/vendors empanelled by Abhyudaya Co-op. Bank Ltd. in the past for the individual trades like Civil, Interior, Electrical, AC works etc. need to apply afresh for empanelment as Electrical contractor.**
- v) The prequalification criteria mentioned in this notice is a minimum requirement and it alone does not entitle the applicant for empanelment.
- vi) The empanelment of contractors in each category shall be considered purely on merits, performance of the contractor, verification of their credentials/inspection of work for quality, infrastructure feedback/confidential reports of the firms/applicant received from other clients etc. Hence, merely fulfilling the prescribed minimum prequalification criteria shall not entitle the contractor for their empanelment with ACBL.
- (vii) Empanelment procedure is meant to create a panel of Contractors for undertaking **Electrical Works / Air Conditioning Machine / Note Sorting Machine/DG Set & Lift.** Mere empanelling does not guarantee any work allotment to the panel contractors.
- (viii) Canvassing in any form including bringing influence from any person /agency /Officials/authorities shall lead to disqualification of the applicant.
- (ix) **Any amendments/ corrigendum for empanelment of contractors/vendors shall be published in Bank's website only.** Therefore, applicants are requested to regularly visit Bank's website regarding modifications/ corrigendum issued till the last day for the submission of the applications.

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**Electrical AMC -****Terms & Conditions :-**

1. AMC contract will be in respect of Branches/Departments situated in Mumbai Metro Region & Navi Mumbai area. Bank reserves its right to add or delete some branches/department without assigning any reasons. Further, the Bank reserves absolute right to change the Terms & Conditions and the scope of work, if required.
2. There will be 1 visit per month where cleaning of all lights fittings and fans will be carried out.
3. Calls for faults for (electrical, telephone, networking) will be attending without any additional charge.
4. Response time for complaint resolution will be 3 hours. However in all cases all complaints will be resolved before first half of next working day.
5. Cost of consumables will be paid by Bank. List of chargeable consumables is as follows:
 - i) All types of medium voltage electrical wires and cables.
 - ii) All types of telephone and CAT 6 cables.
 - iii) Electrical components like switch socket, MCB, enclosures for switch and MCB, distribution board, main switch.
 - iv) Telephone sockets, LAN information outlets, CAT 6 patch cables, telephone krone connector.
 - v) Tubes, lamps, bulbs, LED fittings, LED drivers, exhaust fans, wall fans.
 - vi) In case consumables, components are supplied by Bank they will be installed only during monthly visit without any extra charges.
6. Attending to PWD electrical inspector submitting test report and obtaining Certificate will be charged on case to case basis.
7. AMC contract will be in respect of Branches/Departments situated in Mumbai Metro Region & Navi Mumbai area. Bank reserves its right to add or delete some branches/department without assigning any reasons.
8. The rates mentioned above shall be constant and shall not be subjected to any kind of escalation or variation for whatsoever reason till the completion of the entire period of the work order duration. The rate is exclusive of taxes and other duties / levies, as imposed by the Government from time-to-time and which may be applicable to the contract awarded to you. The rate is inclusive of any other charges viz. overtime charges, if any, payable to your workmen. TDS at the prevailing rates, or as per applicability of the value of the work order, shall be deducted from the payments and remitted to the Central Government towards Income Tax as per the government notification.
9. **(a)** To submit a consolidated bill in duplicate along with the Service Card/reports duly stamped and signed (as mentioned in clause No.2) and a demand letter for **payment which shall be done on Quarterly basis.**

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Electrical AMC -
Terms & Conditions [Continued]

(b) The Bill also should show the bifurcation of total amount i.e. AMC charges & GST etc. so as to enable the Bank to process the bills and make the payment. **You should ensure that the bills also indicate our Bank's GST number 27AAAAA0300L1ZC in addition to your GST Number and Accounting Code Number.**

