



STATE BANK OF INDIA

PREMISES & ESTATE DEPARTMENT

LOCAL HEAD OFFICE, POOJAPURA,

THIRUVANANTHAPURAM

REQUEST FOR PROPOSAL (RFP)

**COMPREHENSIVE ANNUAL CONTRACT FOR HOUSE KEEPING &
MAINTENANCE SERVICES AT STATE BANK OF INDIA, LOCAL HEAD OFFICE,
CAMPUS, POOJAPURA, THIRUVANANTHAPURAM, GUEST HOUSES AND
HOLIDAY HOMES, RESIDENCES/MUSEUM AT THIRUVANANTHAPURAM**

The Asst.General Manager

Premises & Estate Deptt.,

State Bank of India,
4th Floor, Local Head Office,
Poojapura, Thiruvananthapuram

1. Bid Details

	Eligibility Criteria	The list of vendors placed in the Annexure-E only can participate in the bidding process. The offers submitted by the vendors not mentioned in Annexure-E will be rejected
1	Date of commencement of Bidding Process (Posting of Tender Document on Web Site / Publication of Tender)	Date::07/08/2017 Time:10.00 am
2	Pre-Bid Meeting at 4th floor, Conference Hall , State Bank of India, Local Head Office, Poojapura, Thiruvananthapuram.	Date:11/08/2017 Time:3.00pm
3	Last date and time for receipt of written queries for clarification from bidders	Date:14/08/2017 Time:3.00pm
4	Date of posting of clarifications on the Bidder's queries	Date: 16/08/2017(Clarifications shall be posted only on the Bank's website. No individual communication shall be provided to

		the Bidder)
5	Last date for downloading Bidding Documents	Date:22/08/2017 Time:3.00 pm
6	Last Date and Time for Bid Submission of Tender at : State Bank of India, Premises & Estate Department, 4 th Floor, Local Head Office, Poojapura, Thiruvananthapuram	Date:23/08/2017 Time:3.00pm
7	Date and Time of Price Bid Opening	Date:23/08/2017 Time:3.30pm all of the bidders representatives.
8	Place of opening of Bids Representatives of Bidder may be present during opening of price bids..	State Bank of India, Premises & Estate Department, 4 th Floor, Local Head Office, Poojapura, Thiruvananthapuram.
9	Address for communication:	Asst.General Manager, State Bank of India, Premises & Estate Department, 4 th Floor, Local Head Office, Poojapura, Thiruvananthapuram
10	Contact person	Name: Muralidharan Poduval, Manager (Civil Engg.) Contact Number:9447599011
11	Earnest Money Deposit	Rs.50,000/- (Rupees fifty thousand only) by DD/Banker's Cheque in favor of State Bank of India payable at Thiruvananthapuram. EMD should be enclosed in a separate
12	Bidder Contact Details	Bidder to Provide following information:

		1.Name of the Company 2.Contact Person 3.Mailing address with Pin Code 4.Telephone number and Fax number 5.Mobile Number 6.E-mail
--	--	--

OUTSOURCING OF HOUSEKEEPING & MAINTENANCE SERVICE AT

1). L.H.O BUILDING (9671 Sqm.), STATE BANK LEARNING CENTRE & L.H.O COMPOUND

2). VIP GUEST HOUSE , TRIVANDRUM

3). TRINSIT HOUSE AT DEVASWOM BOARD JN NANTHANCODE

4). HOLIDAY HOMES(2 NOS.) AT THYCAUD, TRIVANDRUM

5). ATM AT L.H.O, TRIVANDRUM

6.LHO/ZIO PREMISES AT THAMPANOR

We invite tenders for the House Keeping and maintenance service as per the specification of the works attached viz., Schedule I & II, Annexure A, Terms and Conditions and Agreement etc.

2. Sealed tender documents duly completed in all respects should be submitted to Assistant General Manager (P&E), State Bank of India, Local Head Office, Thiruvananthapuram sealed envelope super scribing as indicated below.

“Tender for Housekeeping / Maintenance services in SBI, LHO Premises, etc , Thiruvananthapuram”.

Inspection of the premises referred to in bill of quantity (Schedule I & II), will be permitted on all working days during office hours between 03.00 PM to 05.00 PM with prior permission. Please intimate us in advance to arrange for inspection.

The tender documents must accompany Earnest Money Deposit of Rs.50,000/- (Rupees Fifty thousand only) in the form of Demand Draft or Banker Cheque of any scheduled bank in favour of “State Bank of India” Local Head Office, payable at Thiruvananthapuram. The tender documents may be delivered either in person or by post so as to reach the Bank on or before **03.00 PM on 23.08.2017**. The Bank will not be responsible for any postal delay / loss / non receipt thereof. Tender received after the date / time specified above shall not be considered under any circumstance.

- (i) The tender documents are not transferable.
- (ii) Incomplete tenders and those which do not conform to the requirements of the invitation for tenders are liable to be rejected. Tenders submitted by a firm shall be signed separately by each members thereof and in the absence of any partner shall be signed by the Power of Attorney holder. Tender by a company shall be executed by persons / duly authorised in terms of the resolution passed by the Board of Directors of the Company.

3. 'Pre-bid meeting will be held on at 3 **P M on on 11.08.2017** at first floor, State Bank of India, Premises & Estate Dept., Local Head Office, Poojapura, Thiruvananthapuram.

4. Earnest Money deposited will be refunded without any interest therein to all except the successful bidder after finalization / approval of the tenders by the Competent Authority. If the L1 bidder withdraws from the tender, their EMD will not be refunded.

5. Opening of Tenders :

The tender will be accepted up to 3 PM on 23/08/2017 and will be opened at **03.30 PM** on the last date of submission i.e on **23.08.2017**.

6. The duration of the contract for the above services would be for a period of twelve (12) months from the date of execution of the agreement subject to renewal for a further period of one year at the option of the Bank on the same terms and conditions and upon renewal of License by the Contractor on or before expiry of the License granted by the Appropriate Authority under Contract Labour (Regulation & Abolition) Act, 1970. However, the contract will not be renewed beyond 2 years.

8. The Courts in Thiruvananthapuram city alone shall have the jurisdiction in respect of any or all matters relating to or connected with the tender.

9. State Bank of India discourages the stipulation of any condition by the tenderers. The conditional tender will be liable to be rejected.

9a. Tenders which do not satisfy / qualify our requirement, will be rejected.

10. The Bank does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all the tender received without assigning any reasons.

11. Validity of Tender: The quoted tender shall be valid for a period of 90 days from the last date of submission of the tender.

12. Final award of the contract for the above services will be subject to the approval of the Competent Authority in the Bank.

13. The arrangements, performance etc will be reviewed once in month. In case any dissatisfaction in the contract workmanship etc the contract will be terminated on 7 days notice.

