



**TECHNICAL BID**

**SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD.,  
(SBIIMS),**

(WHOLLY OWNED SUBSIDIARY OF SBI) BHOPAL

CIRCLE OFFICE

INVITES e-TENDERS ON BEHALF OF SBI

**THROUGH E-TENDERING  
PROCESS**

**ANNUAL MAINTENANCE CONTRACT FOR ELECTRICAL MAINTENANCE WORK OF 184 OFFICERS FLATS, 3 GMS' BUNGLOWS AND 6 DGMs' FLATS, GUEST HOUSE, TRANSIT HOUSE, COMMUNITY HALL, OVERHEAD WATER STORAGE RESERVOIR, SUMP WELL AT CHAR IMLI, BHOPAL.**

Electrical Contractors who are on the panel of SBI, LHO, Bhopal for electrical works for category of 15 Lacs, 50 Lacs & 100 Lacs are only eligible.

Note: Firm should possess valid digital signature for this e-tender.

Last date for submission of e-Tender: 2:00 P.M. (IST) on  
25.7.2019

Start Date: 06.07.2019

Opening of e Tenders: 3.00 P.M. (IST) on  
25.7.2019

**The Vice  
president &  
Circle Head,  
SBI Infra Management Solutions  
Pvt. Ltd.  
Bhopal Circle Office  
Mezzanine Floor, SBI Bhopal  
LHO Building, Hoshangabad  
Road  
Bhopal- 462 011**

**NOTICE INVITING TENDER**

**NAME OF WORK:**

**ANNUAL MAINTENANCE CONTRACT FOR ELECTRICAL MAINTENANCE WORK OF 184 OFFICERS FLATS, 3 GMs' BUNGLOWS AND 6 DGMs' FLATS, GUEST HOUSE, TRANSIT HOUSE, COMMUNITY HALL, OVERHEAD WATER STORAGE RESERVOIR, SUMP WELL AT CHAR IMLI, BHOPAL.**

1. Online e-Tenders are invited for the above mentioned work from the empanelled contractors of SBI, LHO Bhopal of electrical works category of 15 Lacs, 50 Lacs & 100 Lacs.

2. Cost of Tender Documents-cum-application: Fee 1) **Rs.2000.00 (Rupees Two Thousand only) to be paid only through State Bank Collect (SB Collect an efficient MIS report generating tool). The steps involved in making the payment is provided at Annexure-A.**

- 3 Date and Time where tender forms are available (From \_\_\_\_\_ to \_\_\_\_\_) FROM 25.7.2019 at <https://e tender.sbi/>  
FROM 25.7.2019 at <https://e tender.sbi/>
- 4 Time and last date of submission of online eTender Up to 2.00PM on 25.07.2019
- 5 Place, Time & Address for submission of e tender/contact person /telephone no/email address. Up to 2.00 p.m. on 25.07.2019  
A) Tender documents at <https://e tender.sbi/>  
B) EMD at the Address:  
SBI Infra Management Solutions  
Pvt. Ltd. Bhopal Circle Office  
Mezzanine Floor, SBI Bhopal LHO  
Building, Hoshangabad Road,  
Bhopal- 462 011  
Ph: 0755-2572551  
e- mail id : headbho.sbiims@sbi.co.in
- 6 Date, Time and Place of opening of eTenders On 25.07.201 at 3:00PM  
SBI Infra Management Solutions  
Pvt. Ltd. Bhopal Circle Office  
Mezzanine Floor, SBI Bhopal  
LHO Building, Hoshangabad  
Road (Percentage) drawn in favour of  
Bhopal - 462 011  
Ph: 0755 2572551  
email id : headand.sbiims@sbi.co.in  
Rs15,000/- (DD-Drawn in favour of Vice  
President & Circle Head, SBIIMS, Bhopal  
payable at Bhopal)
- 7 Quantum of Earnest Money Deposit (EMD) ` \_\_\_\_\_ drawn in favour of \_\_\_\_\_ Payable at \_\_\_\_\_
- 8 Quantum of Security Deposit \_\_\_\_\_ (Percentage) drawn in favour of \_\_\_\_\_ Payable at \_\_\_\_\_. Amount of bank guarantee.

- 10** Terms of payment of Bills, if any  
(specify the minimum value of work  
for payment of running account  
bills)
- 11** (Penalty clause) Liquidated Damages  
@ 0.5% of the value of work per week of  
delay subject to a maximum penalty of 5%  
of the value of work would be strictly  
imposed.
- 13** Validity period of the tender. 90 days from last date for receipt of tender

**14 Eligible Taxes**

**A )** Income Tax will be deducted at source as per Govt.Guideline

s.

**B) Payment of GST will be made as applicable. The contractor should comply with the following;**

Contractor should have GST Registration

Numbe

r.

Invoice should specifically/separately disclose the amount of GST levied at applicable rate as per GST provisions/Rules.

In case of Correction in the bills after scrutiny, contractor should submit fresh bills for payment.

Contractor should timely file his GST return in accordance with GST provisions to enable the bank to claim the credit of GST paid to the contractor.

The GST Number of State Bank Of India are

For Madhya Pradesh -

223AACS8577K1ZX

**15**

**Electronic**

**Payment**

Electronic payment shall be preferred.

All the contractor must furnish details such as 1) Name of the their bank 2) Name of their branch 3) Account number 4) Name of the account holder as in the bank account 5) IFSC No of the branch 6) PAN number.

**16 Agency for arranging e-**

tendering e-Procurement Technologies Limited,

Ahmedabad. Email id:-

[aman.v@procuretigerl.com](mailto:aman.v@procuretigerl.com),

[shivam@auctiontiger.net](mailto:shivam@auctiontiger.net)

e-Procurement Technologies Limited,

Ahmedabad. Email id:-

[aman.v@procuretigerl.com](mailto:aman.v@procuretigerl.com),

[shivam@auctiontiger.net](mailto:shivam@auctiontiger.net)

Primary Contact No:- **079- 68136824, 079**

**68136822**

You are requested to contract the agency for further guidance on e tendering.

