

NIT No.	AMRGNT202107
DATE	09.08.2021

e-TENDER



STATE BANK OF INDIA

PART-A

TWO BID TENDER SYSTEM THROUGH E-TENDERING PROCESS

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

TECHNICAL BID FOR PRE QUALIFICATION

**COMPREHENSIVE ANNUAL CONTRACT FOR HOUSE KEEPING. &
MAINTENANCE SERVICES**

AT

**REGIONAL BUSINESS OFFICE-5 ONGOLE, UNDER THE CONTROL OF
GUNTUR ADMINISTRATIVE OFFICE**

Last Date for Submission through online : 27.08.2021 by 03:00pm

**The Chief Manager (HR),
2nd Floor, SBI Administrative Office
Kannavarithota, Nagarampalem,
GUNTUR-522004
Phone: 0863 - 2377340**

Notice Inviting Tender (NIT)

Online E-Tenders are invited for Housekeeping & Maintenance Services at Regional Business Office -5 Ongole under the Control of Guntur Administrative Office. (Vendors are requested to visit website for any corrigendum)

1	Name of Work	e-Tender Notice for Comprehensive annual contract for engagement of service providers for housekeeping and maintenance services at Regional Business Office-5 Ongole and the Branches under its control
2	Date and time where tender forms are available	From 09.08.2021 upto 27.08.2021 Bank's web site https://www.sbi.co.in under "SBI in the news" in "procurement news". and https://etender.sbi
3	Pre Bid Meeting / contact person /telephone no/email address	16.08.2021 at 04:00pm The Chief Manager (HR) State Bank of India, Administrative Office, Kannavarithota, Nagarampalem, Guntur – 522004 Phone: 0863 – 2377340, fax: 0863- 2377377, mobile: 8008572699 Email: cmhr.aognt@sbi.co.in
4	Last date and time for submission of online e-Tender	27.08.2021 by 03:00 pm at https://etender.sbi
5	Place, Time& Address for submission of e-tender	Up to 03:00 pm on 27.08.2021 A) Tender documents at https://etender.sbi
6	Date and Time and place of opening of e-Tenders (Technical Bid)	27.08.2021 at 03:30 pm at above address Representatives of Bidder may be present during opening of Technical Bid. However Technical Bids would be opened even in the absence of any or all of the bidders representatives.
7	Address for Communication	Deputy General Manager (B&O), State Bank of India, Administrative Office, Kannavarithota, Nagarampalem, Guntur, Andhra Pradesh -522004 Phone: 0863 – 2377340, fax: 0863- 2377377, Chief Manager (HR) mobile: 8008572699 Email: cmhr.aognt@sbi.co.in
8	Earnest Money Deposit and submission of Technical Bid along with other documents.	Rs.17,000/-in favour of State Bank of India, payable at Ongole. EMD to be submitted physically at above office on or before 27.08.2021 by 03:00pm kept in the envelope containing Part-A (Technical Bid) . Any bid not containing the requisite EMD/NSIC/MSME registration certificate(s) shall be liable for rejection.