10. To provide **Monthly / Quarterly Maintenance Services [as applicable]** you will attend to as many numbers of on call visits requested, for any kind of service calls or Breakdown calls. Along with the periodical bills you shall submit the copy of Service Maintenance Card or Service Call Reports for execution of the Preventive Maintenance Service requests, duly signed under the rubber stamp, by the Branch Manger or second responsible officer, of the respective branch/dept., specifying his/her name and Employee Number.
11. To shall deploy adequate skilled and qualified personnel for satisfactory execution of the Maintenance Contract awarded to you.
12. All the electrical equipments shall be serviced in a specific and phased manner as per the schedule of work to avoid frequent break-down and to ensure maximum utilization of the equipments. Besides the routine maintenance, on occurrence of a break down the job shall be attended and rectified urgently and promptly.
13. To ensure compliance of all safety standards, specifications and practices required to be adhered for execution of the works. All the necessary instruments, Tools and appliances are to be provided by you for your persons, workmen, employees and staff at your own costs. You shall be responsible to safely maintain your equipments, tools & in case they are required to kept in the Bank premises, no claim shall be entertainment for the loss and / or theft / damage of the materials / equipments.
14. In the event, the progress/quality of the service/s provided by you is/are found to be consistently below the accepted standards laid down by Bank and/or are unsatisfactory, the Bank reserves the right to delete part or whole of the scope of work. In such a case, no compensation or extra payment shall be made to you.
15. **The Bank reserves its rights to terminate your services by issuing a written notice of seven days without assigning any reasons and Bank shall be at liberty to hire the services of any other service provider.**
16. To indemnify and keep indemnified, the Bank against any loss, injury or damage either to person or property which the Bank may suffer by reason of the wilful, unlawful or negligent act or omission of any act by you or any of your personnel or representative.

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Electrical AMC -

Terms & Conditions [Continued]

17. Your representatives or staff shall not be construed as employees of the Bank and will be engaged herein as an independent contractor. Nothing herein shall be construed to create an association, partnership, joint venture, relationship of principal and agent or employer-employee relationship between your employees, representatives or staff and the Bank.
18. All Legal disputes will be subject to the jurisdictional Court situated in Mumbai Metro Region & Navi Mumbai area.
19. You are requested to communicate to us your acceptance of the Terms & Conditions mentioned in this letter.

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**Air Conditioning Machine –****Terms & Conditions**

Scope of Work - Four servicing visit in a year, 2 Dry services and 2 wet service.

1. AMC contract will be in respect of Branches/Departments situated in Mumbai Metro Region & Navi Mumbai area. Bank reserves its right to add or delete some branches/department without assigning any reasons. Further, the Bank reserves absolute right to change the Terms & Conditions and the scope of work, if required.
2. The scope of the Contract awarded to you, is on **Comprehensive Maintenance basis** and will cover all failures of electronic parts and spare-parts within the machine / system. Besides the routine maintenance, on occurrence of a break down the job shall be attended and rectified urgently and promptly. You shall make your own arrangement for filling of gas, brazing and welding in the place of workshop at your own cost and risk. In the event the breakdown of the Air conditioning unit is of services nature which requires to be repaired for more than one day then you shall replace the machine by a service unit in good working condition, at your own cost.
3. In case of shifting of Air conditioning units, you shall arrange all the materials including labour for satisfactory installation, testing and commissioning without any extra cost whatsoever. Repairs to parts sub-parts, assemblies, replacements of defective spare parts required for equipment, maintenance and repairs shall be provided and fitted by you at no extra charge and/or costs.
4. The rates mentioned above shall be constant and shall not be subjected to any kind of escalation or variation for whatsoever reason till the completion of the entire period of the work order duration. The rate is exclusive of taxes and other duties / levies, as imposed by the Government from time-to-time and which may be applicable to the contract awarded to you. The rate is inclusive of any other charges viz. overtime charges, if any, payable to your workmen. TDS at the prevailing rates, or as per applicability of the value of the work order, shall be deducted from the payments and remitted to the Central Government towards Income Tax as per the government notification.
5. **(a)** To submit a consolidated bill in duplicate along with the Service Card/reports duly stamped and signed (as mentioned in clause No.2) and a demand letter for **payment which shall be done on Quarterly basis.**
(b) The Bill also should show the bifurcation of total amount i.e. AMC charges & GST etc. so as to enable the Bank to process the bills and make the payment. **You should ensure that the bills also indicate our Bank's GST number 27AAAAA0300L1ZC in addition to your GST Number and Accounting Code Number.**