Signature of

17 For further clarifications, if any All technical matters contact  
Sri. D.N. Rajolia , SBIIMS, Bhopal (0755-2572551)

18 **Any additional Information**  
The quoted rate should be inclusive of materials, labour, wages, fixtures, transportation, installation, all taxes (but excluding GST), wastages, Octroi, machinery, temporary works such as scaffolding, cleaning, overheads, profit, statutory expenses, incidental charges and all related expenses to complete the work

**The D.D./ B.C. of E.M.D.(Rs.15,000.00) and the proof of Tender fee( Rs.2,000.00) deposited through SB collect shall be submitted/received on or before 25.7.2019 before 2:00 pm otherwise the tender shall be summarily rejected at the above mentioned address on or before the opening date/time of Tender.**

The contractor has to provide their E-mail id, contact nos. and postal address in the bid documents. Henceforth, all official communication from Bank/SBIIMS shall be through E-mail and SMS also.

The SBIIMS reserves the right to cancel or postpone or modify the tenders at any stage without assigning any reason.

The Vice president & Circle Head

**Annexure-A**

***The steps involved in making the payment through SB Collect are as under :-***

1. The Vendor needs to use SBI internet banking site <https://www.onlinesbi.com/>.
2. Select "**SB Collect**" from Top Menu, that will lead to the next page:
3. "**Proceed**" will lead to the next page:
4. Select "**All India**" in "State of Corporate / Institution" & Select "**Commercial Services**" in "Type of Corporate / Institution".
5. ***"Go" will lead to the next page:***
6. Select "**SBI Infra Management Solutions**" in Commercial Services Name and "**Submit**"
7. Select "**Tender Application Fee**" in "Payment Category" and enter the "**Tender ID**"  
***exactly as we preloaded with characters in Uppercase only in place of Circle Codes.***
8. The next Page will be ready with few of the Preloaded Tender Details:
9. The Vendor will have to fill up the fields properly and upon making the payment a receipt will be generated with a Reference No.

**NOTE : Any type of vendor, whether dealing with SBI or other bank can use this SB Collect facility.**

***Even a contractor not dealing with any bank can use this portal and generate challan and deposit by cash in any SBI branch. The bank charges for cash deposit will be also borne by the vendor himself.***

**INSTRUCTIONS TO  
TENDERERS**

**ANNUAL MAINTENANCE CONTRACT FOR ELECTRICAL MAINTENANCE WORK OF 184 OFFICERS FLATS, 3 GMS' BUNGLOWS AND 6 DGMs' FLATS, GUEST HOUSE, TRANSIT HOUSE, COMMUNITY HALL, OVERHEAD WATER STORAGE RESERVOIR, SUMP WELL AT CHAR IMLI, BHOPAL.**

1. Submission of BIDs/Tender Documents: Tenders should be submitted online in the website <https://etender.sbi/>. In addition, scanned copy of the declaration given in the last page signed with seal and scanned proof of empanelment and its validity should be submitted online with our service provider on the website at: <https://etender.sbi/> The tender document is not required to be sent to us in hard copy. The Tender documents with acceptance of all terms and conditions strictly as described in this tender document will be submitted online through M/s e-Procurement Technologies Ltd., Ahmadabad, the out sourcing agency approved by the Bank for e-tendering on the website <https://etender.sbi/>
2. Contractors should submit/sent i) EMD of Rs.15,000.00 hard copy and ii) Proof of Tender fee (Rs.2,000.00) submitted through SB Collect on or before 2:00 p.m on last date at the office of the Vice President, SBI Infra Management Solutions Pvt. Ltd., Bhopal Circle Office, Mezzanine Floor, SBI Bhopal LHO Building, Hoshangabad Road, Bhopal. The tender will be rejected if the tenderer fails to submit the above documents such as soft copy of complete tender documents, scanned copies of proof of empanelment, declaration, EMD and application fee.
3. Contract documents consist of detailed plans, technical specification, schedule of quantities of the various classes of work to be done, and the set of 'conditions of contract' to be compiled with by the person whose tender may be accepted. The documents are available in the website <https://etender.sbi/>
4. The acceptance of a tender will rest with the Competent Authority, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received, without assigning any reasons. All tenders in which any of the prescribed conditions are not fulfilled, or are incomplete in any respect are liable to be rejected.
5. this contract may be deducted from the security deposit, or from any sum that may be or may become due to the Contractor on any account whatsoever and in the event of the Security Deposit being reduced by reasons of any such deductions, the Contractor shall within 7 days of being asked to do make good in by DD any sum which have been deducted from his security deposit.
6. Tender containing any condition leading to unknown / indefinite liability, are liable to be summarily rejected.
7. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.

8. The tenderer should quote their (own) rates for undertaking the work.
9. GST as applicable will be paid at the time of payment of bill.
10. All taxes other than GST, other statutory obligation in respect of this contract, as applicable, shall be payable by contractor including transportation and TA / DA of the workers at site and the SBIIMS will not entertain any claim whatsoever in this respect
11. I.T. will be recovered @ 2 % plus surcharge or as applicable as per Government Rules
12. Tenders for works shall remain open for acceptance for a period of 90 days from the last date of tenders. If the tenderer withdraws his tender before the expiry of the said period or makes any modifications in terms and condition of the tender which are not acceptable to the Bank, then the SBIIMS without prejudice to any other right or remedy is at liberty to forfeit the earnest money.
13. The successful tenderer, after the work is awarded, he will have to enter into an agreement with the competent authority of the bank.
14. The tenderer, must co-ordinate with the other agencies such as (I) Electrical (II) Air – Conditioning etc.
15. The tenderer should visit the site to ascertain the working conditions and local authority regulations / restrictions if any and other information required for the proper execution of the work. The work should be carried out at any floor.
16. The work is to be carried out on different floors level depending upon the nature of work. Please note that materials and machines are required to be carried on head load and the same must be accounted in the costing. Please note that no separate cost shall be allowed for carting and shifting of materials.
17. The quantities of various items given in the schedule of quantities are approximate. The quantities of work may vary at time of allotment / execution of work. SBIIMS reserves the right to omit / delete any item(s) of work from the schedule at the time of allotment / before. Contractor will be paid for the actual work done at the site duly verified by the concerned official of the SBIIMS.
18. If the rate quoted by the contractor for any item / items are not workable or abnormally lower than the market rate, the SBIIMS may demand Bank guarantee from the contractor for satisfactory completion of these work.
23. The work has to be started within 7 (Seven) Days from the date of receipt of work order/ mark out at site; whichever is later. In case of work not being started within this stipulated