The successful tenderer shall be requested to execute an agreement in the format prescribed by the Bank . The specifications, duration of the work and the terms and conditions under which the contract is required to be performed and also the rights and obligations of the person/s whose tender is accepted shall be as per the said agreement a copy which is enclosed and the tenderers submitting the tender shall have read the same and is always deemed to have read and understood the same before submitting the tender.

Accepted the above terms & conditions

by Duly Authorised Signatory

Schedule I &II terms and conditions

TERMS AND CONDITIONS

COMPREHENSIVE MAINTENANCE CONTRACT

1.The Contractor shall arrange for the services as per the Scope of Work enclosed. He shall adhere to the Schedule as to the time and work to be performed as mentioned in the Scope of Work and more specifically described here under.

2. .The contract is for providing the services and is not for supply of Contract Labour and that the persons employed by him for providing the services more fully described in Scope of Work shall be the employees of the Contractor and not of the Bank.

3.The Bank may provide (but not bound to do so) a few selected articles/equipments for use in the Bank's premises for the purpose. The contractor shall take care of the said articles/equipments as a bailee, in terms of the provisions contained under the Indian Contract Act and duly return them in good working order and condition to the Bank on and at the expiry of the currency of these presents or on its sooner determination in terms of these presents. The daily and periodical maintenance of these articles/equipments shall be the sole responsibility of the contractor. The cost of replacement/repair and servicing of all the articles/equipments during the currency of these presents shall be borne exclusively by the contractor only.

4.All the materials used for services should be certified ISI mark and or as per the brand names/others as may be specified by the Bank. Chemicals, Sprays, Detergents and other materials should be of high quality satisfactory to the Bank and shall be procured from reputed dealers/shops. The contractor shall arrange for their purchases on his own and shall bear all expenses in connection with such purchases including their transportation. The contractor should maintain a backup register for each activity like cleaning, electrical, plumbing, carpentry, etc. and enter items purchased by him during the month and will submit xerox copy of register along with original bills, while submitting their monthly contract bills for which approximate amount had been quoted in their tender bid.

5.The contractor shall always have on his active rolls the services of sufficient number (as indicated in his offer document)of able, efficient, clean, healthy, honest, well-behaved and skilled persons including qualified technical or supervisory staff for rendering services at the Establishment/s.

6.The contractor shall ensure availability of adequate number of supervisors as his agents or nominees for supervising the services, who will personally supervise and check the working of the Electrician, Plumber, Carpenter and other housekeeping personnel engaged by the Contractor.

7.The contractor shall be responsible for the good conduct and performance on the part of his personnel and the contractor shall and be deemed, for all legal and contractual purposes, the employer of the said personnel engaged by him and such persons shall not have any claim for employment in the Bank in whatsoever and howsoever manner or in any connection therewith against the Bank now or at a future date. He will, at the request of the authorized officer of the Bank/establishment remove from the work any person engaged by him for the services, who may be unsuitable or incompetent or whose conduct is not trustworthy or who misbehaves and /or is not courteous, polite with the employees of the Bank or its customers or third parties.

8.The contractor shall strictly comply with all Labour and such other statutory Laws in relation to the services to be provided and the personnel engaged by the contractor and he shall be solely responsible for all acts of the said personnel so enrolled and there shall and will not be any privity of contract for any purpose and to any intent between the Bank and the said personnel so engaged by the contractor. The Bank shall not be liable nor answerable in respect of any claims or demands in respect of any matter or on any account which may be raised by the said personnel so engaged by the contractor and it shall be the sole responsibility and liability of the contractor to answer all such claims or demands of the said personnel so engaged, under any law for the time being in force.

9.The contractor shall be responsible for the training, allotment of duties, hours of work and timings to the engaged personnel for the purpose. The contractor shall alone have the right to exercise control, give directions and, manage the personnel engaged for the purposes. _

10.The contractor shall provide proper uniform to all the personnel and ensure their cleanliness and upkeep; separate uniforms need to be provided for different categories of staff viz. Technical, supervisors, skilled/unskilled and others etc.

11.The contractor shall ensure excellent standard of housekeeping and maintenance and also ensure that the entire premises are kept hygienic and clean. Preventive pest control measures will also have to be done by the contractor. The cleansing materials, equipments should be arranged by the contractor.

12.The contractor shall discharge his obligations under these presents most diligently, efficiently and honestly.

13.The contractor shall bear all costs and expenses and stamp duty in respect of all Agreements that may be entered into with the Bank to give effect to this arrangement.

14.The contractor shall alone bear all 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.

15.The contractor will be obligated to meet the authorized officer once in a month for assessing and monitoring the quality of housekeeping services rendered. The contractor shall comply with such observations/feedback made and furnished by the Bank for improvement of the services by him/her. However, the continuance of the contract shall be subject to the review of the performance from time to time and in case the performance is not found to be satisfactory by the Bank for any period under such review, the Bank at its discretion, reserves

its right to terminate these presents under due notice to the contractor without incurring any further liability there for.

16.The agreement shall come into force and be effective for a period of 1 year. This agreement shall be terminated by efflux of time or earlier by fifteen days' notice at the option of the Bank in the event of unsatisfactory performance or on breach of any of the stipulated conditions or qualitative dimensions of the various services agreed upon by the contractor under these presents. The contractor may, after giving one month's notice to the Bank terminate the contract, if he so desires at any time during the course of the currency of this agreement.

17.The contractor shall deposit a sum of Rs 50,000/= (Rupees Fifty Thousand only) as SECURITY DEPOSIT with the Bank for due fulfillment and performance of the contract. The security deposit will be returned without interest to the contractor after three months from the date of expiry of these presents provided that there are no defects or loss or damage caused to the Bank and/or materials/articles/equipments provided to him are duly accounted for and returned to the Bank in good working order and condition by the contractor to the satisfaction of the Bank and all his duties to the Bank and all other liabilities under any law or otherwise arising out of or in connection with or in respect of the services are fully settled.

18.The contractor undertakes, accepts and admits absolute and complete responsibility for the service conditions, claims, damages and other compensations of the personnel enrolled by him and will be liable for and unequivocally assume responsibility for due compliance with all the requirements of all statutory obligations, duties and liabilities (including insurance) in respect of such engagements , and to pay all such claims, costs, damages, expenses, fines, penalties and compensation which may arise out of any claim, suit or prosecution for contravention thereof. The contractor shall indemnify and keep the Bank indemnified from and against all such claims, demands, costs, charges, fines, or penalties and compensations etc. if any as aforesaid.

19.The contractor shall arrange and pay for the policy under the Public Liability Insurance Act, 1991 and insure and keep insured all materials which are or have been declared to be hazardous under the notifications issued or that may be issued from time to time under the above said Act or any Rule framed there under and which substances are used by the contractor during the course of the housekeeping services under these presents.

20.The contractor shall obtain adequate Insurance Policy in respect of his workmen engaged for the service, towards meeting the Liability of Compensation arising out of the 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.

