

Tender for Comprehensive House-keeping & Maintenance Contract for Bank’s Holiday Home at Puri/Bhubaneswar, Odisha.

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WHEN TO SUBMIT WHAT

- Submit all documents mentioned in **item 3** above along with **Technical Bid in sealed envelope** superscribed as “Tender for Care-taking & Maintenance of SBI Holiday Home at Puri/Bhubaneswar, Odisha.

SHORTLISTING PROCESS

Stage 1: Bidders who fulfill the minimum eligibility criteria and qualify in the Technical Bid will be selected for participation in price bid. The shortlisted bidders will be informed by the Bank and they will have to submit their EMD before the date of e-reverse auction to participate in the price bid.

Stage 2 : The accepted lowest bidder in e-reverse auction shall be offered the work for the captioned service.

1. SUMMARY

State Bank of India invites tenders (Technical Bid) in sealed covers, for Comprehensive House-keeping & Maintenance Contract of its Holiday Home, Puri/Bhubaneswar, Odisha, from qualified Service Provider Individuals / Firms / Companies of repute and having experience of house-keeping and maintenance work and all types of services as mentioned in scope of work in the tender documents.

S. No.	Particulars	Description
1	Department Inviting the Tender	The Assistant General Manager (P&E), State Bank of India, Local Head Office, III/1, Pt. Jawaharlal Nehru Marg, 2 nd floor, Bhubaneswar – 751 001 (Odisha) Phone No.: 0674-2392282, FAX- 0674-2394228 Email: agmpre.lhobhu@sbi.co.in
2	Description of the Work in Brief	Comprehensive House-keeping & Maintenance Contract of Bank’s Holiday Home at Puri/Bhubaneswar.
3	Minimum Eligibility Criteria	Contractors who do not fulfill the minimum eligibility criteria given in this tender (page-3) need not apply. Any incomplete application and / or not fulfilling the minimum eligibility criteria will be summarily rejected.
4	Issue of Tender	Tender for the above work can be downloaded from the Bank’s website www.sbi.co.in under “Procurement News’ section. Tender documents are not transferable.
5	EarnestMoney Deposit (EMD)	EMD for Rs. 10,000.00 (Rs. Ten thousand only), is to be deposited by the tenderers who qualify in the Technical Bid by Demand Draft/Bankers cheque payable at Bhubaneswar in favour of “State Bank of India, LHO, Bhubaneswar”. The EMD shall bear no interest. EMD in any other form other than as specified above will not be accepted. EMD of the unsuccessful bidders shall be refunded after finalization of the tender. EMD of the successful bidder shall be released after deposit of security deposit and execution of the agreement.

6	Security Deposit	The successful bidder (L1) in the price bid through e-reverse auction will have to deposit a security deposit (SD) equivalent to two months charges as quoted in the tender in the form of fixed deposit for minimum period of one year from the date of commencement of the work in the joint names of the bidder and the Bank & must submit the same with the respective branch/office before execution of the agreement.
7	Method of Submission	The tender should be in two parts: <u>Part I: Technical Bid</u> (for Pre-qualification) <u>Part II: Commercial Bid</u> through online e-reverse auction. Documents pertaining to Part I should be submitted in a sealed envelope and superscribed "Part I – Technical Bid For House-keeping & Maintenance Contract for Bank's Holiday Home at Puri/Bhubaneswar and deposited in the Tender Box of the Bank at the above mentioned address. Part II is to be submitted only by the shortlisted bidders through online e-reverse auction, after receiving confirmation from the Bank.
8	Mode of Submission	Technical Bid application should be printed on paper, duly filled in and signed by hand by the authorized signatory (with seal) and deposited in the tender box provided for the purpose. No other mode of submission of tender documents is acceptable. The full name, postal address, telephone/mobile number of the tenderer shall be written on the bottom left corner of the sealed envelopes.
9	Last date of submission of Technical Bid (part I)	Up to 14.00 hours on 06.03.2017.
10	Date and time of opening Technical Bid	Technical bids will be opened 2 nd Floor, State Bank of India, LHO, Bhubaneswar in presence of the bidder or authorized Representative of the bidder. The date and time will be informed in due course through SMS/Phone call.
11	Validity of offer	The offer shall be valid for a period of 12 calendar months.
12	Place of submission of the Tender (Technical Bid)	'Tender Box' kept near the entrance of the second Floor, State Bank of India, Local Head Office (LHO), Bhubaneswar- 751 001.

Note: In case the last date of receipt and the opening of the tender are declared as holidays, the respective date shall be treated as postponed to the corresponding next working day.

SBI has the right to accept/reject any/all tenders without assigning any reasons.

For & on behalf of State Bank of India
Sd/-

Assistant General Manager (P&E)

2. MINIMUM ELIGIBILITY CRITERIA

Only those tenderers who possess the following eligibility criteria should apply, along with documentary proof.

1. As on 31.3.2016, the tenderer should have current job in hand or should have satisfactorily completed Housekeeping & Maintenance/ Facility Management jobs in last 3 years in Central Government / State Government PSUs, reputed Private Sector Companies satisfying the following criteria:

a) Minimum 3 (Three) single works each having annual contract value of not less than Rs.2,00,000 (rupees two lakh only).

OR

b) Minimum 2 (Two) single works each having annual contract value of not less than Rs.3,00,000 (rupees three lakhs only).

OR

- c) Minimum 1 (One) single work having annual contract value of not less than Rs.5,00,000 (rupees five lakh only).
2. The contractors should possess the following documents and should submit them (Self attested) along with Technical Bid:
- a) Qualification certificate (Graduate/Diploma) for House-keeping service.
 - b) License from Labour Commissioner to Employ Contract labour under Contract Labour (Regulation and Abolition) Act.
 - c) Latest Income Tax return and PAN of the Tenderer
 - d) Shop & Establishment Registration (Trade License).
 - e) Service Tax registration.
 - f) ESI & EPF registration.
3. Having valid Digital Signature Certificate to participate in the e-reverse auction (Mandatory).
4. Solvency certificate for minimum amount of Rs. 10.00 lacs (Rupees ten lacs only) from any nationalized/commercial bank.
5. The firm should have minimum 03 (three) years experience in the line of activities as on 01.10.2015.