period, the SBIIMS reserves the right to cancel the work order duly forfeiting the Earnest money deposit.

24. No employee of the Bank/SBIIMS is allowed to work as a contractor for a period of 2 years of his/her retirement from Bank/SBIIMS Services without previous permission of the Bank/SBIIMS. This contract is liable to be cancelled, if either the contractor or any of his employees is any time to be such a person who had not obtained the permission of Bank/SBIIMS as aforesaid before submission of the tender or engagement in the contractor's service.
25. Contractor should get approval of the samples of materials in advance with Bank/SBIIMS's Engineer before use of the same in the work'
26. Bank/SBIIMS has the right to offer the contractor to modify the old material wherever/ whenever necessary instead of new supplies
28. The tenders shall summarily rejected, if any one of the above said requirements has not been complied with.
29. The Bank/SBIIMS will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever
30. The contractor should fulfill the labour regulation guidelines stipulated by the governments
31. No advance payment in any form will be granted for the works proposed
35. All safety code, CPWD specifications, respective Indian Standard code of practice and direction of Engineer-in-charge will be meticulously followed while executing the work.
36. The Contractor has to obtain approval of materials/samples from the Engineer-in-charge prior to its procurement and use in execution of work.
37. The tools, plants & machineries etc. required for execution of work shall be used as per direction of the Engineer-in-charge to achieve the desired quality of work for the proposed work. The proforma of the agreement is enclosed.
38. For clarification, if any, the drawing, /details referred to in the enclosed schedule of price bid can be discussed with SBIIMS Engineer, Circle / Administrative Office Bhopal during office hours before the date of submission of tender. The Employer reserves to itself the right of altering the drawings/specifications nature of the work by adding to or omitting any items of work or division of work amongst agencies having portions of the same carried out without prejudice to this contract.

I/We hereby declare that I/We have read the above terms and conditions /instructions Carefully and fully understood and will abide by the same.

**Signature of the tenderer with seal & Date:**

READ, UNDERSTOOD AND  
ACCEPTED

**Vice  
President  
Vice  
President**

Signature of

**ANNUAL MAINTENANCE CONTRACT FOR ELECTRICAL MAINTENANCE WORK OF 184 OFFICERS FLATS, 3 GMS' BUNGLOWS AND 6 DGMS' FLATS, GUEST HOUSE, TRANSIT HOUSE, COMMUNITY HALL, OVERHEAD WATER STORAGE RESERVOIR, SUMP WELL AT CHAR IMLI, BHOPAL.**

Char Imli Officer's residential complex at Bhopal, comprising of 184 flats, Guest Houses, Transit house, Community Hall building, pump house, Over Head Water Storage Reservoir, 11 KV H.T. outdoor substation, 11 KV Indoor sub-station, 2x500 KVA Transformers, L.T. panel room, street lighting, stair cases etc. besides 6 DGM flats and 3 G.M. Bungalows.

**TERMS & CONDITIONS:**

1. The contractor or his supervisor should be available at the above site from 8.00 AM to 8.00 PM & the contractor must always be available at request and in case of emergency complaints or as and when directed.
2. The contractor will have to attend all complaints immediately. Preferably, the complaint should be attended on the same day. In case of unavoidable circumstances, if the time required for attending the complaint is likely to exceed 24 Hrs. the same should be brought to the notice of the Bank well in time and adequate stop gap arrangements will have to be made by the contractor to avoid inconvenience to the occupants of the colony/Bungalows.
3. The rates quoted by the contractor should remain valid for two years from the date of commencement of maintenance work. However, the payment shall be made by the Bank on monthly basis in the following month subject to rendering satisfactory maintenance services during month on production of bills & other required documents (original purchase receipts/cash memo etc. relating to purchase of material etc.) in support of claims.
4. The contractor will have to maintain all types of records for consumption & receipt of material, complaint book, Work completion report signed by the occupant etc. as directed by the Bank from time to time and other instructions from the Bank in this regard.
5. The contractor will ensure that the defects are attended to promptly & efficiently. If, at any point of time, the services rendered by the contractor are not found satisfactory, the Bank will be at liberty to terminate this agreement at any time with one month notice and without prejudice to the bank's rights and remedies to claim or receive damages or compensation for any loss or inconvenience caused to or suffered by it.
6. The contractor shall be responsible for any loss due to theft/pilferage and/or damage to the Bank's property, when such damage is/in the opinion of the Bank, caused due to negligence, carelessness or any fault on the part of the contractor or his workmen/employees engaged for the services. The contractor shall ensure that the character and antecedents of the personnel engaged by him are duly verified before such engagement.

7. **ACCIDENTS/INSURANCE:**

The contractor will be responsible to bear payments of compensation (under Workmen's Compensation Act or if any, other such similar Laws for the time being in force & amended from time to time by Govt.), in the event of loss of life of any person(s) or any injury or of any physical hazard of any nature, whatsoever and howsoever described, to his workers or to the third party or to any residents or their dependents, friends, relatives by any or all acts of commissions or omissions of the contractor himself or of any persons working under him or claiming through him to be his agent during the governing of this agreement. The contractor takes out adequate insurance cover at his cost.