21.The contractor will submit the bills for the services rendered, only at the end of each month to the authorized officer who will scrutinize the bills and if found in order, certify for

payment along with the certificate to the extent that all the equipments supplied by the Bank are well maintained and are in order. The payments as far as possible will be made within one week from the date of certification, subject to the condition that the contractor has produced proof for having paid the EPF/ESIC recoveries effected from the employees to the concerned authorities and cleared/paid all his dues, viz. Labour Payments, taxes, levies, etc. as required to be paid /payable by him under any law for the time being in force.

22.The Bank further reserves right to delete or reduce any item or sanction of the bills before affecting payment in case any complaints regarding quality of services inefficient service, non-adherence to agreed quality of materials or services have been received or notified by the Bank without assigning any reason whatsoever and no claim will be entertained in this regard.

23.In case the contractors fails to fulfill his obligations for any day or any number of days to the satisfaction of the Bank, for any reason whatsoever, he shall pay by way of liquidated damages which will be decided by the appropriate authority as a fixed sum 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.

24.All questions relating to the performance of the obligations under this agreement and to the quality of materials used in respect of the services 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 referred to in the Bank, whose decision shall be final, conclusive and binding on the contractor.

25.All the taxes which the Bank may be liable to deduct or called upon to so deduct, during the currency of the arrangement which are liable to be payable by the contractor under the law but not so paid, shall be set off against the bills raised by the contractor and paid to the respective government departments or authorities as may be required under law and the contractor shall have no claim against the Bank in respect of any or all such payments.

26.The contractor should possess, for the entire duration of these presents, all licenses and registrations as may be required under any law and shall be responsible to register himself and obtain a valid license under Contract Labour (Regulation and Abolition) Act, 1950 and rules there under. The contractor shall comply with all rules and regulations in force under the said Act and rules. The contractor shall comply with all applicable laws, rules and regulations regarding to Provident Fund, Payment of Bonus, Minimum Wages or any other Statutory/Regulatory requirements. Any dispute regarding such dues shall and be dealt with and settled by the contractor.

27.The contractor shall in terms of the provisions of Sections 16, 17 and 18 of the Contract Labour (Regulation and Abolition) Act, 1970 and the rules framed under the said Act provide the prescribed

amenities to its personnel. In case of failure of the contractor in complying with the said provisions, the Bank may provide the same when called upon to do so by the Competent Authorities and deduct the expenses incurred thereof from the bills of the contractor without prejudice to its other rights and remedies under these presents. The contractor shall be responsible for proper maintenance of all Registers, Records and Accounts so far these relate to the compliance of any and all statutory provisions/ obligations.

28. In terms of the provisions of the aforesaid Contract Labour (Regulation and Abolition) Act, 1970 and Rules 72 and 73 of the Rules framed there under, in case the same are applicable to the contractor, the contractor shall disburse the minimum wages payable to its personnel only in the presence of the Authorized Representative of the Bank and shall obtain due certification to that effect from the said Authorized Representative of the Bank. Any violation of the aforesaid provisions of the Law will entail forthwith termination of this contract in addition to such penal consequences as may be attended with under these presents.

29. Nothing contained in these presents is intended nor shall be construed to be a grant, demise or assignment in law of the premises or the articles/equipments or any part thereof by the bank to the contractor and or its personnel and they shall vacate and handover the same in good working condition and order upon termination of these presents either by efflux of time or otherwise.

30. The contractor shall not assign or sublet the benefits of this contract to any person or entity and in the event of any breach or violation thereof, the Bank may at its discretion but without prejudice to its other rights and remedies terminate this contract.

- α) 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, i.e. the said Authorized Officer, caused due to negligence, carelessness or any fault on the part of the contractor or his workmen/employees engaged for the services and the quantum of the loss arrived at by the said authorized officer is final and binding on the contractor and such losses shall be recovered by the Bank from the charges payable to the contractor under clause 2 and from the Security Deposit mentioned at clause 17. The contractor shall ensure that the character and antecedents of the personnel engaged by him are duly verified before such engagement.
- β) If during the currency of the contract, any Statute, rules/govt. notification prohibit **the execution of the** services envisaged under this Agreement or otherwise, the contract shall come to an end forthwith and no compensation shall be payable to the contractor or his workmen/employees.
- χ) Any indulgence, forbearance or waiver, granted or shown or made on the part of the Bank will not prejudice its rights under the contract.

Signature of the tenderer with office seal

Scope of Works

(i) Daily Cleaning

Sweep Clean

- Sweep clean all floor areas.
- Damp moping of tiles, vitrified floors, staircases, elevators, floor, sidewalls and podium entrance areas.

- Floors shall be free of dirt, mud, sand, footprints, liquid spills and other debris.
- Chairs, trash, receptacles and easily movable items shall be moved to clean underneath.
- During inclement weather, the frequency 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 standing water.
- After sweeping all vitrified floors, areas would be machine scrub cleaned.
- Sweep clean of debris from walkways and driveways and hose clean them during

Vacuum cleaning

- Vacuum cleaning all carpets runners and carpet protectors so that they are free of dirt, mud, etc.
- Heavy industrial type vacuum cleaners 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 movable items shall be moved to vacuum underneath, and then replaced in the original position.

Washroom cleaning (to be carried out on hourly basis)

- 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.

Florist: an experienced florist should be stationed in the building premises to take care of making of bouquets on short notice. He will arrange to do necessary flower arrangement at the cabins of the Top Executives of the Bank. The florist will report to the Liaison/Estate dept.

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.

Glass surface cleaning

- All glasses at entrance doors of the premises would be cleaned using damp and dry method.
- Glass table tops, cabin doors, cabin partitions and glass accessories would also be cleaned.
- Removal of grease marks or finger prints glass counters and partitions. This cleaning is done using approved all purpose cleaner and lint free cloth or paper towels.

Spot Carpet Cleaning

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

Damp & Dry Cleaning

- Wipe clean all white boards of meeting rooms, conference rooms, work stations, etc.
- Wipe clean all table top of work stations, cubicles and other furniture and fixtures.

Auditorium

Cleaning include Glass Façade cleaning, granite on columns, wooden ceiling, marble cladding, Auditorium stairs, lobby, counters, carpets, chairs, service rooms/bath/toilets stage/back room etc.

Attendants/Hamals

The contractor shall ensure availability of attendants / Hamals whose services will be utilized by the Dept in events of meetings, conferences and day to day works at different departments.

(ii)Weekly Cleaning

Deep Cleaning

- Stairways, surrounding common areas, terraces, generator rooms, AHU rooms, basements, car parking, etc.

- Ceilings, walls, partitions etc.
- Toilets and wash rooms.

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.

Sanitizing

- Office dust paper bins would be cleaned and sanitized.
- 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 the walls and doors of all toilets with appropriate detergent and disinfectant.
- **Polishing:** all the door handles/door knobs, other brass fittings are required to be polished and kept in shining condition by using good quality polishing agents.