3. PART I – TECHNICAL BID

3.1 Application for Submitting the Tender

To,
The Assistant General Manager(P&E)
State Bank of India,
2nd floor, III/1 Pt. J. N. Marg,
Bhubaneswar – 781006 (Odisha).
Phone No.: 0674-2392282, FAX- 0674-2394228
E- Mail :- agmpre.lhobhu@sbi.co.in

Sir,
SUB: TENDER FOR COMPREHENSIVE HOUSE-KEEPING & MAINTENANCE SERVICE CONTRACT OF HOLIDAY HOME AT PURI/BHUBANESWAR, ODOSHA

1. We have carefully examined all the contents incorporated in the tender documents for Comprehensive House-keeping & Maintenance Contract of our holiday home at Puri/Bhubaneswar, Odisha, in conformity with all the conditions stated in the instructions to Tenderers, General Conditions governing the Comprehensive House-keeping & Maintenance Contract, Bank's Requirements and Technical Specifications etc. as detailed in the Tender Documents.
2. We also agree that our tender will remain valid for acceptance by the Bank for one calendar year from the date of submission and this period of validity can be extended for such period as may be mutually agreed between the Bank and us in writing. We also agree to keep the Demand Draft/ Bankers Cheque towards Earnest Money valid during the entire period of validity of tender. Should this Tender be accepted, we hereby agree to abide by and fulfill all the Terms and Conditions of the Tender and in default thereof, to forfeit the Earnest Money and pay to you or your successors, or authorized nominees, such sums of money as are stipulated in the conditions contained in the tender. We understand that you are not bound to accept the lowest or any tenders received. You are entitled to reject our tender at your discretion without assigning any reasons thereof. We understand that the Bank can deal with any one or more Firms / Companies.
3. We have inspected the sites described in the tender documents before submission of our bid. We are registered with Income Tax Authorities as well as Service Tax Authorities.

Dated this _____ day of _____ 2017

For and on behalf of _____

(With seal)

Signature _____

Name _____

Designation _____

[DULY AUTHORIZED SIGNATORY]

3.2 Profile of the Bidder

Tender for Comprehensive Maintenance Contract (Housekeeping & Maintenance)

Sr.No.	Particulars	
1.	Name of the Company /Firm	
2.	Constitution	
3.	Date of Establishment/ Incorporation	
4.	Address Registered Office Corporate /Head Office	
5.	Telephone Number / Mobile No. Fax Number E-Mail Address Website	
6.	Name(s) of the Owners / Directors/Partners	
7.	Name of the Banker with Address, Telephone Number and account No./IFS Code No.	
8.	Annual Turnover (Rs. in lacs)	FY - 31.03.2014 FY - 31.03.2015 FY - 31.03.2016
9.	Total Number of Employees on the Pay Roll	as on (date)
10.	I.S.O. Standard Achieved, if any (Furnish Details)	
11.	Whether Police verification has been done in respect of employees on the Pay Roll.	If not done in case of all employees, state the percentage of employees in whose case it has been done:
12.	Contact Person Details (Furnish here name of that person with whom SBI may get in touch for more information or clarifications)	Name: Designation: Mobile Number: Email Address:
13.	Confirmation regarding validity of Digital Signature.	Valid up to - (date)
14.	Details of Solvency certificate	Amount Issuing Bank Issue date

List of clients whose work has been undertaken since 01.01.2014 (copy of work orders to be attached):

Sr. No.	Name of the Client, Location, and Name and Mobile No. of Contact Person	Nature of Work	Area Covered (Sq. ft.)	Number of Employees Engaged	Annual Cost of the Contract (Rs.)
1					
2					
3					

Signature of Authorized Representative _____

Name of Authorized Representative _____

Date: _____ Place: _____

Note: The Bank may make telephonic or written inquiries about the work done, including satisfaction of the client, and may also visit the client sites. Contractors should note that by providing the names of the clients in this form, they are authorizing the Bank to make inquiries about them with those clients.

Instructions to Bidders

1. TECHNICAL BID (Part I)

1.1 Tenderers must use only the prescribed forms. However, if they desire to submit additional information, they may do so on their own letterhead. Each page of the forms prescribed by the Bank shall be signed by the authorized signature of the tenderer.

1.2 The un-priced tender, consisting of complete technical specifications in the prescribed format along with the terms and conditions duly accepted shall be submitted.

1.3 Technical Bid should be submitted under a covering letter indicating clearly the summary of tender chapters, annexure/ schedules of the complete tender.

1.4 Insertions, postscripts, additions and alternations shall not be valid unless confirmed by the tenderers signature. All pages of the tenders should be completed in all respects with all attachments/ enclosures/ annexure.

1.5 The following should be enclosed to the Technical Bid:

- a) IT Return, Profit & Loss Account and Balance Sheet for the year ending 31.3.2016.
- b) Copy of registration under Shop & Establishment act (Trade License).
- c) Copy of Service Tax registration in the name of the Tenderer.
- d) Any other technical information the tenderer wishes to furnish.
- e) Copy of License from Labour Commissioner to Employ Contract labour under Contract Labour (Regulation and Abolition) Act.
- g) Copy of PAN card of the Tenderer.

1.6 The Tenderer shall carefully check the specifications and shall satisfy himself that the House-keeping & Maintenance Contract proposed to be offered is as per the Bank's requirements and technical specifications. The tenderer must obtain himself on his own responsibility and his own expenses all information and data which may be required for the purpose of filling this tender document and enter into a contract for the satisfactory performance of the work. The tenderer will be fully responsible for considering the financial effect of any or all the factors while submitting his tender.

1.7 Each page of the tender documents (BOQ) shall be signed by the authorized person with seal & date and any cutting or overwriting shall be duly attested by him.

2. ONLINE PRICE BID THROUGH e-REVERSE AUCTION (PART-II)

2.1 Reverse Auction – The shortlisted bidders and who has submitted **Earnest Money Deposit (EMD)** by way of Demand Draft / Bankers Cheque payable at Bhubaneswar in favour of **“State Bank of India,LHO, Bhubaneswar”** for Rs. **10,000.00** (Rupees ten thousand only) along with technical bid shall be allowed to participate in reverse auction. EMD of the unsuccessful bidders will be refunded after execution of the agreement with the L1 bidder. No interest will be paid on EMD.