9	Bidder Contact Details	Bidder to provide following information: 1.Name of the Company / Firm / Proprietor 2.Contact Person 3.Mailing address with Pin Code 4.Telephone number and Fax number 5.Mobile Number and e-Mail
10	Date of Commercial Bid Opening	On a subsequent date which will be communicated to such bidders who qualify in the Technical Bid, representatives of Bidder may be present during opening of Price Bid. However Bids would be opened even in the absence of any or all of the Bidders representatives.
11	Performance Guarantee	Performance/ Financial Bank Guarantee for an amount equivalent to ONE month value of each contract within 15 days from the date of issue of work order. The Bank guarantee will be valid for a period of 15 months or such other extended period as the Bank may decide for due performance undertaken by the successful bidder
12	Agency for arranging online bidding	e-Procurement technologies Limited, Ahmedabad. Primary Contact Numbers:- M:- 9081000427, 9904407997 1. Sujith Nair:- 079-68136857, sujith@eptl.in 2. JaymeetRathod:- 079-68136829, jaymeet.rathod@eptl.in 3. VinayakKhambe:- 079-68136835, vinayak.k@eptl.in 4. Nadeem Mansuri:- 079-68136853, nadeem@eptl.in 5. Nandan Valera:- 079-68136843, nandan.v@eptl.in 6. Hemangi Patel:- 079-68136852, hemangi@eptl.in 7. Kanchan Kumari:- 079-68136820, kanchan.k@eptl.in 8. Deepak Narekar:- 079-68136863, deepak@eptl.in 9. AnshulJuneja:- 079-68136840, anshul.juneja@eptl.in 10. Salina Motani:- 079-68136831, salina.motani@eptl.in 11. Devang Patel:- 079-68136859, devang@eptl.in 12. Jainam Belani:- 6354919566, 9510813528, 9328931942 jainam@eptl.in Alternate Contact No.:- SHUBHANGI BANODIYA:- 079-68136815, 9879996111, shubhangi@auctiontiger.net You are requested to contact the agency for further guidance on E tendering

The D.D./ B.C. of E.M.D. shall be submitted/sent on or before last of receipt of tender (other wise the tender shall be summarily rejected) at the above mentioned address on or before the opening date/time.

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

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

Deputy General Manager (B&O)

Note: The following scanned pdf documents to be uploaded :-

1. Scan copy of EMD/MSME/NSIC must be uploaded and the same needs to be submitted at the office within due date of tender.
2. PAN of the Firm / Proprietor
3. Labour License
4. ESI Registration
5. EPF Registration
6. GST Registration
7. Experience – List of Top 3 completed Annual Housekeeping & Maintenance contracts. (details filled in sheet scan copy to be uploaded)

2. Purpose:

Comprehensive Annual Maintenance Contract for services such as housekeeping, plumbing, carpentry, electrification, pest control and rodent treatment for State Bank of India, **Regional Business Office -5, Ongole** and the Branches under its control.

3. Invitation:

The bidders desirous of taking up the project for supply of above Services for SBI are invited to submit their technical and commercial proposal in response to this Tender. The criteria and the actual process of evaluation and subsequent selection of the successful bidder (L1) will be entirely at Bank's discretion. We seek proposal from Bidders who have the necessary experience, capability & expertise to provide Maintenance and Housekeeping services adhering to Bank's requirement outlined in this Tender.

This Tender document is not an offer by State Bank of India, but an invitation to receive responses from the Bidders. No contractual obligation whatsoever shall arise from the Tender process unless and until a formal contract is signed and executed by duly authorized official(s) of State Bank of India with the successful Bidder.

The bidders have to submit the Bid covering letter along with documents as per **Annexure-'A'**.

4. Eligibility Criteria:

Bid is open to all Bidders who fulfill the eligibility criteria. The bidders have to submit the detail documents of eligibility criteria **as per Annexure-B**.

5. Disclaimer:

The information contained in this Tender document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of State Bank of India (Bank), is provided to the Bidder(s) on the terms and conditions set out in this Tender document and all other terms and conditions subject to which such information is provided.

This Tender is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of bids. The purpose of this TENDER is to provide the

Bidder(s) with information to assist the formulation of their proposals. This TENDER does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigation and analysis and should check the accuracy, reliability and completeness of the information in this TENDER and where necessary obtain independent advice. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this TENDER. Bank may in its absolute discretion, but without being under any obligation to do so, add all amend or supplement the information in this TENDER. No contractual obligation whatsoever shall arise from the TENDER process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Bidder.

The Bank reserves the right to accept or reject any Bid/ offer received in part or in full, and to cancel the bidding process and reject all Bids at any time prior to contract of award, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Bank's action. Bank reserves the right to reject any Bid on security and / or other considerations without assigning any reason.

Bank reserves the right to cancel the entire Bidding / procurement process at any stage without assigning any reason whatsoever.