(iii)Fortnightly Cleaning Services

Dusting & Wiping

- Dusting and wiping light fixtures, when completed the light fixtures shall be free from dirt, grime, dust and marks.
- Applying metal polishes to accessories or door handles, hand railings, lift walls, etc.
- **Scrubbing**
- Scrubbing of all floor areas with scrubbing machines

(ii) Contractor will also do the following tasks:-

- Sweeping, moping, machine scrubbing of all specified floors.
- Removing all garbage and replace cleaned bins. Garbage will be taken the designated site at the complex from where the contractor will arrange for its disposal.
- Wipe clean of all glass doors and windows regularly. Maintain high standards of cleanliness and hygiene at all assigned areas throughout the premises.

External Façade: The service provider shall undertake cleaning of the glasses and glass panes from the exterior (the glasses/glass panes on the ground floor/basements, etc. on daily basis) by using Spiderman method once in three months. It will be the responsibility of the service provider to ensure that the necessary insurance cover is obtained well in advance and produced to the Bank before commencement of the cleaning work. It will also be necessary to obtain security clearance from the Chief Manager (Security).

Floors	Daily Works
Ground Floor	Cleaning of cabins, stairs, floors, warehouse, toilets, water cooler etc. cleaning of parking area, toilets, Driver's & Security's changing rooms & lunch rooms, AHU rooms, ducts etc.
Various floors/ terrace	Sweeping, washing, moping, parking, lift, lobbies, maintenance, glasses, toilets, stair case, passages, pantry, meeting rooms, board rooms, conference rooms, brasso, electrical installations, plants cleaning, terrace cleaning, etc.
(Preferably in IInd shift) Daily cleaning/ washing etc.	Daily garbage clearance, glass cleaning, duct cleaning, auditorium cleaning, ground floor washing, parking area washing, stair case washing, cleaning of chairs, computers, keyboards, collection of old news papers, bundling & shifting to specified place.
Daily Electrical items cleaning/ checking/ reporting for maintenance of items to the electrical Section of the Bank and the concerned electricians for the purpose in a suitable format.	Lamp, tube lights, electrical fittings, fiber false ceilings, wherever applicable and false ceilings of all lifts daily cleaning.

Floors	Daily Works
Daily cleaning of Plumbing accessories/ pipes/duct checking and reporting to the concerned civil engineer and plumbers for the purpose in a suitable format.	Entire building toilets, breakages, leakages, choke-ups, water supply of toilets, supply of toiletries (Part of housekeeping consumables) in each toilets.
Daily cleaning/checking and reporting to the concerned civil engineer and plumbers/carpenters for the purpose in a suitable format.	Handles, doors, door closers, fittings, windows, curtains etc.
Daily checking of stair cases and reporting to the concerned civil engineer in a suitable format.	It must be ensured that the stair cases are clean and free of any obstacles. There should not be hindrance for the users.
Manager & Supervisors	Each Supervisor/Manager-4/5 floors as per the requirement.

Supervisors/ Managers should visit different floors from time to time to ensure that each floors/ toilets etc. remain clean and ready for use round the clock.

Extra Amenities

Various floors	Hand Wash, C-Fold tissues, Air fresheners, Odonil, Sani-cubes, Naphthalene balls.
----------------	---

AGREEMENT FOR HOUSEKEEPING AND MAINTENANCE SERVICES

THIS AGREEMENT made at Thiruvananthapuram . on this .. day of 2017 between the **STATE BANK OF INDIA**, a corporate body constituted under the State Bank of India Act, 1955 having its Central Office at Madam Cama Road, Mumbai 400021 and one of its Local Head Offices at Poojapura, Thiruvananthapuram, KERALA (hereinafter referred to as “the Bank” which expression shall include wherever the context so permits its successors and assigns) OF THE ONE PART

AND

.....
 (hereinafter referred to as “THE CONTRACTOR” which expression shall

include wherever the context so permits its/his successors and assigns) OF THE OTHER PART.

WHEREAS, the Bank has invited tenders for rendering Housekeeping/Maintenance services (Services) at the premises the details of which are more fully described in the Schedule I & II (establishment)

AND WHEREAS the Contractor offered its/his Services for a **consideration more fully described in Schedule I & II**

AND WHEREAS pursuant to the acceptance of the offer, the parties hereto are desirous of entering into an agreement being these presents on the various terms and conditions hereinafter appearing.

NOW IN CONSIDERATION OF THE PREMISES, it is hereby agreed by and between the parties thereto as follows.

1. The Contractor shall arrange for the services at the Establishment. He shall adhere to the Schedule as to the time and work to be performed as mentioned in Scope of work & price bid, the Schedule more specifically described hereunder.

2. The charges to be payable by the bank to the contractor for rendering the services shall be Rs..... per annum (Rupees) inclusive of labor, material, equipment, all taxes **and shall be payable in twelve parts i.e., in the first week of succeeding month subject to satisfactory completion of work as per terms and conditions of the contract detailed in Schedule I & II and verification/certification of measurements by an officer of the Bank..** This agreement is for providing the services and is not for supply of Contract Labour and that the persons employed by him for providing the services more fully described in Schedule I&II shall be the employees of the contractor and not of the Bank.

3. The Bank may provide (but not bound to do so) a few selected articles/equipments for use in the Bank's premises for the purpose. The contractor shall take care of the said articles / equipments as a bailee, in terms of the provisions contained under the Indian

Contract Act and duly return them in good working order and condition to the Bank on and at the expiry of the currency of these presents or on its sooner termination in terms of these presents. The daily and periodical maintenance of the articles/equipments shall be the sole responsibility of the contractor. The cost of replacement / repair and servicing of all the

articles/equipments during the currency of these presents shall be borne exclusively by the contractor only.

4. All the materials used for services should be certified ISI mark and or as per the brand names/others as may be specified by the Bank. Chemicals, Sprays, detergents and other materials should be of high quality satisfactory to the Bank and shall be procured from reputed dealers / shops. The contractor shall arrange for their purchases on his own and shall bear all expenses in connection with such purchases including their transportation. The contractor should maintain a backup register for each activity like cleaning, electrical, plumbing, carpentry, etc. and enter items purchased by him during the month and will submit xerox copy of register along with original bills, while submitting their monthly contract bills for which approximate amount had been quoted in their tender bid.

5. The contractor shall always have on his active rolls the services of sufficient number (as indicated in his offer document) of able, efficient, clean, healthy, honest, well-behaved and skilled persons including qualified technical or supervisory staff for rendering services at the Establishment/s.

6. The contractor shall ensure availability of adequate number of supervisors as his agents or nominees for supervising the services, who will personally supervise and check the working of the Electrician, Plumber, Carpenter and other Housekeeping personnel engaged by the Contractor.