3. PRICE (Monthly Cost)

3.1 The price (Monthly Cost) offered by the bidder shall be firm and binding without any escalation whatsoever during the currency of the contract. The tenderers need not quote their rates for which no quantities have been given. The tenderers shall quote their rates for individual items both in words and figures in case of discrepancy between the rates quoted in words and figures the unit rate quoted in words will prevail. If no rate is quoted for a particular item the contractor shall not be paid for that item when it is executed. The amount of each item shall be calculated and the requisite total is given. In case of discrepancy between the unit rate and the total amount calculated from multiplication of unit rate and the quantity the unit rate quoted will govern and the amount will be corrected. In case the tenderers quote their rates for such items those rates will be ignored and will not be considered during execution. The tenderers should not change the units as specified in the tender. If any unit is changed the tenders would be evaluated as per the original unit and the contractor would be paid accordingly. The tenderer should not change or modify or delete the description of the item. If any discrepancy is observed he should immediately bring to the knowledge of the Architect/ Bank. Each page of the BOQ shall be signed by the authorized person and cutting or overwriting shall be duly attested by him. Each page shall be totaled and the grand total shall be given. The rate quoted shall be firm and shall include all costs, allowances, taxes, VAT, levies, etc.

4. TAXES & OTHER CHARGES

4.1 The price (Monthly Cost) in Indian Rupees shall include all rates, other taxes and cess, octroi, any other charges on account of consumables / items procured / required to be procured, any type of contributions / any other charges / fees payable / required to be paid to various Government Authorities or any other authorities for employees engaged for the purpose of House-keeping & Maintenance Contract by the bidder (including future escalations). If the tenderer fails to include them in the tender, no claim thereof will be considered by the Bank afterwards. However, applicable Service Tax as imposed by the Govt. from time to time shall be paid extra.

4.2 The Bank shall be responsible only for payment of Monthly Cost in respect of the Comprehensive House-keeping & Maintenance Contract. In addition to the Monthly Cost, the Bank shall only pay Service Tax, if applicable.

5. COMMENCEMENT PERIOD

5.1 Time period of taking over the House-keeping & Maintenance Contract shall also be indicated by the tenderer and the same shall also be firm and binding. The successful tenderer shall co-ordinate the activities relating to taking over Maintenance Contract. In any case, taking over of the Care-taking & Maintenance Contract has to be completed within 15 days from the date of acceptance of the work order.

5.2 Failure to commence the contract within the above period will lead to forfeiture of the EMD amount.

6. VALIDITY OF TENDER AND PERIOD OF CONTRACT

6.1 The Tender along with the prices (Monthly Cost) shall remain valid for TWELVE CALENDER MONTHS from the date of acceptance of work order by the vendor and for such further period as may be requested for by the Bank, and agreed to in writing by the Tenderer.

6.2 The contract with the successful bidder will be initially for one year, and may be extended up to three years at the sole discretion of the Bank. In case of extension of the contract period, the Bank may agree to increase the Monthly Cost payable to the contractor, subject to reason(s) acceptable to the Bank.

7. RIGHT TO ACCEPT PART TENDER

The Bank reserves the right to accept the tender either in whole or in part at a pro-rata price (Monthly Cost) quoted by the Tenderer.

8. RIGHT TO ACQUIRE MORE AREA

8.1 The Bank reserves the right to add additional premises of branches/offices over and above the existing premises in the area of operation of the contractor allotted by the Bank or elsewhere in entire N.E Circle at the same price (Monthly Cost) as applicable in the area and on the same terms and conditions.

8.2 The Bank may, at its discretion, extend the contract to another premises of the Bank located in the Circle. The Contractor should be willing to take up the work at the new premises for which additional payment would be made to him on pro-rata basis based upon the floor area of the new premises, considering the applicable rates of the current contract and requisite manpower would need to be provided at the additional site.

9. SCOPE OF WORK

The contractor shall carry out, complete and maintain the said work in every respect strictly in accordance with this contract and with the directions of and to the satisfaction of the Bank. The detailed scope of work is available with the tender document and enclosed as ANNEXURE-B.

10. LETTER OF ACCEPTANCE

Within the validity period of the tender the Bank shall issue a letter of acceptance either directly by registered post or otherwise delivery at the address of the contractor as given in the tender to enter into a Contract for the execution of the work as per the terms of the tender. The letter of acceptance shall constitute a binding contract between the SBI and the contractor.

11. SIGNING OF AGREEMENT OF CONTRACT

11.1 This tender document shall be the basis for the House-keeping & Maintenance Contract to be entered into with the successful tenderer and his offer shall be strictly in line with the terms specified herein. No deviation from the terms and conditions specified shall be acceptable. For this purpose, the tenderer shall submit all the documents as specified in this tender duly signed and stamped on each page as a token of acceptance.

11.2 The selected contractor shall sign the agreement in a non-judicial stamp paper of appropriate value within a period of 15 days from the date of acceptance of the contract awarded to him. Failure to sign the contract within the above period will lead to forfeiture of the EMD amount.

11.2 Copies of Agreement: True copies of agreement/tender document duly signed by both the parties shall be handed over to the contractor.

12. DEDUCTION FROM MONTHLY COSTS (Liquidated Damage)

12.1 The Bank reserves right to delete or reduce any item or sanction of the bills before effecting payment in case any complaints regarding quality of services, inefficient service, non-adherence to agreed quality of materials or services have been received or noticed by the Committee specifically constituted for the purpose, without assigning any reason whatsoever and no claim will be entertained in this regard.

12.2 The Contractor shall reimburse the Bank all costs, charges, damages or expenses which the Bank may have paid, (which the Contractor is obliged under this House-keeping & Maintenance Contract to pay within 30 days upon written request of the Bank, failing which such costs, charges, damages or expenses including statutory payments, if any shall be deducted / recovered / set off by the Bank against the bills raised by the Contractor or from any money due or becoming due to the Contractor under this Maintenance Contract or may be recovered by arbitration/ action under law or otherwise from the Contractor or by invoking the Bank Guarantee furnished by the Contractor.

13. MATERIALS, APPLIANCES AND EMPLOYEES

13.1 Unless or otherwise specified the contractor shall provide and pay for all materials, labour, water, power, tools, equipment transportation and any other facilities that are required for the satisfactory execution and completion of the work. Unless or otherwise specified all materials shall be new and both workmanship and materials shall be best quality. The contractor shall at all times enforce strict discipline and good order among his employees and shall not employ on the work any unfit person or anyone not skilled in the work assigned to him. Workman whose work or behavior is found to be unsatisfactory by the Bank shall be removed from the site immediately.

14. INSPECTION

14.1 The Bank shall have the right to inspect duties being performed by the personnel, and the quality of materials used, to ensure that the Contractor is effectively carrying out the obligations under this Contract. All questions relating to the performance of the obligations under this Contract, and all the disputes and differences which shall arise either during or after the agreement period or other matters arising out of or relating to this agreement or payment to be made in pursuance thereof shall be decided by the Bank, whose decision shall be final, conclusive and binding on the Contractor.