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**Air Conditioning Machine -****Terms & Conditions [Continued]**

6. To provide **Monthly / Quarterly Maintenance Services [as applicable]** you will attend to as many numbers of on call visits requested, for any kind of service calls or Breakdown calls. Along with the periodical bills you shall submit the copy of Service Maintenance Card or Service Call Reports for execution of the Preventive Maintenance Service requests, duly signed under the rubber stamp, by the Branch Manger or second responsible officer, of the respective branch/dept., specifying his/her name and Employee Number.
7. To shall deploy adequate skilled and qualified personnel for satisfactory execution of the Maintenance Contract awarded to you.
8. All the Air conditioning units shall be serviced in a specific and phased manner as per the schedule of work to avoid frequent break-down and to ensure maximum utilization of the AC machines. Besides the routine maintenance, on occurrence of a break down the job shall be attended and rectified urgently and promptly.
9. To ensure compliance of all safety standards, specifications and practices required to be adhered for execution of the works. All the necessary instruments, Tools and appliances are to be provided by you for your persons, workmen, employees and staff at your own costs. You shall be responsible to safely maintain your equipments, tools & in case they are required to kept in the Bank premises, no claim shall be entertainment for the loss and / or theft / damage of the materials / equipments.
10. In the event, the progress/quality of the service/s provided by you is/are found to be consistently below the accepted standards laid down by Bank and/or are unsatisfactory, the Bank reserves the right to delete part or whole of the scope of work. In such a case, no compensation or extra payment shall be made to you.
- 11. The Bank reserves its rights to terminate your services by issuing a written notice of seven days without assigning any reasons and Bank shall be at liberty to hire the services of any other service provider.**
12. To indemnify and keep indemnified, the Bank against any loss, injury or damage either to person or property which the Bank may suffer by reason of the wilful, unlawful or negligent act or omission of any act by you or any of your personnel or representative.
13. Your representatives or staff shall not be construed as employees of the Bank and will be engaged herein as an independent contractor. Nothing herein shall be construed to create an association, partnership, joint venture, relationship of principal and agent or employer-employee relationship between your employees, representatives or staff and the Bank.
14. All Legal disputes will be subject to the jurisdictional Court situated in Mumbai Metro Region & Navi Mumbai area.
15. You are requested to communicate to us your acceptance of the Terms & Conditions mentioned in this letter.

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**Note Sorting Machine –****Terms & Conditions**

1. AMC contract will be in respect of Branches/Departments situated in Mumbai Metro Region & Navi Mumbai area. Bank reserves its right to add or delete some branches/department without assigning any reasons. Further, the Bank reserves absolute right to change the Terms & Conditions and the scope of work, if required.
2. The scope of the Contract awarded to you, is on **Comprehensive Maintenance basis** and will cover all failures of electronic parts and spare-parts within the machine / system, Motors, Vacuum pumps, Spindle unit, Transformer, main and Customer Display Unit, Mother board, Power Supply etc; repairs to parts sub-parts, assemblies, replacements of defective spare parts required for equipment, maintenance and repairs shall be provided and fitted by the service provider at no extra charge and/or costs. You shall be responsible to maintain your own equipments, tools, tackles and material safely brought by you and / or issued to you by the Bank within the Bank's premises. No claim shall be entertained for the loss and/or theft of the material / equipments.
3. In case of shifting of note sorting machines, you shall arrange all the materials including labour for satisfactory installation, testing and commissioning without any extra cost whatsoever. Repairs to parts sub-parts, assemblies, replacements of defective spare parts required for equipment, maintenance and repairs shall be provided and fitted by you at no extra charge and/or costs.
4. The rates mentioned above shall be constant and shall not be subjected to any kind of escalation or variation for whatsoever reason till the completion of the entire period of the work order duration. The rate is exclusive of taxes and other duties / levies, as imposed by the Government from time-to-time and which may be applicable to the contract awarded to you. The rate is inclusive of any other charges viz. overtime charges, if any, payable to your workmen. TDS at the prevailing rates, or as per applicability of the value of the work order, shall be deducted from the payments and remitted to the Central Government towards Income Tax as per the government notification.
5. **(a)** To submit a consolidated bill in duplicate along with the Service Card/reports duly stamped and signed (as mentioned in clause No.2) and a demand letter for **payment which shall be done on Quarterly basis.**
(b) The Bill also should show the bifurcation of total amount i.e. AMC charges & GST etc. so as to enable the Bank to process the bills and make the payment. **You should ensure that the bills also indicate our Bank's GST number 27AAAAA0300L1ZC in addition to your GST Number and Accounting Code Number.**