8. In case of any happening during the operation and maintenance of the equipment leading to injuries/damages/disablement/death to human beings, the contractor shall be solely liable and responsible to settle the claims arising out of such accident and shall also indemnify the Bank against all claims, actions, loss, damages, costs, Charges, expenses (including legal expenses) which the Bank may suffer or incur on account of such accident.
9. The Bank will not be liable or responsible financially or otherwise for any injury/disablement/death caused to any personnel of the contractor while executing the work under this Tender. The contractor shall obtain adequate insurance policy in respect of his workmen engaged for the Work, towards meeting the liability of compensation arising out of death, injury/disablement at work etc. and shall regularly and punctually pay each and every premium as and when the same shall become due during the currency of these presents.
10. The Contractor will be responsible to maintain the registers etc. for his labourers engaged on this job, payment of wages atc. as required under the law and comply with all legal formalities for the purpose of entering into such contract.
11. **SAFETY CODE:**  
Contractor shall be responsible to observe Safety Code as per the annexure-1.
12. **INCOME TAX AT SOURCE:**  
Income Tax of the certified amount of the bill will be recovered as per Government Instructions for crediting to Govt. account and tax deduction certificates for the same will be issued to the contractor in due course.
13. **PENALTY:**  
In case of contractor's failure to comply with provisions of the agreement or rendering unsatisfactory services including abnormal delay in attending the complaints, the bank will be at liberty to get such work done from any other agency at the risk and cost of the Contractor including imposition of suitable penalty and the cost thereof shall be recovered by the Bank from their bills or any other dues including security deposit / retention money etc. whatsoever.
14. The security deposit may be forfeited at the discretion of the bank in case the work is not carried out to the entire satisfaction of Bank.
15. The Bank may at its discretion (but is not bound to) renew the contract for a further period of one year subject to such terms & conditions as may be stipulated in this behalf by the

bank and satisfactory performance.

16. The contractor should sign all the documents, papers in duplicate in token of acceptance of all the terms & conditions & all the annexure enclosed hereto.
17. The contractor should submit ownership/partnership letter along with the signed agreement.
18. The contractor shall, while maintaining or repairing the electrical works at the aforesaid Char Imli complex use the aforesaid premises only for the aforesaid maintenance & repair purposes and not for any other purposes. Any violation or breach of this condition shall make the contractor liable for all the losses and or damage suffered or may be suffered by the bank in addition to monetary liability for all the consequences, besides forfeiture of his security deposit.
19. The contractor shall keep all the electrical installations of whatsoever nature in good, substantial and proper working order & condition while carrying out the maintenance & repairs operations of the aforesaid works & shall not cause any damage or destruction to the aforesaid fixtures & fittings & material & the contractor expressly undertake to keep the bank indemnified and pay all the costs charges or expenses of whatsoever nature immediately on demand by the bank.
20. That the awarding of the maintenance & repair contract for the aforesaid works being personal in nature, the contractor shall not assign or subcontract or grant any license in respect of the aforesaid works to any person whosoever without the knowledge & prior written permission of the bank or part with the possession of any space / material given to him by the Bank & the Bank will be at liberty to terminate this agreement upon notice of such violations or irregularities by the contractor.
21. The contractor shall not do or permit to be done any action whether by way of commissions or omissions whereby the value of the materials supplied to him or the electrical installations fitting & fixtures in the aforesaid complex is/are deteriorated diminished nor do or permit to be done any act of waste, pilferage or do permit to be done anything in the aforesaid complex whereby the Bank is made to incur any liability or responsibility to Municipal, M.P.S.E.B., Electrical & other local safety authorities.
22. In the event of the contractor failing to undertake or carryout the aforesaid maintenance/repair works or absconds during the currency of this agreement with or without any material supplied to him or leaves without payment to his labourers of the wages, compensation, remunerations & any other money payable to any of the labourers, the Bank shall be entitled to forfeit the security deposit furnished by the contractor without assigning any reason & without incurring any liability whatsoever to the labourers. The powers conferred under this clause on the bank/SBIIMS is in addition to & without prejudice to any other power or right or remedy which the bank/SBIIMS may have against the contractor under the law, time being in-force in this behalf.
23. The contractor specifically agree for the safe custody & storage of the various materials supplied to him by the bank/SBIIMS, if any and shall indemnify the bank/ SBIIMS for all the losses in the event of any theft, robbery, fire or civic disturbances & will not allow any free access to any person who is not acceptable to the bank.
24. The workers including supervisor shall wear apron (printed company's name) and identity card issued by the security officer of the Bank during duty time.

Yours faithfully

**Vice President & Circle Head**

**ANNEXURE-1**

**SAFETY CODE**

1. The contractor shall maintain in a readily & easily accessible place first-aid appliances including adequate supply of sterilized dressings and cotton wool.
2. The injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
3. Suitable and strong scaffolds should be provided for workmen for all works that cannot safely be done from ground.
4. No portable single ladder shall be more than 6 meters in length. The width between the side rails shall not be less than 30 cm (clear) and the distance between two adjacent rungs shall not be more than 30 cm. When a ladder is used, an extra labour shall be engaged for holding the ladder. Safety belt should be used during working on external surface of the building, terrace, overhead tanks and electrical poles etc.
5. Every opening in the floor of a building or in a working platform shall be provided with suitable means to prevent the fall of person(s) or materials by providing suitable fencing or railing minimum height of which shall be one meter.
6. No floor roof or other parts of the structure shall be loaded with rubbish or materials as to render it unsafe.
7. Suitable face masks / helmets should be supplied for use by the workers when the paint is applied in the form of spray. Surface having lead paint be dry rubbed and scrapped.
8. Ropes used in hoisting or lowering material or as a means of suspension should be of durable quality, adequate strength and free from defects.
9. The contractor will ensure that all types of safety measures as advised by Government from time to time are taken care of during the performance of work.
10. The contractor is liable to maintain HT yard LT room to be neat and clean and all the electrical works carried out by the contractors should be followed as per Indian Electricity Rule 1956 and India Electricity act 2003.