14.2 The Bank may also require that the Contractor should get the quality and quantity of material used by him, and the jobs completed/executed by him, certified by an official of the Bank, before the bills related to those items/jobs are paid by the Bank.

14.3 Bank shall have the right to inspect the master roll of the contractor to ascertain that the minimum wage rate is being followed meticulously by them along with other requisite registers meant for regulatory requirements.

15. PENALTY CLAUSE

In case the Contractor fails to fulfill his obligations under the contract for any day or any number of days to the satisfaction of the Bank, for any reason whatsoever, the Contractor shall pay by way of penalty at the rate of 10% of the monthly contract value per day for the entire number of such days and the bank shall without prejudice to their rights and remedies including the termination of the contract, be entitled to deduct such damages from the money, if any, payable by them to the contractor. The Bank may, however, extend such loss time of completion due to Force Majeure conditions. The Contractor shall abide by the penalty clause set out hereinabove.

16. QUALITY OF SERVICE / MATERIAL PENAL CLAUSE

If the Committee constituted for the purpose finds that quality of services or materials used are not as per the specifications of the Bank, or receives any complaint and if the complaint persists, the Bank reserves the right to penalize the Contractor on monthly cost value at any one instance.

17. PROTECTION OF WORKS AND PROPERTY

The contractor shall continuously maintain adequate protection, of all his work from damage and shall protect the SBI's properties from injury or loss arising in connection with contract. He shall make good any such damage, injury, loss due to his fault or negligence except which are due to causes beyond his control. He shall take adequate care and steps for protection of the adjacent properties. The contractor shall take all precautions for safety and protection of his employees on the works and shall comply with all applicable provisions of Government and local bodies' safety laws and building codes to prevent accidents, or injuries to persons or property of about or adjacent to his place of work. The contractor shall take insurance covers at his own cost. The policy may be taken in joint names of the contractors and the SBI and the original policy may be lodged with the SBI.

18. ASSIGNMENT AND SUBLETTING

The whole of work included in the contract shall be executed by the contractor and he shall not directly entrust and engage or indirectly transfer assign or underlet the contract or any part or share thereof or interest therein without the written consent of the SBI and no undertaking shall relieve the contractor from the responsibility of the contractor from active superintendence of the work during its progress.

19. QUALITY OF MATERIALS, WORKMANSHIP & TEST

All materials and workmanship shall be best of the respective kinds described in the contract and in accordance with the Bank's instructions and shall be subject to inspection from time to time and subject to such tests as the Bank may direct at the place of manufacture or fabrication or on the site or an approved testing laboratory. The contractor shall provide such assistance, instruments, machinery, labour and material.

20. DAMAGE TO PERSONS AND PROPERTY

The contractor shall, except if and so far as the contract provides otherwise indemnify the SBI against all losses and claims in respect of injuries or damages to any person or material or physical damage to any property whatsoever which may arise out of or in consequence of the execution and maintenance of the works and against all claims proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto except any compensation of damages for or with respect to :

a)The permanent use or occupation of land by or any part thereof.

b)The right of SBI to execute the works or any part thereof, on, over, under, in or through any lands. c)Injuries or damages to persons or properties which are unavoidable result of the execution or maintenance of the works in accordance with the contract.

d)Injuries or damage to persons or property resulting from any act or neglect of the SBI, their agents, employees or other contractors not being employed by the contractor or in respect of any claims,

proceedings, damages, costs, charges and expenses in respect thereof or in relation thereto or where the injury or damage was contributed to by the contractor, his servants or agents such part of the compensation as may be just and equitable having regard to the extent of the responsibility of the SBI, their employees, or agents or other employees, or agents or other contractors for the damage or injury.

21. CONTRACTOR TO INDEMNIFY SBI

The contractor shall indemnify the SBI against all claims, proceedings, damages, costs, charges and expenses in respect of the matters referred to in the tender documents.

22. ACCIDENT OR INJURY TO WORKMEN

SBI shall not be liable for or in respect of any damages or compensation payable at law in respect or in consequence of any accident or injury to any workmen or other person in the employment of the contractor or any sub-contractor, save and except an accident or injury resulting from any act or default of the SBI or their agents, or employees. The contractor shall indemnify and keep indemnified SBI against all such damages and compensation, save and except as aforesaid and against all claims, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto.

23. INSURANCE AGAINST ACCIDENTS ETC TO WORKMEN

The contractor shall insure against such liability with an insurer approved by the SBI during the whole of the time any person employed by him on the works and shall, when required, produce to the architect/consultant such policy of insurance and receipt for payment of the current premium. Provided always that, in respect of any persons employed by any sub-contractor the contractor's obligation to insure as aforesaid under this sub-clause shall be satisfied if the sub-contractor shall have insured against the liability in respect of such persons in such manner that SBI is indemnified under the policy but the contractor shall require such sub-contractor to produce to the Bank when required such policy of insurance and the receipt for the payment of the current premium.

24. TERMINATION AND SUSPENSION OF THE MAINTENANCE CONTRACT

24.1 The Bank at its option without prejudice to its rights under the Maintenance Contract, is entitled to cancel the Contract at any time by giving 30 days written notice to the Contractor in the following circumstances:-

- a. In case the Contractor does not comply with any of their obligations/ undertakings under the Contract.
- b. If the Contractor refrains from executing the Agreement for Contract or implementing any of the instructions received from the Bank within the stipulation of the Contract.
- c. In case of any breach of the Contract by the Contractor.

24.2 The Contractor may, after giving 90 days written notice to the Bank, terminate the contract, if the Contractor so desires at any time during the course of the currency of the Contract.

25. WAIVER

25.1 Non-enforcement by either party of any of the provisions of this Contract shall not operate or constitute a waiver of the provision itself or of any subsequent breach thereof.

25.2 The validity of the Contract shall not be affected, should one or more of its stipulations be or become legally invalid and such stipulation is severable from and not fundamental to the obligations of either party to this Contract. In such a case, the parties shall negotiate in good faith to replace the invalid clause by an agreed stipulation which is in accordance with the applicable Indian Law and which shall be as close as possible to the party's original intent.

26. STATUTORY AND OTHER REGULATIONS

The Contractor shall comply with all the statutory obligations of the Government of India / State Governments / Municipal Authorities and local authorities applicable and the Bank shall not be liable for any action under the statutes applicable due to non-fulfillment of statutory obligations by the Contractor.