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**Note Sorting Machine –****Terms & Conditions [Continued]**

6. To provide **Quarterly Maintenance Services** you will attend to as many numbers of on call visits requested, for any kind of service calls or Breakdown calls. Along with the periodical bills you shall submit the copy of Service Maintenance Card or Service Call Reports for execution of the Preventive Maintenance Service requests, duly signed under the rubber stamp, by the Branch Manger or second responsible officer, of the respective branch/dept., specifying his/her name and Employee Number.
7. To shall deploy adequate skilled and qualified personnel for satisfactory execution of the Maintenance Contract awarded to you.
8. All the note sorting machine shall be serviced in a specific and phased manner as per the schedule of work to avoid frequent break-down and to ensure maximum utilization of the AC machines. Besides the routine maintenance, on occurrence of a break down the job shall be attended and rectified urgently and promptly.
9. To ensure compliance of all safety standards, specifications and practices required to be adhered for execution of the works. All the necessary instruments, Tools and appliances are to be provided by you for your persons, workmen, employees and staff at your own costs. You shall be responsible to safely maintain your equipments, tools & in case they are required to kept in the Bank premises, no claim shall be entertainment for the loss and / or theft / damage of the materials / equipments.
10. In the event, the progress/quality of the service/s provided by you is/are found to be consistently below the accepted standards laid down by Bank and/or are unsatisfactory, the Bank reserves the right to delete part or whole of the scope of work. In such a case, no compensation or extra payment shall be made to you.
- 11. The Bank reserves its rights to terminate your services by issuing a written notice of seven days without assigning any reasons and Bank shall be at liberty to hire the services of any other service provider.**
12. To indemnify and keep indemnified, the Bank against any loss, injury or damage either to person or property which the Bank may suffer by reason of the wilful, unlawful or negligent act or omission of any act by you or any of your personnel or representative.
13. Your representatives or staff shall not be construed as employees of the Bank and will be engaged herein as an independent contractor. Nothing herein shall be construed to create an association, partnership, joint venture, relationship of principal and agent or employer-employee relationship between your employees, representatives or staff and the Bank.
14. All Legal disputes will be subject to the jurisdictional Court situated in Mumbai Metro Region & Navi Mumbai area.
15. You are requested to communicate to us your acceptance of the Terms & Conditions mentioned in this letter.

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**Diesel Generator Set -****Terms & Conditions**