7. The contractor shall be responsible for the good conduct and performance on the part of his personnel and the contractor shall and be deemed, for all legal and contractual purposes, the employer of the said personnel engaged by him and such persons shall not have any claim for employment in the Bank in whatsoever and howsoever manner or in any connection therewith against the Bank now or at a future date. He will, at the request of the authorized officer of the Bank / establishment remove from the work any person engaged by him for the services, who may be unsuitable or incompetent or whose conduct is not trustworthy or who misbehaves and / or is not courteous, polite with the employees of the Bank or its customers or third parties.

8. The contractor shall strictly comply with all Labour and such other statutory laws in relation to the services to be provided and the personnel engaged by the contractor and he shall be solely responsible for all acts of the said personnel so enrolled and there shall and

will not be any privity of contract for any purpose and to any intent between the Bank and said personnel so engaged by the Contractor. The Bank shall not be liable nor answerable in respect of any claims or demands in respect of any matter or on any account which may be raised by the said personnel so engaged by the Contractor and it shall be the sole responsibility and liability of the Contractor to answer all such claims or demands of the said personnel so engaged, under any law for the time being in force.

9. The contractor shall be responsible for the training, allotment of duties, hours of work and timings to the engaged personnel for the purpose. The contractor shall alone have the right to exercise control, give directions and manage the personnel engaged for the purposes.

10. The contractor shall provide proper uniform to all personnel and ensure their cleanliness and upkeep. Separate uniforms need to be provided for different categories of staff viz. Technical, Supervisors, skilled/unskilled and others etc.

11. The contractor shall ensure excellent standard of housekeeping and maintenance and also ensure that the entire premises are kept hygienic and clean. Preventive pest control measures will also have to be done by the Contractor. The cleansing materials, equipments should be arranged by the Contractor.

12. The Contractor shall discharge his obligations under these presents most diligently, efficiently and honestly.

13. The Contractor shall alone bear all costs and expenses and stamp duty in respect of all Agreements that may be entered into with the Bank to give effect to this arrangement.

14. The contractor shall alone bear all 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 of services

15. The Contractor will be obligated to meet the Premises Committee consisting of A G M (P&E), A G M (O A), Civil engineer once in a month for assessing and monitoring the quality of housekeeping services rendered as may be decided by the Bank and for which notice will be given to the contractor either in person or by a written communication. The Contractor shall comply with such observations/feedback made and furnished by the Bank for improvement of the services by him/ her. However, the continuance of the contract shall be subject to review of the performance from time to time and in case the performance is not

found to be satisfactory by the Bank for any period under such review, the Bank at its discretion, reserves its right to terminate these presents under due notice to the Contractor without incurring any further liability there for.

16. The agreement shall come into force and be effective from _____ for a period of 1 (one) year and expires on _____ subject to the review of satisfactory performance as mentioned hereinabove. This agreement shall be terminated by efflux of time or earlier by **15 DAYS** notice at the option of the Bank in the event of unsatisfactory performance or on breach of any of the stipulated conditions or qualitative dimensions of the various services agreed upon by the contractor under these presents. The contractor may, after giving ONE months' notice to the Bank terminate the contract, If he so desires at any time during the course of the currency of this agreement. The contract may be renewed for a further period of 12 months at the option of the Bank under the same terms and conditions stated in this Agreement.

17. The contractor shall deposit a sum of Rs. 50,000/- (Rupees fifty thousand only) as SECURITY DEPOSIT with the Bank for due fulfillment and performance of the contract. The Security Deposit shall be held in Term Deposit with the State Bank of India in the joint names of Bank and the contractor and all deposit receipt will be kept in the custody of the Bank. The Security Deposit will be returned to the contractor after three months from the date of expiry of these presents provided that there are no defects or loss or damage caused to the Bank and / or materials / articles / equipments provided to him are duly accounted for and returned to the Bank in good working order and condition by the contractor to the satisfaction of the Bank and all his dues to the Bank and all other liabilities under any law or otherwise arising out of or in connection with or in respect of the services are fully settled.

18. The Contractor undertakes, accepts and admits absolute and complete responsibility for the service conditions, claims, damages and other compensations of the personnel enrolled by him and will be liable for and unequivocally assume responsibility for due compliance with all the requirements of all statutory obligations, duties and liabilities (including insurance) and to pay all such claims, costs, damages, expenses, fines, penalties and compensation which may arise out of any claim, suit or prosecution for contravention thereof. The contractor shall indemnify and keep the Bank indemnified from and against all such claims, demands, costs, charges, fines or penalties and compensations etc. if any as aforesaid.

19. The contractor shall arrange and pay for policy under the Public Liability Insurance Act, 1991 and insure and keep insured all materials which are or have been declared to be hazardous under the notifications issued or that may be issued from time to time under the above said Act or any Rule framed there under and which are used by the Contractor during the course of the housekeeping services under these presents.

20. The Contractor shall obtain adequate Insurance Policy in respect of his workmen engaged for the service 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.

21. The Contractor will submit the bills for the services rendered, only at the end of each month to the authorized officer and who will scrutinize the bills and if found in order, certify for payment along with the certificate to the extent that all the equipments supplied by the Bank are well maintained and are in order. The payments as far as possible will be made within one week from the date of certification, subject to the condition that the contractor has cleared / paid all his dues, viz. Labour payments, taxes, levies etc as required to be paid / payable by him under any law for the time being in force.

22. The Bank further 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 Bank without assigning any reason whatsoever and no claim will be entertained in this regard.

23. In case the Contractor fails to fulfill his obligations for any day or any number of days to the satisfaction of the Bank, for any reason whatsoever, he shall pay by way of liquidated damages a sum of Rs. 5000/- per item /floor 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.

24. All questions relating to the performance of the obligations under this agreement and to the quality of materials used in respect of the services 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 referred to

Assistant General Manager, Premises & Estate Department in the Bank, whose decision shall be final, conclusive and binding on the contractor.

25. All the taxes which the Bank may be liable to deduct or called upon to so deduct during the currency of the arrangement which are liable to be payable by the contractor under the law but not so paid, shall be set-off against the bills raised by the contractor and paid to the respective Government Departments or authorities as may be required under law and the contractor shall have no claim against the Bank in respect of any or all such payments.

26. The contractor should possess, for the entire duration of these presents, all licenses and registrations as may be required under any law and shall be responsible to register himself and obtain a valid license under Contract Labour (Regulation and Abolition) Act 1950 and rules thereunder. The Contractor shall comply with all rules and regulations in force under the said Act and Rules. The Contractor shall comply with all applicable laws, Rules and Regulations relating to Provident Fund, Payment of Bonus, Minimum Wages, work men compensation or any other Statutory / Regulatory requirements including any State enactment relating to the above. Any dispute regarding such dues shall and be dealt with and settled by the contractor.