27. RIGHT OF THE BANK TO VARY THE CONTRACT

27.1 The Bank shall have the right, during the performance of the House-keeping & Maintenance Contract, to change the scope and/or technical character of the Contract, and the Contractor shall not on unreasonable grounds fail to comply with the same.

27.2 If the Bank does not avail of certain service(s) mentioned in the tender, then the Bank shall not pay for that/those service(s).

28. ASSIGNMENT

28.1 The Contractor shall not assign their rights and obligations under the terms of this Contract to any party / other person without the written consent of the Bank.

29. PERMIT /NO OBJECTION CERTIFICATE / CLEARANCE / STATUTORY CERTIFICATES, TAX FORMS ETC.

The Contractor shall be responsible for arranging and obtaining at his own cost, the necessary Permits & Licenses, No Objection Certificates, statutory certificates, tax forms / clearance of Central / State Government/ Local Authorities or any other Authority specified by the Bank.

30. JURISDICTION

The House-keeping & Maintenance Contract shall be governed by the Laws and Regulations of India for the time being in force and will be subject to the exclusive jurisdiction of the Courts in Bhubaneswar (Assam), India.

31. SUPERVISOR/MANAGER

31.1 The Contractor will have to ensure that the Supervisor/ Manager appointed at the Bank's premises are done after due consultation with the Bank. In addition, the contractor will not change the Supervisor / Manager unless consented to by the Bank. Conversely, if the Bank asks the Supervisor / Manager to be changed, the Contractor will do so within 30 days of the request of the Bank.

31.2 The Supervisor / Manager should be provided with a mobile phone by the contractor and the number be made available to the Bank.

32. MAINTENANCE OF REGISTERS

The contractor shall maintain the following registers as per the statutory requirement of the Bank at site of work and should produce the same for inspection of SBI/Other Statutory Agencies whenever desired by them. The contractor shall also maintain the records/registers as required by the local authorities/Government from time to time.

- i) Register for labour employed by the contractor with details of payment of salary & wages etc.
- ii) Register for stock & issue of cleansing materials supplied to the premises.
- iii) Record of ESI & EPF of employee(s) deployed by the contractor for the Bank.
- iv) Register for entry/exit of employee deployed by the contractor for the Bank.

33. COMPLAINT MANAGEMENT

The Contractor would be required to arrange for a manual/online complaint management and monitoring system to receive, monitor and compliance of complaints raised by the bank.

34. TERMS OF PAYMENT

- a) Bills/Invoice for the service rendered to be submitted at the end of each month to the authorised officer of the Bank, who will scrutinize the same and if found in order, certify for payment along with the certificate that the services and items/material provided by the contractor is as per specification of the tender and satisfactory to the Bank and also all the items/materials supplied by the Bank are well maintained and are in order.
- b) The contractor should clear all statutory dues before submission of the bills.
- c) The bills of a particular month should be accompanied by the challan copy of all statutory dues of preceding month like service tax, EPF, ESI, etc., which ever are applicable.

35. LANGUAGE

The tender, including all noting in the documents, etc, shall be in English.

36. HOUSE KEEPING

- i. **Details scope of work is given in annexure "B"(Enclosed)**
- ii. The Housekeeping shall include making the beds of the guests/occupants i.e., spreading bed-sheets, quilts/blankets, bed covers, changing of the bed-sheets, pillow covers, handling of curtains, etc. The bed-sheets, bed covers shall be got washed and kept in store after proper ironing the same by the Contractor. The total stock of bed covers/sheets, mosquito nets, blankets, etc handed over in bulk shall be under the custody of the Contractor. However, torn/worn out articles shall be replaced by new articles. Any loss due to any other reason would be recovered from the Contractor. An inventory to this effect shall be maintained by the Bank, duly acknowledged by the Contractor/representative of the Contractor.
- iii. The Contractor shall be responsible for any loss due to theft/pilferage/damage of Bank's property caused due to negligence or carelessness or any fault on the part of the Contractor or any of his workers and shall also be liable to pay to the Bank such amount of loss.

37. MAINTENANCE OF WATER SUPPLY, & ELECTRICAL APPLIANCES

- i. The Contractor shall monitor regular and continuous supply of water in the bathrooms/toilets wherever guests/occupants are available.
- ii. The contractor shall undertake Electrical maintenance such as Change/ replacement of electrical fittings such as bulb, tube light, ceiling fans etc. the consumables will be supplied by Bank as and when required and considered necessary.

The Contractor shall arrange all safety measures

38. MISCELLANEOUS

- i. The Contractor shall arrange for providing of drinking water to the guests/occupants in their rooms.
- ii. Movement of furniture and other articles from one place to another within the premises of the guest house shall be done by the Contractor.
- iii. Room-service to the guests/occupants such as tumblers and water jugs in the rooms and buckets, mugs in the bathrooms would be provided by the Bank and Contractor has to maintain the items properly.
- iv. The Contractor shall carry out duties entrusted to him in a satisfactory manner. For this purpose he shall employ adequate staff.
- v. Whenever power supply is disrupted, hot water would be made available by the Contractor to the guests/occupants as and when required.
- vi. The Contractor shall also carry out the instructions of the designated official of the Bank or any of his representatives for the smooth running of the holiday home, such as visit to state Electricity Board's Office or Telephone Office etc on work relating to power supply or telephone connection etc.
- vii. The Contractor shall indemnify the Bank against all the claims, if any that may arise out of negligent handling of the holiday home. If the holiday home suffers any loss on account of non-performance or on account of any act of commission or omission on the part of the Contractor or the persons engaged by him or by reason of his negligence or misconduct in the due discharge of the duties, the Bank will be entitled to recover the loss from the Contractor.
- viii. The Contractor may be given further extension/ renewal only for such periods as decided by the Bank, if the Bank so desires, and for which the Contractor shall have no extra claim.
- ix. The Bank will be at liberty to terminate the contract by giving 01 (One) months' notice to the Contractor without assigning any reasons.
- x. The Contractor shall bear all costs and expenses in respect of all charges, stamp duty etc in respect of all Agreements that may be entered into with the Bank to give effect to this agreement and also in respect of Agreement that may be entered into a later date.
- xi. The Contractor shall alone bear all the taxes, rates, charges, levies or claims whatsoever as may be imposed or levied by the State/ Central Government(s) or any local body or authority for and in connection with the rendering services.
- xii. The Contractor should possess, for the entire duration of these presents, all the licences and registrations as may be required under any law and shall be responsible to register himself and obtain a valid licence under Contract Labour (Regulation & Abolition) Act, 1970 and comply all the statutory Laws including provisions of Section of the CL(R&A) Act, 1970.

xiv The Bank reserves the right to review/modify/alter/amend all or any of the aforesaid clauses at any time without assigning any reasons thereof and the Contractor agrees to the same.