6. Earnest Money Deposit (EMD)

Bidder to submit the EMD of Rs.17,000/-in favour of State Bank of India, payable at Ongole. EMD to be submitted at Administrative Office, Kannavarithota, Nagarampalem, Guntur, Andhra Pradesh -522004 on or before 27.08.2021 by 03:00pm and kept in the envelope containing Part-A (Technical Bid). Any bid not accompanied with the requisite EMD / NSIC / MSME certificate(s) shall be treated as non-responsive and is liable to be rejected. (Their Technical bid will not be opened)

The EMD of the unsuccessful bidders will be returned within 30 days from date of opening of technical bid. Successful Bidder's EMD will be returned upon the bidder signing the contract and submitting the required Performance Bank Guarantee. No interest is payable on the amount of EMD.

If EMD is forfeited for any reason, the concerned bidder will be debarred from further participation for the TENDERS to be floated by the Bank during next one year, at the sole discretion of the Bank.

Firms registered under NSIC / MEME for specific trade etc are exempted from EMD. Contractor should submit the copy of valid, renewed NSIC / MSME certificate for the specific grade.

The EMD may be forfeited:

If a Bidder withdraws or amends its bid during the period of Bid validity specified herein: or

If a Bidder makes any statement or encloses any form which turns out to be false /incorrect at any time prior to signing of contract; or
In case of a successful Bidder, if the Bidder fails:

To sign the contract with the Bank within a period of 30 days; or

To furnish Security / Performance Guarantee to the Bank.

7. Performance Bank Guarantee (BG)

The selected bidder would be required to submit a performance Bank Guarantee to the Bank for an amount equivalent to **ONE MONTH** value of the contract within 15 days from the issue of work order. The bank guarantee will be valid for a period of 15 months or such other extended period as the Bank may decide for due performance of the obligations undertaken by the successful bidder.

The bank guarantee should be issued by any scheduled commercial bank, other than SBI. A format for BG is attached as per Annexure –F.

The Performance Bank Guarantee is required to protect the interest of the Bank against the risk of non performance of the successful bidder or breach of performance of the conditions of the contract which may warrant invoking of Bank Guarantee (BG). Also, if any act of the Contractor results in imposition of Liquidated Damages then the Bank reserves the right to invoke the Performance Bank guarantee.

8. Bidding Document:

8.1 Cost of Bidding: The Bidder shall bear all costs associated with the preparation and submission of its bid. Bank will not responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

8.2 Content of Bidding Document

8.2.1 The bidding document provides overview of the requirements, bidding procedures and contract terms. It includes Introduction, Instructions to Bidder, Terms & Conditions of Contract, Eligibility Criteria, Technical Bid and Financial Bid.

8.2.2 The Bidder is expected to examine all instructions, statements, terms and specifications in the bidding document. Failure to furnish all information required by the bidding documents or submission of bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid. SBI has made considerable effort to ensure that accurate information is contained in this TENDER and is supplied solely as guidelines for Bidders. Furthermore, during the TENDER process, SBI is entitled to issue corrigendum to Tender relevant to the Scope of Work. Nothing in this TENDER or any addenda is intended to relieve Bidders from forming their own opinions and conclusions in respect of the matters addressed in the TENDER or any addenda.

8.3 Clarifications & Amendments:

8.3.1 If deemed necessary the Bank may seek clarifications on any aspect from the bidder. However that would not entitle the bidder to change or cause any change in the substances of the bid already submitted or the price quoted. The bidder may be asked to give presentation for the purpose of clarification of the bid.

8.3.2 The Bidders requiring any clarification on the bidding documents should submit written queries **on or before Date: 16.08.2021 at 04:00pm**

8.3.3 At any time prior to the deadline for submission of bids, SBI may modify or alter the bidding document by issuing an amendment.