27. The Contractor shall in terms of the provisions of Sections 16, 17 and 18 & 19 of the Contract Labour (Regulations & Abolition) Act, 1970 and the Rules framed under said Act provide the prescribed amenities to its personnel. In case of failure of the contractor in complying with the said provisions, the Bank may provide the same when called upon to do so by the Competent Authorities and deduct the expenses incurred thereof from the bills of the Contractor without prejudice to its other rights and remedies under these presents. The Contractor shall be responsible for proper maintenance of all Registers, Records and Accounts so far these relate to the compliance of any and all statutory provisions / obligations.

28. In terms of provisions of the aforesaid Contract Labour (Regulation & Abolition) Act, 1970 and Rules 72 and 73 of the Rules framed there under, in case the same are made applicable to the Contractor, the Contractor shall disburse the minimum wages payable to its personnel only in the presence of the Authorized Representatives of the Bank and shall obtain due certification to that effect from the said Authorized Representative of the Bank. Any violation of the aforesaid provisions of the Law will entail forthwith termination of this

Contract in addition to such penal consequences as may be attended with under these presents.

29. Nothing contained in these presents is intended nor shall be construed to be a grant, demise or assignment in law of the premises or the articles / equipments or any part thereof by the Bank to the Contractor and or its personnel and they shall vacate and handover the same in good working condition and order upon termination of these presents either by efflux of time or otherwise.

30. The contractor shall not assign or sublet the benefits of this contract to any person or entity and in the event of any violation or breach thereof, the Bank may at its discretion but without prejudice to its other rights and remedies terminate this contract.

31. 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's authorized officer , caused due to negligence, carelessness or any fault on the part of the Contractor or his workmen / employees engaged for the services and the quantum of the loss arrived at by the said authorized officer is final & binding on the contractor such losses shall be recovered by the bank from the charges payable to the contractor under clause 2 and from the security deposit mentioned at clause 17. The Contractor shall ensure that the character and antecedents of the personnel engaged by him are duly verified before such engagement

32. If during the currency of the Contract, any Statute, Rules / Government notification prohibits execution of the services envisaged under this Agreement or otherwise, the contract shall come to an end forthwith and no compensation shall be payable to the Contractor or his workmen/employees.

33. Any indulgence, forbearance or waiver, granted or shown or made on the part of the Bank will not prejudice its rights under the contract.

34. The courts in Thiruvananthapuram City (Kerala State) alone shall have jurisdiction in respect of any matter touching these presents.

Signed and delivered by within named M/s. by the hand of its Managing Partner for and on behalf of the Contractor in the presence of

1.

2.

Signed and delivered for and on behalf of the State Bank of India by

Witness :-

1.

2.

ANNEXURE II

Periodicity of House-Keeping Services

- Sweeping & Mopping of All Office rooms / Annex/within the compound
= Once a day
- : Lobbies & Corridors : Twice a day
- Stair Case : Sweeping – twice a day
Mopping – once a day
- Open terraces, Road/ Pavements : Sweeping – once a day

- Dusting of furniture : Once a day
- Vacuum Cleaning of Carpets/ : Once a week
Curtains/Sofa sets /dustbin/artificial plant
- Cleaning of toilets in Office complex : Thrice a day
- Cleaning of Buckets/ Mugs with : Once a week
Vim/ detergent
- Cleaning of bathroom tiles : Once a fortnight
- Cleaning of window panes/ wall paneling : Once a fortnight
- Cleaning of fans/ switch-boards/walls/ : Once a month
Tube-lights/ wall hanging
- Opening of clogged drains/ sewer lines : As and when required

SCHEDULE I

HOUSKEEPING & MAINTENANCE SERVICES AT

1) L.H.O / STC BUILDING& L.H.O COMPOUND

2) VIP GUEST HOUSE,

3) TRINSIT HOUSE AT DEVASWOM BOARD Jn NANTHAN CODE ,

4) HOLIDAY HOMES(2 NOS.) AT TRIVANDRUM

5) ATM AT L.H.O, TRIVANDRUM

6) LHO /ZIO PREMISES AT THAMPANOOR

Scope of Works

(I) Daily Cleaning

(A) Sweep Clean

1. Sweep clean all floor areas.

2. Damp moping of tiles, mosaic/vitrified floors, staircases, elevators, floor, doors, partitions, glass, sidewalls and podium entrance areas.
3. Floors shall be free of dirt, mud, sand, footprints, liquid spills and other debris.
4. Chairs, trash, receptacles and easily movable items shall be moved to clean underneath.
5. During inclement weather, the frequency 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 standing water.
6. After sweeping all vitrified floors/ mosaic floors, areas would be machine scrub cleaned.
7. Sweep clean of debris from walkways and driveways and hose clean them.
8. Cleaning of artificial plants/ paintings etc.
9. Dusting & cleaning with cloth of furniture, wall paneling, glass panels, glass etc.
10. Daily use perfume spray all cabins A.G.M, G.M, CGM, ROOMS

(B) Vacuum cleaning

- δ) Vacuum cleaning all carpets runners and carpet protectors, curtains, vertical blinds, chairs, computers, printers, telephone, tables etc. so that they are free of dirt, mud, etc.
- ε) Heavy industrial type vacuum cleaners would be used to ensure adequate cleaning. When completed, the area shall be free of all litter, lint, loose soil and debris.
- φ) Any chairs, trash receptacles and easily movable items shall be moved to vacuum underneath, and then replaced in the original position.

(C) 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.
- Dry leaves outside the premises, tea cups etc.

(D) Glass surface cleaning

- All glasses at entrance doors/ glass partitions /glass paneling/ structural glass of the premises would be cleaned using damp and dry method.
- Glass table tops, cabin doors, cabin partitions and glass accessories would also be cleaned.
- Removal of grease marks or finger prints glass counters and partitions. This cleaning is done using approved all purpose cleaner and lint free cloth or paper towels.

(E) Spot Carpet Cleaning

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

(F) Damp & Dry Cleaning

- Wipe clean all white boards of meeting rooms, conference rooms, work stations, etc.
- Wipe clean all table top of work stations, cubicles and other furniture and fixtures.
- Stair case hand rails, partition glass etc.

(G) Minor carpentry work

- Repair door locks, hinges, handles, door stoppers, drawer locks, replacement drawer locks, repairing mica paneling, door stopper, replacement etc. , oiling the hinges, door closures etc.

(H)Minor Sanitary Repairing

- Water tap repairing, replacement, removing drainage block, wash basin block, EWC block, manhole block, etc. repairing work of the pump etc.

Ceiling fungus/ cobwebs/ dust of ceiling/ water dampness cleaning etc.

(I)Water supply

In the event of shortage of water supply it will be contractor's responsibility to ensure that arrangements are made for storage of water in sufficient quantities for drinking,

washing, toilet purposes. The contractor should ensure the smooth working of the water pump & municipal supply.

Refilling of drinking water in bottles when empty.

