

**INDICATIVE SEALED BID (PRICE BID) FORMAT FOR E-TENDERING**

**(For information only- the bidder need not fill the hard copy but fill the details at the time of e-Tendering)**

**COMPREHENSIVE ANNUAL CONTRACT FOR HOUSE KEEPING & MAINTENANCE SERVICES AT ALL THE SBI BRANCHES UNDER RBO I, KOLLAM UNDER AO,KOLLAM**

SL NO.	JOB DESCRIPTION	QUANTITY	UNIT	RATE PER UNIT PER MONTH	TOTAL AMOUNT (Quantity X Rate)
1.	<p><b>DAILY</b> Sweeping and mopping the interiors of branches/office- (payment will be made as per actual area only) Cost including material, adequate labour, tax, complete job with all respect. List of branches along with its area is attached as Schedule-I</p> <p><b><u>Grand Total-1,18,033 Sq.Ft= 10970 Sqm</u></b></p> <p>Refer scope of work :(A), (B), (C), ( D), (E), ( F), (G), (K), (L), (M), (N), ( O), ( P), (Q),(R)dispose the garbage away from the premises.</p>	10970	SQM		

SL NO.	JOB DESCRIPTION	QUANTITY	UNIT	RATE PER UNIT PER MONTH	TOTAL AMOUNT (Quantity X Rate)
2	<p><b>Daily</b> Cleaning of European Closet at toilets, bathrooms, urinals, wash basins at ladies and gents toilet 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).</p> <p>(Payment will be made as per actual area only) Refer scope of works</p>	280	Sqm		
3.	<p>Sweeping / cleaning outside the buildings including road entrance etc. and disposal of garbage/waste paper/dry leaves etc. away from the premises. <b>Daily</b> 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</p> <p>The vendor has to visit these branches and quote for wherever required.</p>	1 (includes branches under RBO I, Kollam)	Lump sum		

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4	<p><b>External Facade:</b> The service provider shall undertake cleaning of the glasses and glass panes from the exterior by using Spiderman method <b>once in three months</b>. 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 Manager (security) or any other designated officer of the Bank.</p> <p>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.</p>	1 (includes branches under RBO I, Kollam)	Lump sum		
<b>TOTAL FOR ONE MONTH</b>					
GST @ ..... %					
<b>GRAND TOTAL/MONTH</b>					

**Total (IN WORDS):** Rupees .....

**per month.**