1. AMC contract will be in respect of Branches/Departments situated in Mumbai Metro Region & Navi Mumbai area. Bank reserves its right to add or delete some branches/department without assigning any reasons. Further, the Bank reserves absolute right to change the Terms & Conditions and the scope of work, if required.
2. You shall provide **Monthly Maintenance Services for Kurla, Vashi sites (IT, IT DRS Dept.-) and K.K. Tower - Head Office. Quarterly Maintenance Services** for All other location and as many numbers of on call visits requested, for any kind of service calls or Breakdown calls. You shall submit the copy of Service Maintenance Card or Service Call Reports for execution of the Preventive Maintenance Service requests, along with the bill, duly signed under the rubber stamp, by the Branch Manger or second responsible officer, of the respective branch, specifying his/her name and Employee Number.
3. Repairs to parts sub-parts, assemblies, replacements of defective spare parts required for equipment, maintenance and repairs shall be provided and fitted by you at no extra charge and/or costs.
4. The rates mentioned above shall be constant and shall not be subjected to any kind of escalation or variation for whatsoever reason till the completion of the entire period of the work order duration. The rate is exclusive of taxes and other duties / levies, as imposed by the Government from time-to-time and which may be applicable to the contract awarded to you. The rate is inclusive of any other charges viz. overtime charges, if any, payable to your workmen. TDS at the prevailing rates, or as per applicability of the value of the work order, shall be deducted from the payments and remitted to the Central Government towards Income Tax as per the government notification.
5. (a) To submit a consolidated bill in duplicate along with the Service Card/reports duly stamped and signed (as mentioned in clause No.2) and a demand letter for **payment which shall be done on Quarterly basis.**
(b) The Bill also should show the bifurcation of total amount i.e. AMC charges & GST etc. so as to enable the Bank to process the bills and make the payment. **You should ensure that the bills also indicate our Bank's GST number 27AAAAA0300L1ZC in addition to your GST Number and Accounting Code Number.**
6. To provide **Quarterly Maintenance Services** you will attend to as many numbers of on call visits requested, for any kind of service calls or Breakdown calls. Along with the periodical bills you shall submit the copy of Service Maintenance Card or Service Call Reports for execution of the Preventive Maintenance Service requests, duly signed under the rubber stamp, by the Branch Manger or second responsible officer, of the respective branch/dept., specifying his/her name and Employee Number.

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AUTHORIZED SIGNATORY OF THE APPLICANT



Diesel Generator set
Terms & Conditions [Continued]

7. To shall deploy adequate skilled and qualified personnel for satisfactory execution of the Maintenance Contract awarded to you.
8. Besides the routine maintenance, on occurrence of a break down the job shall be attended and rectified urgently and promptly.
9. To ensure compliance of all safety standards, specifications and practices required to be adhered for execution of the works. All the necessary instruments, Tools and appliances are to be provided by you for your persons, workmen, employees and staff at your own costs. You shall be responsible to safely maintain your equipments, tools & in case they are required to kept in the Bank premises, no claim shall be entertainment for the loss and / or theft / damage of the materials / equipments.
10. In the event, the progress/quality of the service/s provided by you is/are found to be consistently below the accepted standards laid down by Bank and/or are unsatisfactory, the Bank reserves the right to delete part or whole of the scope of work. In such a case, no compensation or extra payment shall be made to you.
- 11. The Bank reserves its rights to terminate your services by issuing a written notice of seven days without assigning any reasons and Bank shall be at liberty to hire the services of any other service provider.**
12. To indemnify and keep indemnified, the Bank against any loss, injury or damage either to person or property which the Bank may suffer by reason of the wilful, unlawful or negligent act or omission of any act by you or any of your personnel or representative.
13. Your representatives or staff shall not be construed as employees of the Bank and will be engaged herein as an independent contractor. Nothing herein shall be construed to create an association, partnership, joint venture, relationship of principal and agent or employer-employee relationship between your employees, representatives or staff and the Bank.
14. All Legal disputes will be subject to the jurisdictional Court situated in Mumbai Metro Region & Navi Mumbai area.
15. You are requested to communicate to us your acceptance of the Terms & Conditions mentioned in this letter.

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**Lift -****Terms & Conditions**