The terms and conditions mentioned above are acceptable to us.

Signature of Authorized Representative (with seal) _____

Name of Authorized Representative _____

Date: _____

Place: _____

Technical specification for the Contract (ANNEXURE-A)

i. The Contractor should use quality materials of reputed brand required for cleaning and proper upkeep of the premises. An indicative list of such materials is given below:

<ul style="list-style-type: none">• Dry Mop Set• Dry Mop Refill• Flat Mop set• Flat Mop Refill• Round Mop Set• Round Mop Refill• Soft Broom• Hard Broom• Tall Sweeping Brush• Scrubbing Brush with Long Handle• Floor Wiper (Fiber)• Hand Brush Hard• Carpet Brush• Feather Brush• Toilet Brush● Choke Pump● Dust Pan	<ul style="list-style-type: none">• Scrapper• Glass Duster• Checks Duster• Floor Duster• Sponge• Steel Wool• Spray Bottles• Rubber Gloves• Cotton Gloves• Plastic Bucket• Naphthalene Balls• Urinal Cubes• Liquid Soap hand wash (Dettol / Lifebuoy)• Bathroom fresheners,• Perfumed Cleaner	<ul style="list-style-type: none">• Dust Pan with Brush• Air Freshener Bottle• Garbage Bag Big• Garbage Bag Medium• Garbage Bag Small• Toilet Tissue Rolls• Mosquito repellent spray• Paper napkins• Wash room towels (Size 3’X6’ minimum)
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The Contractor should procure adequate quantity of consumables required for cleaning & maintenance. The cost of retaining the housekeeping equipments stated above at the site of SBI should be included in the cost of consumables. However, all the expenses towards procurement & maintenance of the equipments will have to be borne by the Contractor. The Contractor should give the details of the monthly lump sum amount for Consumables and brand of materials to be used after finalizing the Price Bid through e- reverse auction.

I/We have read and understood the Technical Specifications and terms and conditions mentioned above and the same are acceptable to us.

Signature of Authorized Representative (with seal) _____

Name of Authorized Representative _____

Date: _____

Place: _____

A. SCOPE OF WORK UNDER MAINTENANCE:

1. Daily Cleaning, maintenance and Other Works

1.1 Sweep & Clean

- Sweep and clean all floor areas.
- Damp moping of tiles, vitrified floors, staircases, sidewalls and podium entrance areas.
- Floors shall be made free of stain, dirt, mud, sand, footprints, liquid spills, and other debris.
- Chairs, computers, keyboards, trash, receptacles, and easily movable items shall be moved to clean underneath.
- During inclement weather, the frequency of cleaning may be higher. When completed, the floors and halls shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue, or any evidence of dirt remaining or water standing.
- After sweeping all vitrified floors, areas would be machine scrub cleaned.
- Sweep clean of debris from walkways and driveways and hose clean them during appropriate weather and water use conditions.
- Dusting of Curtains, Windows etc.
- Arranging Bed
- Replacement of Bed Sheets & pillow cover once in alternate days in the morning or on change of occupancy and proper maintenance of the same.
- Replace of Towels with a Soap, Coconut oil pouch, Mosquito repellent (liquid), shampoo pouch etc.
- Cleaning of Bed Sheets & pillow cover, Towels, blanket covers, mattress cover etc. and store them after proper ironing.

1.2 Vacuuming

- Vacuuming all carpets, runners and carpet protectors so that they are free of dirt, lint, mud, etc.
- Heavy industrial type vacuum cleaner would be used to ensure adequate cleaning. When completed, the area shall be free of all litter, lint, loose soil and debris.
- Any chairs, trash receptacles, and easily moveable items shall be moved to vacuum underneath, and then replaced in the original position.

1.3 Washroom cleaning (to be carried out at least twice daily)

- Thorough cleaning and sanitization of toilets, bathrooms, wash basins and shower facilities, using suitable non-abrasive cleaners and disinfectants.
- All surfaces shall be free of grime, soap, mud and smudges.
- Cleaning of mirrors, glass doors, glass windows, etc.
- Supply of paper towels, toilet paper, and liquid soap dispenser with liquid soap solution, in all bathrooms shall be performed.
- Cleaning of common toilets with standard brand of Phenyl(camphor/ Air-Puri/Bhubaneswarfier to be provided)

1.4 Trash removal

- Emptying all waste paper baskets, ash trays (if applicable) from all floor areas, and washing or wiping them clean with damp cloth, replacing plastic waste paper basket linings and returning items where they were located.
- All waste from waste paper baskets will be collected and deposited in the building's waste containers.
- Dry & wet garbage would be segregated and dumped into designated area within the premises.

1.5 Glass surface cleaning

- Glass tabletops and glass accessories would also be cleaned.
- Removal of grease marks or fingerprints on glass surfaces. This cleaning is done using approved all purpose cleaner and lint free cloth or paper towels.

1.6 Spot Carpet Cleaning

- Spot clean carpets whenever necessary to remove stains, using appropriate products, chemicals, etc.

1.7 Damp & Dry Cleaning

- Wipe clean all table tops and other furniture and fixtures.

1.8 Cleaning includes cleaning of Glass Façade, ceiling, marble cladding, carpets, chairs, bath/ toilets, etc.

1.9 Cleaning of Garden/ Watering the plants

2. Weekly Cleaning and Other Works

2.1 Deep Cleaning

- Stairways, surrounding common areas, terraces, etc.
- Ceilings, walls, partitions, etc.
- Window Glass Cleaning
- Interior & Exterior glasses will be cleaned on both sides, throughout the building.
- Exterior cleaning of the glasses where accessible.
- Dusting window sills and blinds.

2.2 Sanitizing

- All dust-bins would be cleaned and sanitized though the same are also to be cleaned daily.
- All washroom dustbins would be thoroughly cleaned and sanitized.
- All telephone instruments would be sanitized using disinfectants.
- Waste bins from Pantry and Cafeteria areas would also be thoroughly cleaned and sanitized with disinfectants.
- Thorough washing of all walls and doors of all toilets with appropriate detergent and disinfectant.