**SCOPE OF WORK (MAINTENANCE SERVICES)****ANNEXURE-2****ELECTRICAL MAINTENANCE/REPAIRS/REPLACEMENT**

1. The scope of work will include Maintenance of all kind of Electrical installations, cables, wires, switches, main switches, panels, electrical fixtures at above sites. The maintenance work includes digging of trenches whenever required for maintenance of H.T. Indoors and outdoor and L.T. Indoor Sub Station and making the surface good to its original condition with all labour cost involved as per the **Annexure-3**.
2. Attend to all types of routine/preventive maintenance work such as checking /cleaning ,tightening of all electrical accessories and switch gears, DBs, AB switch/Isolators, HT/LT breakers, HT/LT panels, feeder pillar, Distribution panel, Distribution boards, switch boards meter rooms and cleaning the same at regular intervals.
3. The contractor is liable to ensure that the both (2 Number) Transformer of 500 KVA are working in healthy condition (Working and Standby). The contractor should transfer the load after the interval of six month on each transformer regular and ensure/keep the standby transformer in healthy condition. If any major maintenance is required to take prior approval from the Bank/SBIIMS and this major maintenance expenditure paid by the Bank/SBIIMS separately.
- a) Attend to all types of routine/preventive maintenance.
- b)Attending day-to-day telephone complaints including wiring /minor repairs thereof for intercoms and direct lines.
- c)Clean all the electrical installation/fixtures once in the three month in campus flats, DGM flats, GM Bungalow, Community hall etc..
- 4) Carry out the following tests once a year during the contract period in consultation with SBIIMS/ Bank's officials of the Bhopal office and the test reports are to be submitted for SBIIMS/Bank's record. During the tests, if any defects or deficiency is found in the equipments/installations, it shall immediately be brought to the notice of the SBIIMS/ Bank's officials and corrective action taken:
- 5.Insulation resistance test between conductor and earth and between phases in each building and in meter rooms as indicated by the SBIIMS/Bank's Officials.
6. Measurement of earth resistance test for all available earth stations of building, flats and Bungalows.
  - a)Earth loop test & polarity test in each building in the Campus
  - b)Checking the load condition on the main incoming cable and attending to preventive maintenance in consultation with the SBIIMS/ Bank's Officials.
7. Any other work pertaining to electrical installation/power supply as per instruction of SBIIMS/Bank's Officials so as to ensure proper facility to the campus.
8. Liaising with the Madhya Pradesh Electricity Board, Bhopal regarding various matters pertaining to energy-meters, continuous power supply and other matters given in the scope of AMC, if required, has to be done by the contractor. No additional amount will be paid by SBIIMS/ Bank for liaison work.
9. The contractor is liable to Maintain the Electrical substation yard of 11KV like regular grass/ tree trimming inside/outside the substation, yearly painting of pole/channel/accessories installed in

substation yard, contractor is liable to carry out the “Yearly Inspection of HT yard” by the Electrical Safety department of M.P. Government, Bhopal and the compliance report submitted the Electrical Safety department of M.P. Government, Bhopal, contractor is liable to rectify all the defect/snag pointed out by the department and all the test mentioned in the compliance report like Earth test, Transformer oil test, topping of transformer oil in conservator( if required), breather(if required), silica gel(if required), Panel test, DBs test, amount of inspection challan to be carried out by the contractor through specialized agency pertaining to this sort of work and expenditure of these test will be paid by SBIIMS/**Bank’s separately**. All the liaison work under the scope of contractor no additional amount will be paid by the SBIIMS.

10. If any break down occurs, the contractor is liable to maintain the standby arrangement under their scope of work and which is time bound as per SBIIMS/Bank’s instruction and no extra amount will be paid by SBIIMS/Bank.

11. A list of complaints related to electrical installations shall be received at 24 Hr from the caretaker office/ residencies/guard/bank officials and due report shall be submitted daily along with work completed certificate duly signed by the occupant in the complaint register. The contractors need to report and justify the weekly work done on the basis of number of complaints attended, to SBIIMS/ Bank's Officials.

12. If awarded, the contractor shall not assign the contract. He shall not sublet any portion of the contract except with the written consent of the SBIIMS/Bank. In case of breach of these conditions, the Bank may serve a notice in writing on the contractor rescinding the contract.

**13. The contractor must have valid ‘A’ Class Electrical license authorized by Electrical Safety Department, M.P. Govt. Bhopal.**

14. The successful bidder/contractor shall:-

1. Ensure that he/she deploys only adult, trained and competent persons who are physically fit and are not suffering from any chronic or contagious diseases for carrying out the maintenance works.
2. Be responsible for and arrange to bear costs of such equipment’s, materials and other paraphernalia as Bank considers necessary for effectively rendering the services required by the Bank
3. Be responsible and liable for payment of salaries, statutory minimum wages and other legal dues to the persons employed by him/her for the purposes for rendering the services required by the Bank under this tender. Written records for having made these payments will be submitted to the SBIIMS/Bank, at monthly intervals, for its verification.
4. Maintain neatly, completely and legibly registers, records, reports and submit for inspection by various authorities at short notice.
5. Ensure that his/her employees, while on the premises of Bank or while carrying out their obligations, observe the standards of cleanliness, decorum, safety, good behavior and general discipline laid down by the Bank or its authorized agents and the SBIIMS/Bank shall be the sole judge as to whether or not the contractor and /or his employees have observed the same.
6. Personally and exclusively supervise or employ sufficient supervisory personnel,

exclusively to supervise the work of his/her employees so as to ensure that the services rendered are carried out to the satisfaction of the Bank.