1. AMC contract will be in respect of Branches/Departments situated in Mumbai Metro Region & Navi Mumbai area. Bank reserves its right to add or delete some branches/department without assigning any reasons. Further, the Bank reserves absolute right to change the Terms & Conditions and the scope of work, if required.
2. The scope of the Contract awarded to you, is on **Comprehensive Maintenance basis** and will cover all major components of the elevator to be covered under this contract with the certain exceptions e.g. any loss, damage or delay due to any cause beyond the reasonable control.
3. Repairs to parts sub-parts, assemblies, replacements of defective spare parts required for equipment, maintenance and repairs shall be provided and fitted by you at no extra charge and/or costs.
4. The rates mentioned above shall be constant and shall not be subjected to any kind of escalation or variation for whatsoever reason till the completion of the entire period of the work order duration. The rate is exclusive of taxes and other duties / levies, as imposed by the Government from time-to-time and which may be applicable to the contract awarded to you. The rate is inclusive of any other charges viz. overtime charges, if any, payable to your workmen. TDS at the prevailing rates, or as per applicability of the value of the work order, shall be deducted from the payments and remitted to the Central Government towards Income Tax as per the government notification.
5. **(a)** To submit a consolidated bill in duplicate along with the Service Card/reports duly stamped and signed (as mentioned in clause No.2) and a demand letter for **payment which shall be done on Quarterly basis.**
(b) The Bill also should show the bifurcation of total amount i.e. AMC charges & GST etc. so as to enable the Bank to process the bills and make the payment. **You should ensure that the bills also indicate our Bank's GST number 27AAAAA0300L1ZC in addition to your GST Number and Accounting Code Number.**
6. To provide **Quarterly Maintenance Services** you will attend to as many numbers of on call visits requested, for any kind of service calls or Breakdown calls. Along with the periodical bills you shall submit the copy of Service Maintenance Card or Service Call Reports for execution of the Preventive Maintenance Service requests, duly signed under the rubber stamp, by the Branch Manger or second responsible officer, of the respective branch/dept., specifying his/her name and Employee Number.

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**LIFT -****Terms & Conditions [Continued]**

7. To shall deploy adequate skilled and qualified personnel for satisfactory execution of the Maintenance Contract awarded to you.
8. Besides the routine maintenance, on occurrence of a break down the job shall be attended and rectified urgently and promptly.
9. To ensure compliance of all safety standards, specifications and practices required to be adhered for execution of the works. All the necessary instruments, Tools and appliances are to be provided by you for your persons, workmen, employees and staff at your own costs. You shall be responsible to safely maintain your equipments, tools & in case they are required to kept in the Bank premises, no claim shall be entertainment for the loss and / or theft / damage of the materials / equipments.
10. In the event, the progress/quality of the service/s provided by you is/are found to be consistently below the accepted standards laid down by Bank and/or are unsatisfactory, the Bank reserves the right to delete part or whole of the scope of work. In such a case, no compensation or extra payment shall be made to you.
11. **The Bank reserves its rights to terminate your services by issuing a written notice of seven days without assigning any reasons and Bank shall be at liberty to hire the services of any other service provider.**
12. To indemnify and keep indemnified, the Bank against any loss, injury or damage either to person or property which the Bank may suffer by reason of the wilful, unlawful or negligent act or omission of any act by you or any of your personnel or representative.
13. Your representatives or staff shall not be construed as employees of the Bank and will be engaged herein as an independent contractor. Nothing herein shall be construed to create an association, partnership, joint venture, relationship of principal and agent or employer-employee relationship between your employees, representatives or staff and the Bank.
14. All Legal disputes will be subject to the jurisdictional Court situated in Mumbai Metro Region & Navi Mumbai area.
15. You are requested to communicate to us your acceptance of the Terms & Conditions mentioned in this letter.

SEAL

AUTHORIZED SIGNATORY OF THE APPLICANT



DECLARATION BY THE APPLICANT

1. I / we agree to execute and register the Service Level Agreement as per the Bank's format and on the terms & conditions mentioned therein.
2. I/we have read it and understood the same in conjunction with other terms & conditions as notified in the advertisement / on Bank's website.
3. I / We declare that the information /documents furnished above is true and correct to the best of our knowledge and belief.
4. I/we declare that our Firm/company is not under liquidation neither has been black listed by any Govt. Authority / Bank/PSU etc. for any reason.
5. I/we confirm that no Litigation / Arbitration cases are pending against us / by us with Bank (PSU/Govt. Authorities) – **OR** - brief materials information of such cases are enclosed.
6. We understand that the Bank is not bound to accept all applications it may receive and Bank reserve its right to reject all or any application without assigning any reason or giving any explanation what so ever.
7. I/we hereby confirm that our name does not appear in any "Caution" list of RBI/IBA or any other Regulatory body.
8. I/we have no objection if enquiries are made from the clients about the work listed by me/us in the enclosed seats/Annexure.
9. I/we agree that decision of the Bank in selection for empanelment will be final & binding on me/us.