3. Fortnightly Cleaning and Other Works

- Cleaning, Dusting & Wiping
- Cleaning, dusting and wiping of Electrical items such as Lamp, tube lights, electrical fittings etc.
- Cleaning, dusting and wiping of sanitary fittings in the Wash room, ladies toilets etc.
- Cleaning, dusting and wiping of Handles, doors, door closers, fittings, windows, curtains etc.
- Cleaning, dusting and wiping of false ceilings, and false ceilings of all lifts.
- After Cleaning, dusting and wiping of various items, these shall be free from dirt, grime, dust and marks.
- Polishing: All the door handles /door knobs, hand railings, lift walls, other brass fittings are required to be polished and kept in shining condition by using good quality polishing agents.
- Scrubbing
- Scrubbing of all floor areas with scrubbing machines.
- Cleaning of overhead tank and underground tank. Minor repair of water supply system. Record to be maintained.
- Cleaning of Septic tank, Soak pit, insertion chambers, sewer line etc through mechanised means and disposing outside in trucks. Record to be maintained
- Cleaning or washing of curtains

4. Quarterly Cleaning and Other Works

4.1 External Façade:

- Besides undertaking cleaning of the glasses and glass panes on daily / weekly basis as stated above, the Contractor shall also undertake cleaning of external surface & walls, glasses and glass panes, glass windows by using Spiderman Method once in three months. It will be the responsibility of the Contractor to ensure that necessary insurance cover is obtained well in advance and produced to the Bank before commencement of the cleaning work by Spiderman Method. It will also be necessary to obtain security clearance from the local authority.

B. SCOPE OF WORK UNDER CARE TAKING

- Allowing Bank's Employee on production of Reservation slip & identity proof to stay at the Holiday Home
- Collection of reservation slip and filling it properly
- Maintenance of Register for entering the time of arrival and departure with employee detail & room allotted on production of valid Photo ID proof issued by the Bank
- Maintenance of Register for entering particulars of damages with joint signature of visitor and care taker
- Collection of room rent and depositing the same at the link branch
- Maintenance of record of inventory of all electrical fittings, TV and TV Remote, Air-conditioners and Remote etc.
- Maintenance of Complaint/ Suggestion Register, supply and collection of Feedback forms from the occupants/ guests & submitting the same with monthly bill to appropriate authority.
- Overall supervision of the existing arrangements
- Reconciliation of Accounts- Monthly
- Co-ordinate with municipality/ Electricity Deptt./ PHD and other Govt. Departments, etc. as and when required
- Payment of all statutory Dues: as and when required
- Co-ordinate with Bank (HR Deptt, LHO/ CM, Puri/Bhubaneswar Branch/ CM, ADMIN)

I/We have read and understood the Scope of the Work mentioned above and the terms and conditions and the same is acceptable to us.

Signature of Authorized Representative (with seal) _____

Name of Authorized Representative _____

Date: _____

Place: _____

Terms and Conditions for the Contract (ANNEXURE –C)

In addition to the terms and conditions mentioned in other documents which form part of these tender documents, such as 'Instruction to Bidders', the following conditions shall apply:

(A) General

- 1) The price of the Maintenance Contract is to be quoted during the Commercial Bidding only by such tenderers who have successfully qualified in Technical Bidding.
- 2) The acceptance of any tender or otherwise will vest with the Assistant General Manager of the concerned Administrative offices/Regional Business Offices, State Bank of India, who does not bind himself to accept the lowest bid and reserves to himself the right to reject any or all the tenders which do not fulfill all or any of the conditions and are incomplete in any respect, without assigning any reason whatsoever. The tenderer shall not be entitled to claim any costs, charges, damages and expenses of and incidental to or incurred by him through or in connection with his submission of tenders, even though the Bank may elect to modify/ withdraw the tender.
- 3) The tenderers are advised to submit the tender based strictly on the general conditions governing the House-keeping & Maintenance Contract, Bank's requirements, scope of the work, Technical Specifications, conditions for Commercial bidding, etc. and not stipulate any deviations. Tenders containing deviation from the terms and conditions are liable to be rejected.
- 4) If acceptance of the terms and conditions given in the tender documents has any price implications, the same should be considered and included in the Price Bid.

Selected contractor will be required to comply with all statutory requirements such as the applicable Minimum Wages Act and to pay the minimum wages fixed by the Central government from time to time. In case the contractor fails to comply with any of the statutory requirements, including payment of minimum wages, the Bank may pay the full or the unpaid balance due, as the case may be, to the contract labour either by deduction from any amount payable to the contractor under any contract, or as a debt recoverable from the contractor, **or by invoking the Security Deposit submitted by the contractor, at the sole discretion of the Bank.**

- 5) The contractor will have to submit to the Bank verifiable evidence of payment of wages to its employees, EPF contribution and ESI premium as and when demanded.
- 6) The tenderer shall study carefully the materials, chemicals, machines, equipments, specifications, the frequencies of different operations and conditions of the tender documents to fully appreciate the scope of work before quoting his rates. For this he may take permission from SBI to survey the site before quoting the rates/tender.

(B) Security Deposit to be Furnished by the Contractor

1. The Contractor who wins the bid shall tender a Security Deposit in the form of fixed deposits in the joint names of the Bank and the contractor, within 15 days of acceptance of the contract, from any first class scheduled commercial bank for an amount equal to two times of monthly contract value for due fulfillment and performance of the House-keeping & Maintenance Contract, including payments of obligations by the Contractor under the contract. The fixed deposit shall be for a period of minimum 12 months from the date of agreement and will be got renewed by the Contractor if required by the Bank. **The Security Deposit will be invoked** under any of the following circumstances:

- (a) The contractor fails to complete the contractual obligations as per the tender.
 - (b) The contractor leaves the job half way.
 - (c) The contractor does not undertake the jobs at the site within the stipulated period.
 - (d) The contractor does not perform the job to the satisfaction of the Bank.
 - (e) The contractor does not pay minimum wages (Central Government) as per the applicable statutes to his employees or does not fulfill other obligations towards his employees.
2. Failure to submit the Fixed Deposit within the stipulated period of time will result in forfeiture of the EMD.
3. In case the contract is extended beyond 12 months, and/or the value of the contract is enhanced, then the contractor will be required to furnish proportionate additional fixed deposits for the extended period.