7. Ensure that no employee of the contractor will enter or remain on the Bank's premises beyond the specified time limits unless and absolutely necessary for fulfilling contractors obligations.
1. Be liable for any damage caused to the Bank or its premises or any part thereof or to any fixtures or fittings thereof or any property of the Bank and therein by any act, omission, default or negligence of the contractor or his employees or agents.
2. Supply identity cards to his/her employees or agents who shall be doing the subject job at the Bank's premises. All the employees and agents should bear the identity card for all the times they are working in Bank's premises.
3. Provide distinct uniform's to his/her employees or agents different from the Bank's employees. The uniform should have 'electrician' stitched or embroidered on the jacket/shirt and also logo of the contractor's firm/company and shall be kept neat, tidy and in a wearable condition.
4. Obtain police verification of all his/her employees or agents.
15. The quoted service charges shall also include insurance charges, Work contract tax, sales tax, service tax, excise duty, octroi and any other tax and duty or other levy whether existing or future, levied by the central government or any State or local authority if applicable.
16. All tools and machinery required for routine/preventive maintenance work such as pliers, cutters, screw drivers, spanner sets, blowers, drill machines, meggers, clip on meter, multi meter, earth tester etc. shall be provided by the contractor. No extra payment will be made for the same.
17. In the event of termination of the contract for any reason whatsoever, the contractor/or persons employed by him or his agents shall not be entitled for any sum or sums whatsoever from the Bank by way of compensation, damages or otherwise.
18. **The contractor shall ensure payment of minimum wages to the workmen employed by him/them** shall maintain a register of wages and shall issue a wage slip to every workman employed by him/them and obtain their signature or thumb impression on the wage slips in the presence of the SBIIMS/Bank's authorized officer assigned for this work. A copy of such wage slip shall be submitted to the SBIIMS/Bank after every payment to the workmen.
19. The contractor shall indemnify against all losses and claims, damages or compensation for breach of any provisions of the payment of wages act, 1936, Minimum Wages act, 1948, Contract Labour (Regulation and Abolition) Act, 1970 or any other labour law/statute in force in this regard. The contractor only shall be responsible for liabilities, if any, in this regard.
20. The contract could be considered for renewal further on same terms and conditions provided the Bank finds the services of the contractor satisfactory and if SBIIMS/Bank desires so. The decision of the SBIIMS/Bank in this regard will be final.

21. The contractor from time to time after completion of work in the flats/quarters/Bungalows shall take certificate from the resident of the flat that the work has been completed satisfactorily and same shall be enclosed along with the bill.
22. The contractor will engage at license holder **Electrician having wiremen license for operation of 11/33 KV substation** competent for the job round the clock in shift duties and Helper having experienced more than three years. **Supervisor should have diploma/degree with sufficient experience.**
23. The contractor will have to arrange all types of tools, tackles and instruments to carry out the above works at their cost.
24. The contractor will have to carry out the necessary repairs even during night hours also.
25. The contractor will have to carry out the above works in flats staircase, community hall, street lighting, pump room, transit house, Guest Houses etc., and submersible pumps, Mono-block Pumps and Electrical substations.
26. The scope of work includes cost of minor material such as 5 Amps Switches/Sockets/Ceiling Rose, Screws, Nails, Saddles, wooden / PVC Rawl Plug etc. required for day to day maintenance by the contractor.
27. The other major materials (other than those mentioned in point no. 6 above) as well as consumables viz. Tube Rods, Electronic Chokes, Capacitors etc. of approved makes required for the maintenance/repairs/replacement of the Flats/Bungalows/Houses/Community Hall/Transit House/ Guest House including common areas such as Staircase, Street Lights, Gardens, Play grounds etc. will be arranged by the contractor at their own and actual cost thereof will be reimbursed by the Bank on production of Bills/Cash memo / receipts and "Work Completion Certificate" from the residents or person authorized by the Bank.
28. Alternatively, the SBIIMS/Bank may choose to arrange supply of material directly from its approved vendor/supplier. Under such arrangement it will be responsibility of the maintenance contractor to lift the materials from LHO store/any approved shop in Bhopal for which local conveyance/transport expenses on actual basis will be reimbursed by the SBIIMS/Bank separately on production of bills.
29. The contractor will be responsible to take meter reading of individual flats/Houses/Bungalows every month or as directed and will submit the same to SBIIMS/Bank in the prescribed format regularly. If any meter not working properly than before replacing the energy meter contractor take prior approval from the Bank and where the direct LT connection has been made by the MPSEB, the contractor is liable to change/ rectify/replace the meter with the coordination to MPSEB and fee for the inspection/checking/replacement will be paid by the Bank separately on receipt of original Demand Draft given by MPSEB.
30. The contractor will have to maintain proper records of materials used and will be solely responsible for accounting of the same. Receipts from the concerned flat occupants will be kept intact for verification by the SBIIMS/ Bank officials as and when demanded.
31. The contractor will have to carry out all the electrical jobs as per Indian Electrical rules (1956), Indian Electricity Act, Pollution Control Board (State/Union Govt. Rule), Electricity Board (State/Union Govt. Rule) and procedure laid down from time to time in this behalf.  
(Please note that no residential accommodation shall be provided by the Bank.)

**ANNEXURE-3**

**MAINTENANCE OF HT AND LT INDOOR AND HT OUTDOOR SUBSTATION**

**1. DAILY**

- b. Taking of meter readings: HT meter (MPEB), HT panel meter readings, LT panel meter readings.
- c. Monitoring of M.D. and P.F. and has to take necessary steps to be within limits.  
MD : (200) KVA and P.F. not less than = 0.95
- d. Watering of earth pits as and when required (All earth pits at colony/Flats/Bunglows).
- e. Battery bank charging current has to be maintained within the specified limits so as to avoid over charging/under charging.
- f. Switching off and on street lights and staircase lights.
- g. In case of any fault, the connected equipment's are to be checked thoroughly after rectification and before restoration of supply.
- h. In case of 11 KV HT supply failure from MPEB the same may be restored at the earliest in coordination with the MPEB officials.
- i. All the records and files should be maintained as required by the Bank.
- j. The parts replaced such as fuses, HRC fuses shall be of correct rating.