Place :

Date :

Sr. No.	SIGNATURE (s) OF APPLICANT	Name, address and contact no. of the applicant [Please affix the seal]

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ANNEXURE-I

DETAILS OF DOCUMENTS SUBMITTED

Sr. No.	Name of Documents	Details of Documents
1	Application Form [All pages filled in signed and stamped]	
2		
3		
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Place:

Date:

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LIST OF BRANCHES FOR AMC

Mumbai Zone		Navi Mumbai Zone	
Sr.No.	Branch	Sr.No.	Branch
1	Abhyudaya Nagar	1	Airoli
2	Andheri	2	Anjur Phata, Bhiwandi
3	Antop Hill	3	Badlapur
4	Bail Bazar	4	Bhiwandi
5	Bhandup (Deposits Section)	5	CBD Belapur
	Bhandup (Loan Dept.)	6	Charai, Thane
6	Bhayandar	7	Divia (E)
7	Borivli	8	Divale, Belapur
8	Chembur	9	Dombivali (E)
9	Dadar (W)	10	Dombivali (W)
10	Dahisar	11	Ghansoli
11	Darukhana	12	Ghodbunder Road
12	Dharavi *	13	Kalamboli
13	Fort	14	Kharigaon, Kalwa
14	Ghatkopar	15	Kalyan (E)
15	Shastri Nagar, Goregaon (W)	16	Kalyan (W)
16	Hill Road	17	Kamothe
17	Sarvodaya Nagar, Jogeshwari (E)	18	Kankavali
18	Kandivli (E)	19	Kausa-Mumbra
19	Kandivli (W) Charkop	20	Khanda Colony, Panvel
20	Kanjur	21	Kharghar
21	Kher Nagar	22	Koparkhairane
22	Lalbaug	23	Lokmanya Nagar - Thane (W)
23	Lower Parel	24	Mobile
24	Malad (East)	25	Mumbra
25	Malad (West)	26	Nerul
26	Marve Link Road, Kandivli (W)	27	New Panvel
27	Mira-Road	28	Nhava Sheva
28	Mulund (W)	29	Old Panvel
29	Nallasopara	30	Pen
30	Nehru Nagar - Kurla (E) *	31	Seawood
31	Parel	32	Turbhe
32	Sewri	33	Ulwe
33	Sherly Rajan	34	Vashi
34	Vasai (E)		
35	Kannamwar Nagar, Vikhroli (E)		
36	Virar *		
37	Wadala		
38	Worli		

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LIST OF DEPARTMENTS WITH ADDRESSES FOR AMC

Sr. No	Dept.	Address
1	Registered Office & Share Dept	Abhyudaya Nagar, Bldg. No.36, G.D. Ambekar Marg, Kalachowky, Mumbai - 400 033.
2	Secretarial Dept. Cash Dept. /Credit Dept.	K.K.Tower, Off G.D. Ambekar Marg, Parel Village, Mumbai - 400 012.
3	Central Law Dept.	K.K. Tower, Off G.D. Ambekar Marg, Parel Village, Mumbai - 400 012.
4	CCD, Bhandup	Abhilasha Apartment, Bhandup (W), Mumbai - 400 078.
5	Recovery Dept.	Shrama Safalya, Parel Village, 63, G.D. Ambekar Marg, Mumbai - 400012.
6	Share Dept.	Abhyudaya Nagar, Bldg. No.36, G.D. Ambekar Marg, Kalachowky, Mumbai - 400 033.
7	Legal Dept.	Abhyudaya Education Society, Opp. Bldg. No. 18, Abhyudaya Nagar, Kalachowki, Mumbai - 400 033.
8	Stationery Dept.	III, Bharat Industrial Estate, T.J. Marg, Sewri, Mumbai - 400 015.
9	Foreign Exchange Dept.	Gurukripa C.H.S. Ltd., Opp. Plaza Cinema, Dadar (W), Mumbai - 400 028
10	CPC & Cheque Truncation Dept.	Abhyudaya Bank Building, 251, Perin Nariman Street, Fort, Mumbai- 400 001.INDIA
11	Treasury Dept.	Abhyudaya Bank Bldg., S.G. Barve Marg, Nehru Nagar, Kurla (E), Mumbai - 400 024.
12	I. T. Dept.	Abhyudaya Bank Bldg., S.G. Barve Marg, Nehru Nagar, Kurla (E), Mumbai - 400 024.
13	CCD, Vashi	Abhyudaya Bank Bldg., Sector - 17, Vashi, Navi Mumbai - 400 703.
14	Development Dept.	Abhyudaya Bank Bldg., 1st Floor, Sector - 17, Vashi, Navi Mumbai - 400 705.
15	Marketing & Planning Dept.	Abhyudaya Bank Bldg., 1st Floor, Sector - 17, Vashi, Navi Mumbai - 400 703.
16	Insurance Dept. (LIC, GIC)	Abhyudaya Bank Bldg., 1st Floor, Sector - 17, Vashi, Navi Mumbai - 400 705.
17	I.S.Audit Dept. Vigilance Dept.	Abhyudaya Bank Bldg., 1st Floor, Sector - 17, Vashi, Navi Mumbai - 400 703.
18	KYC & AML Dept.	Abhyudaya Bank Bldg., Plot No.3A, Sector - 15, Nerul, Navi Mumbai - 400 706.

