

NOTE TO CHIEF EXECUTIVE (FIJI OPERATIONS)

DECISION OF THE SANCTIONING AUTHORITY

Lekshmy Anand, Chief Executive (Fiji Operations)

Madam,

RE: AUTHORITY FOR PLACING TENDER FOR SERVICE OF AIR CONDITIONING UNITS AT BANK OF BARODA, FIJI TERRITORY**Issue for Consideration**

1. To authorize for placing of tender in the Local News Papers and Banks Website for service of air conditioning units for Bank of Baroda, Fiji Territory
2. To Approve the draft advertisement to be placed in the local newspapers and RFP Document (Request for Proposal) / Requirement document) to be placed in the Banks website for service of air conditioning units for Bank of Baroda, Fiji Territory

Background

Bank of Baroda, Fiji Territory has been engaging into annual maintenance contract (AMC) for service & maintenance of air conditioning units supplied for all offices, branches and residences.

We are currently engaged with M/s Planet Air Conditioning Works and M/s Lincoln Refrigeration Ltd for servicing of air conditioning units for the Western / Central division and Northern Division respectively as per AMC authority no. TO: ADM: 62/281 dated 26th September 2023 for a period of one (1) year w.e.f. 01.10.2022 expiring on 30.09.2023 and the details of service are as under: -

- Normal Service (monthly basis) i.e. 10 times per annum.
- Annual / General Service (six monthly basis) i.e. 2 times per annum

We now propose to place tender for service of air conditioning units for Bank of Baroda offices, branches and residences in the local newspapers i.e. Fiji Times and Fiji Sun for selection of the suitable supplier. The tender may be published on Monday, 04.09.2023. Attached are the following draft documents for service of AC units: -

1. The Draft copy of the Advertisement to be placed in the local news papers
2. The Draft copy of the AC Service Requirement Document to be placed on the Banks website

The process for carrying out tender for AC Service with the important dates are as follows: -

1. Note to Chief Executive (Fiji Operations) for approval for placing tender in the local newspapers and Banks website.
2. Place expression of interest - tender for AC service in the local newspapers i.e. Fiji Times and Fiji Sun and Banks website.
3. The Tender will be received, opened and evaluated by the High Value Purchase Committee comprising of the following committee members: -

- ❖ Chief Executive (Fiji Operations), Mrs. Lekshmy Anand
 - ❖ Chief Manager (HRM & ADM), Mrs. Seema
 - ❖ Senior Manager (OPS & SERV), Mr. Rajesh Choudhary
 - ❖ Senior Manager (IT), Mr. Pankaj Kumar
 - ❖ Senior Manager(MIS), Abhay Mandey
 - ❖ Chief Manager (Audit) - OBSERVER
4. Note will be placed to the Chief Executive (Fiji Operations) with analysis and recommendations for consideration / selection of suitable service provider.
 5. Tender will be awarded to the successful bidder for AC service.
 6. Preparation / Signing of the Contract for engagement.
 7. Important dates for the Tender Process will be as under: -
 - ❖ Date of RFP Document : 01.09.2023
 - ❖ Date for Publishing Tender in the Local papers : 04.09.2023
 - ❖ Date of Close of Tender Documents : 04.10.2023
 - ❖ Date of Open of Tender Documents : 05.10.2023
 - ❖ Date of Processing of Tender Allotment : 10.10.2023

Recommendations

In view of the above we seek authority and approval for the following: -

1. To authorize to place tender placing of tender in the Local News Papers and Banks Website for service of air conditioning units for Bank of Baroda, Fiji Territory.
2. To Approve the draft advertisement to be placed in the local newspapers and RFP Document (Request for Proposal) / Requirement document) to be placed in the Banks website for service of air conditioning units for Bank of Baroda, Fiji Territory.

Submitted for your kind consideration for approval.


Seema
Chief Manger (HRM & ADM)

 