Electricity: Switching off the lights/fans when not in use.

(J) Washroom cleaning (to be carried out once three hour basis)

(iii) Thorough cleaning and sanitization of toilets, bathrooms, wash basins and shower facilities, using suitable non-abrasive cleaners and disinfectants.

(iv) All surfaces shall be free of grime, soap mud and smudges.

(v) 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.

Daily checking the flush tank of EWC whether it is functioning or not, if not it should be repaired / replaced necessary hardware fittings/round the clock the water should be available etc

Daily the water tap / health pipe should be checked any repair the tap should be repair or replaced

The towel should be clean and laundry daily all toilet

The toilet door /window should be checked any repair should be carried out

The daily liquid soap /high quality wash soap should be provide all toilet

The daily garbage should be removed all toilet

Garbage bags / mug/ plastic bucket etc should be provided by the contractor in all toilet.

Dado wall/ door / wash basin /EWC etc should be clean daily

Floormats to be clean incase it is not good condition, the contractor to arrange for replacement

Daily use perfume/ deodorant sprays etc

(II) Weekly Cleaning

(K) Deep Cleaning

- Stairways, surrounding common areas, terraces, generator rooms, AHU rooms, basements, car parking, etc.
- Ceilings, walls, partitions etc.
- Toilets and wash rooms.

(L) 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.

(M) Sanitizing

- Office dust paper bins would be cleaned and sanitized.
- 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 the walls and doors of all toilets with appropriate detergent and disinfectant.

(III) Fortnightly Cleaning Services

(N) Dusting & Wiping

- Dusting and wiping light fixtures, when completed the light fixtures shall be free from dirt, grime, dust and marks.
- Applying metal polishes to accessories or door handles, hand railings, lift walls, etc.
- Cleaning the compound wall.

(O) Scrubbing

- Scrubbing of all floor areas with scrubbing machines

(P) Contractor will also do the following tasks:-

- Sweeping, moping, machine scrubbing of all specified floors.
- Removing all garbage and replace cleaned bins. Garbage will be taken the designated site at the complex from where the contractor will arrange for its disposal.
- Wipe clean of all glass doors and windows regularly.
- Maintain high standards of cleanliness and hygiene at all assigned areas throughout the premises.

(Q) Florist: an experienced florist should be stationed in the building premises to take care of making of bouquets on short notice. He will arrange to do necessary flower arrangement at the cabins of the Top Executives of the Bank. The florist will report to the Liaison/Estate dept.

- The quoted cost including labour charge, material, machine, ladders, all taxes ,including service tax, labour insurance cost, police verification cost, minimum wage , EPF, PF, labour accommodation , dress, food all cost .

- Daily material register to be maintained and the sock of materis to be approved by the bank .

A. MANPOWER REQUIREMENT :

Contractor ensure availability of Supervisor, Housekeeping men /women, lady attendants to complete and comply satisfactorily in tandem with the scope of works. Contractor to provide an analysis as to how many part time/full time workers are to be employed for satisfactory compliance.(as per Annexure A)

2. The contractor must cover all employees under his charge for all statutory compliances like police verification, ESIC, PF, Accidental insurance / death. All housekeeping staff must have trained with at least 2 years / experience in a similar building to perform, duties entrusted to them and must be in proper uniform at all times.

3.Contractor shall ensure that all employees have fitness certificate from Doctor.

4. Note:

- (i) The staff should wear immaculate dress with company's logo and photo identity card.
- (ii) The contractor to provide quality naphthalene balls, odonil, phenyl, all-out, toilet soap and vim / detergents. The quality and quantity shall be approved / determined by the Bank.
- (iii) In case it is observed that the cleaning 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 from the monthly bill payable to the contractor.

B. HOUSE KEEPING EQUIPMENTS / CONSUMABLES

Machinery & Equipment

Wet & Dry Vacuum Cleaner heavy-duty industrial type (2 Nos.)

Mechanized Battery / fuel operated floor sweeper for external areas

High-pressure jet with accessory (1 No.), Multipurpose housekeeping trolley (1 No.), Mopping bucket with squeezer (3 Nos.), Ladders 30'ft., 8'ft.

Carpet shampooing /cleaning machine/scrubbing machine

(Rate shall also include ultimate disposal of garbage / waste papers etc. from the premises on day to day basis as being collected without accumulating within the premises).

• 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 • Kitchen Wiper • Floor Wiper (Fiber) • Hand Brush Hard • Carpet Brush • Feather Brush • Toilet Brush • Choke Pump • Dust Pan • Dust Pan with Brush • Scraper • Glass Duster • Check Duster • Floor Duster	• Scotch Brite • Sponge • Steel Wool • Spray Bottles • Rubber Gloves • Cotton Gloves • Plastic Buckets • Naphthalene Balls • Urinal Cubes • Flora Deodorant • Liquid Soap (Sada) • Fem Hand Wash • Marble (Multi purpose Liquid:3 in 1) • Perfume Cleaner • Baygon/Hit/No.P • Dettol • Air Freshener Bottle • Garbage Bag Big • Garbage Bag Medium • Garbage Bag Small • Toilet Rolls • C-Fold
--	---

SCHEDULE II**(PRICE BID)****SPECIFICATION OF THE WORK****1.HOUSKEEPING & MAINTENANCE SERVICE AT L.H.O BUILDING/ANNEXE (GODOWN) L.H.O OUT SIDE PREMISES (2 ACRES) ,****2. VIP GUEST HOUSE****3.TRINSIT HOUSE AT DEVASWOM JN NANTHAN CODE /MUSEUM****4.HOLIDAY HOME THYCAUD TRIVANDRUM****5.ATM- AT L.H.O , TRIVANDRUM****6.LHO/ ZIO PREMISES AT THAMPANOOR**

SL NO.	JOB DESCRIPTION	RATE PER UNIT	QUANT ITY	TOTAL AMOUNT
1.	DAILY Sweeping and mopping at ground floor to 8th Floor-(Main Building)-(Payment will be made as per actual area only)Cost including material, adequate labour ,tax , complete job with all respect Ground floor -593.60 sq.mt 1st floor - 528.80 sq.mt 2nd floor- 560.80 sq.mt 3rd floor - 560.80 sq.mt 4th floor - 560.80 sq.mt 5th floor - 560.80 sq.mt 6th floor - 560.80 sq.mt 7th floor - 560.80 sq.mt 8th floor -Machine Room			

and Dining Hall - 246.40 sq.mt Total area-4733.60sq.mt THAMPANOOR Bldg 2000 sq mtr (appx) <u>Ancillary Building(Canteen Block-3 Floors)</u> Ground floor -392.80 sq.mt 1st floor - 392.80 sq.mt 2nd floor- 392.80 sq.mt 3rd floor - 30.40 sq.mt Total area-1208.8sq.mt <u>Ancillary Building (NAC Branch Building -3 Floors)</u> Ground floor -380.80 sq.mt 1st floor - 380.80 sq.mt 2nd floor- 376.00 sq.mt Total area-1137.60 sq.mt <u>Staff Learning Centre</u> Administrative Block(2 floors)- 848.00sq.mt Hostel, Dining Hall and Kitchen(3 floors)- 1278.40sq.mt Total area-2126.40 sq.mt <u>Ancillary Installation</u>			
---	--	--	--