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LIST OF DEPARTMENTS WITH ADDRESSES FOR AMC

Sr. No	Dept.	Address
19	Risk Management Dept.	Abhyudaya Bank Bldg., 3rd Floor, Sector - 17, Vashi, Navi Mumbai - 400 703.
20	Accounts Dept. Bills Dept.	Abhyudaya Bank Bldg., 2nd Floor, Sector - 17, Vashi, Navi Mumbai - 400 703.
21	HRM Dept.	1 st floor, K.K. Tower, Abhyudaya Bank Lane, Off G.D. Ambekar Marg, Parel Village, Mumbai-400012.
22	Inspection Dept.	Abhyudaya Bank Bldg., 2nd Floor, Sector - 17, Vashi, Navi Mumbai - 400703.
23	Staff Training College	Abhyudaya Bank Bldg., 3rd Floor, Sector - 17, Vashi, Navi Mumbai - 400 703.
24	IT, DRS	Abhyudaya Bank Bldg., 3rd Floor, Sector - 17, Vashi, Navi Mumbai - 400 703.
25	MIS Dept.	Abhyudaya Bank Bldg., 3rd Flr., Sector - 17, Vashi, Navi Mumbai - 400 703.
26	Mahape CRS	Plot No. A/53, TTC Industrial area, Mahape, Navi Mumbai- 400 705
27	ATM Reconciliation	Abhyudaya Bank Bldg., 3rd Flr., Sector - 17, Vashi, Navi Mumbai - 400 703.
28	Cluster - Sewri	Navnidhi Incl. Estate, A.D. Marg, Sewri (W), Mumbai - 400 015. INDIA
29	Cluster - Dombivali (E)	1st Floor, Jaykul Arcade, Manpada Road, Dombivali (E) 421 201, Dist. Thane.
30	Cluster - Vashi	Abhyudaya Bank Bldg., 2nd Floor, Sector - 17, Vashi, Navi Mumbai - 400 703. INDIA
31	Bandra Cluster	Lumbini bldg., National Library Road, Bandra (W), Mumbai - 400 050. INDIA
32	Business Development & Operations	Abhyudaya Bank Bldg., 2nd Floor, Sector - 17, Vashi, Navi Mumbai - 400 703.

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**LIST OF BRANCHES / DEPARTMENTS FOR INSTALLED LIFT FOR AMC**

Sr. No.	Name of the Branch/Department	Addresses
1.	Vashi Premises	Abhyudaya Bank Bldg., Sector - 17, Vashi, Navi Mumbai - 400 703.
2.	IT Dept. - Kurla -	Abhyudaya Bank Bldg., 3rd Floor, Sector - 17, Vashi, Navi Mumbai - 400 703.
3.	Head Office – New Premises	Parel Sewree, F/South Ward, Parel Tank Road, Mumbai - 400 012