**2. MONTHLY**

- a. Checking of connections in building distribution panels' boards, HT & LT, feeder pillar boxes, and distribution panels at each building.
- b. Checking of conservator's oil level and silica gel breather condition of transformers.
- c. Checking of specific gravity and cell voltage of 30 volts DC battery bank and noting down the readings.
- d. The contractor has to arrange at his own cost for topping of cells with required distilled water and acid whenever required in batteries installed at Community Hall, DGMs flats, GM flats, Guest House, Transit House only.

- e. Checking of connections for tightness and healthiness in feeder pillar boxes and dusting out the same.
- f. Removal of grass from the outdoor substation yard.

3 **QUARTERLY**

- a. Checking of connections in LT panel HT panel land transformers.
- b. Cleaning of earth pits and checking the connections. At the same time, the earth meggar values also may be recorded (all the earth pits in the colony).

4. **HALF YEARLY**

- a. Taking out bottom oil samples from the transformers and getting it tested from MPEB and handing over the certificates to the concerned. The charge for testing of oil samples has to be borne by the contractor.

If breakdown voltage falls below 50 KV or as per IE standard. the transformer oil has to be got filtered from approved agency and the depleted oil level has to be made up by the contractor. The oil filtering charges and cost of additional oil will, however, be borne by the Bank on actual basis and will be reimbursed to the contractor on production of bills.

- b. Complete shutdown shall be taken on H.T. outdoor yard. HT & LT indoor substation and arrange for the complete maintenance of the same i.e. dusting out, cleaning of insulators, checking of connection, checking of breakers for proper operations, greasing of moving parts etc. Insulation values of all the equipment's may be taken such as transformer, cables, busbar, breaker etc.

5. **YEARLY**

- a. Contractor has to arrange for testing of all relays from approved/reputed agencies and should submit the relative certificates to the Bank in December of every year or as directed by the Bank Officials and the necessary testing charges thereof will be reimbursed by the Bank on production of receipts towards such expenses.
- b. Compliance of All defect/snag/ test mentioned in the "Yearly Compliance Report" submitted by Electrical Safety Department, M.P. Government, Bhopal

**ANNEXURE – C**

**CERTIFICATE**

"Certified that We have remitted the monthly subscription of Employees' Provident Fund & Employees State Insurance to the workers employed by me in State Bank of India, **Officers Char Imli colony at Bhopal** for \_\_\_\_\_ work for \_\_\_\_\_  
month                      Year

Office in which  
subscription  
remitted

Bill No. & date EPF ESI

**Signature of Contractor**

**Date:**

**Seal:**

**ANNEXURE – D**

**Declaration regarding wages to be paid by the contractor to contract labour**

(This is to enable the SBI to satisfy themselves of the intention of the contractor to adhere to minimum wages Act. etc.)

1. Wage per day contract labour ) Rs..... ... (in figures )

proposed to be paid by the contractor ) Rupees .....

excluding employer contribution of ).....

EPF but including employee contribution ).....(in words )

of EPF.

Place :

Date :

**Signature with seal of the Contractor:**

**Name in block letters :**

**Address :**

**Signature of Contractor**

**Date:**

**Seal:**

**ANNEXURE - E**  
**UNDERTAKING**

We hereby certify that we have gone through the tender document fully and we have understood the conditions therein. We hereby assure that we will comply with the conditions and submit monthly compliance statements regarding minimum wages and other Labour related statutory formalities like PF, ESI etc.

Place :

Date :

**Signature with seal of Contractor :**

**Name in block letters :**

**Address :**

**Signature of Contractor**

**Date:**

**Seal:**

**ANNEXURE-F**

**MAINTENANCE OF HT AND LT INDOOR AND HT OUTDOOR SUBSTATION**

**1. DAILY**

- b. Taking of meter readings: HT meter (MPEB), HT panel meter readings, LT panel meter readings.
- c. Monitoring of M.D. and P.F. and has to take necessary steps to be within limits.  
MD : (200) KVA and P.F. not less than = 0.95
- d. Watering of earth pits as and when required (All earth pits at colony/Flats/Bunglows).
- e. Battery bank charging current has to be maintained within the specified limits so as to avoid over charging/under charging.
- f. Switching off and on street lights and staircase lights.
- g. In case of any fault, the connected equipment's are to be checked thoroughly after rectification and before restoration of supply.
- h. In case of 11 KV HT supply failure from MPEB the same may be restored at the earliest in coordination with the MPEB officials.
- i. All the records and files should be maintained as required by the Bank.
- j. The parts replaced such as fuses, HRC fuses shall be of correct rating.

**2. MONTHLY**

- a. Checking of connections in building distribution panels' boards, HT & LT, feeder pillar boxes, and distribution panels at each building.
- b. Checking of conservator's oil level and silica gel breather condition of transformers.
- c. Checking of specific gravity and cell voltage of 30 volts DC battery bank and noting down the readings.
- d. The contractor has to arrange at his own cost for topping of cells with required distilled water and acid whenever required in batteries installed at all floors of LHO Building only.
- e. Checking of connections for tightness and healthiness in feeder pillar boxes and dusting out the same.
- f. Removal of grass from the outdoor substation yard.

3 **QUARTERLY**

- a. Checking of connections in LT panel HT panel land transformers.
- b. Cleaning of earth pits and checking the connections. At the same time, the earth meggar values also may be recorded (all the earth pits in the colony).