(C) Duties, Obligations and Scope of Work of the Contractor

FOR HOUSE-KEEPING & MAINTENANCE SERVICE:

- 1) The contractor shall have to clean the area as per minimum frequencies mentioned. However, the cleaning shall have to be done more frequently if required for proper housekeeping upon the instructions of the Banks authorized official, for which no extra amount shall be paid.
- 2) The tenderer should work as per the scope of work mentioned in the tender and also as per the direction of the Bank. The contractor shall work in close coordination with the Banks' authorized officials and modify working schedule if required as per occupants/users' convenience. No claim whatsoever on this account shall be entertained.
- 3) SBI shall provide site office/space for storage of machines, material and chemicals, with minimum required infrastructure like Electricity, Water Supply etc., for which no rentals for space will be recoverable. However, no extra payment shall be admissible for carriage/shifting etc.
- 4) The contractor will have to make his own arrangements at his own expense for all machines, chemicals, consumables etc for the house-keeping work.
- 5) The contractor shall dispose-off garbage, *malba*, rubbish & other unserviceable materials and waste at their own cost to the municipal dumping area outside the Bank's premises and under no circumstances these shall be stacked/dumped even temporarily within the building or the surrounding premises.
- 6) Materials and chemicals required for cleaning & maintenance of the premises shall have to be bought by the contractor in advance for each month at his own cost. It may be noted that the material and chemicals required shall have to be brought at site and shall be kept in the safe custody at the place given by the Bank. In case, it is observed that the cleansing material used is of inferior quality or insufficient quantity is used, the Bank will reserve the right to purchase the same itself and deduct the cost thereof out of the monthly bill payable to the contractor.
- 7) If required, the contractors should carry out manual cleaning/sweeping in the portions where machines do not give proper and desired level of cleaning. The standard of sanitation/cleanliness shall always be to the satisfaction of the authorized representative of the Bank whose decision in this regard shall be final and binding on the contractor.
- 8) The contractor shall arrange the necessary water supply, fitting, flexible pipe etc. for taking water from the water taps and extension wires for electricity tapping provided in the building for the work of housekeeping at his own cost. However, water & electricity will be supplied free of cost.
- 9) The contractor shall supply the workers with identity card & sufficient uniforms (including winter uniforms) so that they wear proper uniform during work time.
- 10) The contractor shall take at his own cost, if required, necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the mentioned services to be rendered to SBI and shall comply with all relevant labour laws as applicable to the area as existing or as may be mentioned during the contract period and shall indemnify SBI against all acts of omissions, fault, breaches and or any claim or demand, loss injury and expenses to which SBI may be party or involved as a result of the contractor's failure to comply and of the obligation under the relevant act law which the contractor is to follow.
- 11) All the materials/chemicals/consumables brought to site shall be protected suitably duly wrapped/packed & stored so as to avoid any damage during loading transportation/unloading & handling due to weather conditions etc. at any stage.
- 12) The contractor should procure the required equipment/machines for housekeeping at site within 7 days from the date of receipt of written letter of intent from the Bank. The date of commencement shall be the date on which work is actually taken up at site after physical procurement of all machines/equipments and material at site immediately on commencement of work.
- 13) The cost of Machine maintenance will be borne by the contractor. The successful tenderer has to properly maintain the machinery required for the cleaning purpose.
- 14) The chemicals should be Eco-friendly, Bio-degradable and of standard quality.
- 15) The work shall be carried out in the manner complying in all respects with the requirements of relevant bye-laws of the local body under the jurisdiction of which the work is to be executed.
- 16) Contractors and their workers to follow strictly all safety precautions required for handling machines, electrical power, work on heights etc., and the Bank will not be responsible for any losses, damages, injuries or fatalities. The contractor shall comply with proper & legal orders & direction of the local or public authority or municipality and abide by their rules & regulations & pay all fees & charges which it may be liable.
- 17) The standard of sanitation/cleanliness shall always be to the satisfaction of the authorized representative of the bank whose decision in this regard will be final and binding on the contractor.

- 18) The contractor shall appoint exclusively for Bank's work qualified and experienced Supervisor / Manager who shall coordinate with the authorities concerned of the Bank as & when needed.
- 19) The contractor shall execute his work in such a manner that no damage is made to the existing structure. The contractor shall conduct his work so as not to interfere with or hinder with the other residents of the complex, or he shall arrange his work with that of the others in an acceptable & co-ordinate manner & shall perform it in proper sequence to the complete satisfaction of SBI authorities.
- 20) Existing drains, pipes, cables, overhead wires, sewer lines, water lines and other services encountered in the course of the execution of the work shall be protected against the damage by the contractor at his own expense.
- 21) The contractor shall not store materials or otherwise occupy any part of the site in a manner likely to hinder the operation of such/other services.
- 22) After execution of work, contractor shall store the cleaning material & equipment in proper organized manner at site.
- 23) Income Tax as per Income Tax Rules & Sales Tax as per State sales Tax Rules will be recovered from the gross amount of the bill.
- 24) The antecedent of all the workers deployed by the contractor will have to be verified from the police by the contractor. The contractor's workers shall not enter into any unlawful activity within the premises and shall have good moral character.
- 25) The contractor shall not assign the contract or sub-let any portion of the contract except with the prior written consent of the Bank.
- 26) The Bank reserves the right to order any worker of the contractor to leave the premises of the Bank if his/her presence at any time is felt undesirable.
- 27) The tenderer shall visit the site & examine the availability of space in detail for execution of the work and deployment of machinery.
- 28) Shifting of items of furniture/equipments etc., within the premises, as and when required, to be carried out by the contractor.

I/We have read and understood the Scope of the Work mentioned above and the terms and conditions and the same is acceptable to us.

Signature of Authorized Representative (with seal) _____

Name of Authorized Representative _____

Date: _____

Place: _____

DETAILS OF HOLIDAY HOMES.

I. STATE BANK OF INDIA **HOLIDAY HOME, PURI** **OPPOSITE BNR HOTEL,** **CHAKRATIRTHA ROAD, PURI**

HAVING 3 FLOORS, 26 ROOMS WITH 26 TOILETS, 4 SUITS WITH ATTACHED TOILETS & KITCHENS / VERANDAH / CORRIDOR, DINING ROOM WITH KITCHEN & STORE ROOM, ENTRANCE & RECEPTION ROOM, LOBBY, VIP LOUNGE, DRIVERS REST ROOM, COMMON TOILETS, CARETAKER'S ROOM & GARDEN .

II. STATE BANK OF INDIA **HOLIDAY HOME BHUBANESWAR** **PLOT NO.33, SBI COLONY,** **SOUBHAGYA NAGAR,BHUBANESWAR**

HAVING 3 FLOORS, 11 ROOMS, 11 TOILETS, VERANDAH / CORRIDOR, DINING HALLS, KITCHEN & STORE ROOM, ENTRANCE & RECEPTION ROOM, LOBBY, DRIVERS REST ROOM, COMMON TOILETS & CARE TAKER ROOM .