	Co-operative Store-54.40sq.mt Shed -29.60sq.mt Pump House-17.60sq.mt Substation-52.80sq.mt Car Shed-185.60sq.mt ScooterShed-124.80sq.mt Total area-464.80sq.mt Grand Total- <u>11700 Sq.mt</u> Refer scope of work (A), (B), (C), (D), (E), (F), (G), (H), (I), (K), (L), (M), (N), (O), (P), (Q), dispose the garbage away from the premises Rate in words 			
2.	External Facade: The service provider shall undertake cleaning of the glasses and glass panes from the exterior (the glasses/glass panes on the ground floor/basements, etc.) by using Spiderman method once in three months. It will be the responsibility of the service provider to ensure that the necessary insurance cover is obtained well in advance and produced to the Bank before commencement of the cleaning work. It will also be necessary to obtain security clearance from the Chief		Lump sum	

	Manager (Security). Supervisors/ Managers should visit different floors from time to time to ensure that each floors/ toilets etc. remain clean and ready for use round the clock. Cost including material labour ,tax , complete job with all respect Rate in words..... 			
3.	Daily Cleaning of European Closet at toilets, bathrooms, urinals, wash basins at ladies and gents toilet from Ground to Eighth floor, Canteen Block building and New Administrative Complex Building, Thampanoor premises etc. Cost including using high quality naphthalene balls, phenyl, liquid soap, toilet soap, vim, Urinal Cubes, detergents, paper roller, Tissue paper every three hours or three times from 8am to 5pm (during office hours) (The checklist of cleaning per three hours or three times to be maintained at inside all the toilets). (Payment will be made as per actual area only) Refer scope of work above (J)		600 Sq. mt.	

4.	Sweeping / cleaning outside the buildings including garden area, road entrance etc. and disposal of garbage/waste paper/dry leaves etc. away from the premises. Daily (Payment will be made as per actual area only). Appl Dispose the garbage/ dry leaves etc away from the premises. Cost including removing the stagnated rain water on the road/ road side etc during rainy season Rate in words (per unit) 		8664 Sq.mt.	
5.	Providing /outsourcing of maintenance work & housekeeping service at (1) VIP Guest house (2) Guest House at Poojapura (3) Holiday home (e-SBT) (4) STC Hostel (5) Devaswom Board Jn transits House (6) Holiday Home at Thycaud (7) Four Residences (8) Museum The supervisor has to maintain guest register, receive the guest, serving tea, replace bed spreads, pillow covers daily, receiving laundries, do night duty service		2000.00 Sqm.	

	etc. in Holiday Home/Guest Houses. Refer scope of work : (A), (B), (C), (D), (E), (F), (G), (H), (I), (J), (K), (L), (M), (N), (O) Rate in words 			
	TOTAL			
	Taxes if any %			
	GRAND TOTAL..... (A)			

Total **Rupees**

per month

ANNEXURE-E

LIST OF CONTRACTORS

SL		CATEGORY
No.	NAME AND ADDRESS OF CONTRACTOR	
1.	The Cavalier, Thompil Buildings, Illrd Floor, Sasthamangalam, Thiruvananthapuram 9447012393, 9447734053 0471-2490394, 2317123	A
2.	Naipunnya Welfare Services, Naipunnya Institute of Management And Information Technology, Pongam Koratty East, Thrissur 9605001831, 9605009528	A
3.	Hi-Fi House-Keeping (P) Ltd., Hi-Fi Bhavan VII/61/1, Sitaram Quarters, Olarikkara, Pullazhy P.O, Thrissur 9349979021, 9388777000	A

- | | | |
|----|---|---|
| 4. | Hero Securities, Shreyas, 28/1244B,
Nethaji Nagar, Kadavanthra, Kochi
0484-2316440, 9447091049 | A |
| 5. | House Master Facility Management
Services, Unidec House, Fathima Church
Road, Kadavanthra PO, Cochin-20 0484-2203920 9388468472,
9446581822 | A |
| 6. | M/s Updater Services Pvt. Ltd.
TC.2/2309(3), Mukkalackal Junction,
Kulathur P.O, Kazhakuttom
Thiruvananthapuram
9840173693/9500050168 9895701195 | A |
| 7. | Clean & Clean Hygiene Services
TC.54/3362, Attukal Bund Road,
Killipalam, Thiruvananthapuram
0471-3291589 9447138889 | A |
| 8. | JN Associates, Bushara corner,
Kakooth Road, Perinthalmanna PO
Malappuram District
0493-3315515 9656315315 | A |
| 9. | Vrudhi Outsourcing Services Pvt. Ltd.
34/350A, Ambadi, Sangamam Lane,
Padivattom, Edapally PO, Cochin
0484-2809694, 4020690/91/92 9946352693, 9745502695 | A |

- | | | |
|-----|--|---|
| 10. | Meeguards Info Services
TC. 24/427, Opp. PRS Apartments
Thycaud, Thiruvananthapuram
0471-2321467, 2326617 9447126617 | A |
| 11. | G4S Facility Services(India) Pvt. Ltd.
TC 7/901, Arackal House, Marruthankuzhy
Kanjirampara P.O., Thiruvananthapuram 0471-2724943
8943340124 | A |
| 12. | S.R.Ventures, 12/192B, Santo Gopalan
Road, Koovapadam, Kochi-682002 | A |
| 13. | House Master Services Pvt. Ltd., 37/1042B,
Subhash Chandra Bose Road, Elamkulam
Kadavanthra, Kochi-20
9633028027 | A |
| 14. | Global Construction Company,

Maruthayath Buildings, 2 nd floor,
Pallimukku, Kundra PO, Kollam
0474-2522972, 2526973 9447799084 | A |
| 15. | S &C Multi Commercials Pvt. Ltd., G.Floor
SSK Enclave, Deever Road, Thevara Junction
Perumanoor, Cochin
0484-2663154, 9447180677 | A |
| 16. | WE CARE Facility Management Services
Plamood Pattom PO, Thiruvananthapuram | A |

17.	AAPT Facility Management Pvt. Ltd.	A
	3/293 C1, Vattamala House, Eramath	
	Road, Chembumukku, Kakkanad,	
	Kochi-30. 0484-4099200, 9895433556, 8089001124	

AAPT Facility Management Pvt. Ltd.

3/293 C1, Vattamala House, Eramath

Road, Chembumukku, Kakkanad,

Kochi-30. 0484-4099200, 9895433556, 8089001124