4. **HALF YEARLY**

- a. Taking out bottom oil samples from the transformers and getting it tested from MPEB and handing over the certificates to the concerned. The charge for testing of oil samples has to be borne by the contractor.

If breakdown voltage falls below 50 KV or as per IE standard. the transformer oil has to be got filtered from approved agency and the depleted oil level has to be made up by the contractor. The oil filtering charges and cost of additional oil will, however, be borne by the Bank on actual basis and will be reimbursed to the contractor on production of bills.

- b. Complete shutdown shall be taken on H.T. outdoor yard. HT & LT indoor/outdoor substation and arrange for the complete maintenance of the same i.e. dusting out, cleaning of insulators, checking of connection, checking of breakers for proper operations, greasing of moving parts etc. Insulation values of all the equipment's may be taken such as transformer, cables, busbar, breaker etc.

5. **YEARLY**

- a. Contractor has to arrange for testing of all relays from approved/reputed agencies and should submit the relative certificates to the SBIIMS/Bank in December of every year or as directed by the SBIIMS/Bank Officials and the necessary testing charges thereof will be reimbursed by the Bank on production of receipts towards such expenses.
- b. Compliance of All defect/snag/ test mentioned in the "Yearly Compliance Report" submitted by Electrical Safety Department, M.P. Government, Bhopal

**Draft of ARTICLES OF AGREEMENT**

**(to be executed between SBI and the Contractor)**

ARTICLES OF AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ Two thousand ..... between State Bank of India, a statutory body established under Incorporated under the State Bank of India Act, 1955, mezzanine floor, State Bank of India, Local head office Arera Hills, Hoshangabad Road, Bhopal represented by its authorized officer of SBI (hereinafter referred to as "the BANK") which expression shall include its successor or successors and assigns) of the ONE PART through the authorized officer Shri \_\_\_\_\_ (designation).

AND

M/s. \_\_\_\_\_ having its registered office at \_\_\_\_\_ (thereinafter referred to as the 'CONTRACTOR') of the OTHER PART.

WHEREAS the Owner is desirous of \_\_\_\_\_ work executing at \_\_\_\_\_ (hereinafter called the „works“)

AND WHEREAS for the purpose of executing the above said works, SBI Infra Management Solutions Pvt. Ltd., Bhopal Circle Office, Bhopal, M.P. a wholly owned subsidiary of SBI (hereinafter called „SBIIMS“), had called E-Tender ( through service provider M/s e-Procurement Technologies Pvt. Ltd. Ahmedabad)) on behalf of THE Owner vide Notice Inviting Tender No\_\_dated \_\_\_\_\_

AND WHEREAS SBIIMS has caused the plans, drawings and specifications, price schedule of quantities of the work to be executed at the SBI\_\_\_\_\_as per conditions of the contract and special conditions prepared subject to which the offer of the Contractor shall be accepted.

AND WHEREAS the tender of the Contractor for said work has been approved by BANK.

AND WHEREAS the Contractor has deposited with the owner Rupees \_\_\_\_\_ as security deposit for the due performance of the agreement

AND WHEREAS SBIIMS issued work order therefore to the contractor vide letter No\_ \_\_\_\_\_ dated \_\_\_\_\_

AND WHEREAS said drawings \_\_\_\_\_ inclusive of the specifications, priced schedule of quantities, condition of contract and special conditions (hereinafter collectively referred to as the said condition) have been signed by the

parties hereto and the contractor has agreed to execute the works upon and subject to the said conditions.

Agreed to execute upon and subject to the conditions set forth herein and Schedule of Items and quantities general conditions of contract, Specification and all correspondences exchanged by or between the parties from the submission of tender till the award of work, both letter inclusive, (all of which are collectively hereinafter referred to as "the said condition") the work shown upon the said drawings and/ or described in the said specification and included in the schedule of items and quantities at the respective rates therein at of such other sum as shall become payable there under (Hereinafter referred to as "the said contract amount").

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. In consideration of the payment to be made to the contractor as hereinafter provided the contractor shall upon and subject to the said conditions executed the completed the works shown upon the said drawings etc. and such further detailed drawings as may be furnished to the contractor by the said owner through SBI as described in the said specifications and the said priced schedule of quantities.
2. The owner will pay to the contractor the sum of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_), hereinafter call the contract sum or such other sum as shall become payable hereunder at the times and in the manner specified in the said condition. However, the actual sum will be paid on the actual value of work done, irrespective of the contract sum.
3. The plans, agreement and documents above mentioned shall form the basis of this contract and all disputes to be decided in the manner prescribed in the conditions attached hereto.

4. The said contract comprises \_\_\_\_\_ as above mentioned, and shall subsidiary works connected therewith within the same site as may be ordered to be done from time to time by SBIIMS even through said works may not be shown on the drawings or described in the said specifications or the priced schedule of quantities.
5. Notwithstanding what are stated in the special condition, conditions, of contract and hereinafter stated the owner through SBIIMS reserves to himself the right to alter the drawings and nature of the work and of adding to or omitting any items of works from or of having portions of the same carried out departmentally or otherwise and such alternations or variations shall be carried out without prejudice to this contract.
6. The said condition shall be read and be treated as forming part of this Agreement, and the parties hereto will respectively be bound thereby and to abide by and submit themselves to the conditions and perform the same on their part to be respectively observed and preferred.
7. Any dispute arising under this Agreement shall be referred to the arbitration of a sole arbitrator appointed with consent of the Owner and the contractor as indicated in the Article of the general conditions. The award of the arbitrator shall be final and binding on both parties.

IN WITNESS WHEREOF, the parties hereto have executed these presents the day and year first hereinabove written

WITNESS

EXECUTANTS

1.

1. OWNER

2.

2. CONTRACTOR

Common Seal

In case of the company, the common seal be affixed pursuant to resolution of Board of Directors in accordance with Articles of Association of the Company the director etc. as the case may be affixing common seal may be initial in token thereof and also by putting their names