8.3.4 Any clarification issued by SBI will be in the form of an addendum / corrigendum and will be available in SBI's website – <https://sbi.co.in> under “SBI in the news” in “procurement news” and at <https://etender.sbi> The amendment will be binding on all bidders. SBI, at its discretion may extend the deadline for submission of bids which shall be informed to all through SBI's website- <https://sbi.co.in> (SBI in the news/procurement news) and at <https://etender.sbi>

9. Bidding Process:

9.1 The tender (two bid system) shall be submitted through online(e- Tendering), one containing PART-A (Technical Bid) and other Price Bid (PART-B), both to be submitted online through e-tender. All details with the relevant information / documents / acceptance of all terms and conditions strictly as described in this tender document will have to be submitted. In the first stage, only TECHNICAL BID will be opened and evaluated. EMD should be submitted physically at the office address mentioned in the NIT. Bidders satisfying eligibility criteria and agreeing to comply with all terms and conditions specified in this document will be evaluated for technical specifications. Only those who qualify in the Technical Bid shall be eligible to be considered for PART-B (Commercial Bid) opening. The Commercial Bids of those who do not qualify in the Technical Bid will not be opened.

9.2 The Bidder should be willing to participate in the on-line E- tendering to be conducted by Bank's authorized service provider on behalf of the Bank. If required Bidders will be trained by Bank's authorized service provider for this purpose. Bidder should also be willing to abide by the e-business rules for e- tendering framed by the Bank/ Authorized service provider. The details of e- business rules, process and procedures will be provided to the bidders. The bidder should obtain digital signature for participating in e-tendering.

10. Preparation and Submission of Bids:

10.1 The bids prepared by the bidder and all correspondence and documents relating to bids exchanged by the bidder must to be written in English.

10.2 Bidder must provide specific and factual replies to specific questions asked in the TENDER.

10.3 The bids should be uploaded directly on the portal <https://etender.sbi>

10.4

- i. The EMD as specified in Tender.
- ii. A letter on bidder's letterhead mentioning.
 - a) Details of EMD submitted, technical competence and experience of the bidder.
 - b) Certifying that the period of the validity of the bid is 90 days from the date of submission of bid.
 - c) Confirming that the bidder has quoted for all the items / services mention in the bid in their commercial bid.
 - d) Supporting documents in respect of Eligibility Criteria as mentioned in **Annexure- B.**
- iii. Bidder's information as per **Annexure –D** on bidder's letter head.
- iv. Audited balance sheets of profit and loss account statement for last 4years i.e. 2017-18, 2018-19, 2019-20 and 2020-21 (Financial Year)
- v. A copy of board resolution or power of attorney showing that the signatory has been duly authorized to sign the tender document.
- vi. Response to all points of the Technical evaluation format as per **Annexure-C**
- vii. **Bidder should submit price bid as per Annexure – E of the bid through e-Tendering.**

10.5 Bid prices:

The price quoted should inclusive of escalation on account of increase in tool cost during the contract period of initial one year and renewable at the same terms and contract period of another one year , including profit , lump sum payment towards the cost such as Insurance, personal protective equipment, tools required, mobile charges, all taxes, uniform, duties & statutory levies etc. The successful vendor has to submit system generated GST tax invoice incorporating Bank's GST in number and vendor GST no. Manual GST invoices will not be accepted. Any increase in minimum wages /VDA as per Central Govt Act, the same shall be reimbursed by Bank. **Bonus as per Bonus act shall be reimbursed and therefore shall be not loaded in the commercial Bid.**

10.6 Revealing of Prices:

The rates and/or prices in any form or for any reasons should not be disclosed in the technical or other parts of the bid except in the price bid and failure to do so would result disqualification and rejection of the bid.

10.7 Pre-Bid Meeting:

The Bank shall organize a pre-bid meeting on the date as mentioned in the NIT at the office address as mentioned in the NIT. All communications regarding points / queries requiring clarifications shall be given in writing to the address as mentioned in NIT. The clarification on the quires shall be communicated to the bidders through the Bank's website www.sbi.co.in under procurement news.

10.8 Validity of Bids

Bid shall remain valid for 90 days from date of submission mentioned at Bid Details. A bid valid for shorter period is liable to be rejected. The bidder may require to give consent for the extension of the period of validity of the bid beyond initial 90 days, if so desired by the Bank in writing or by FAX/email. Refusal to grant such consent would result in rejection of bid without forfeiture of the EMD. However any extension of validity of bids will not entitle the bidder to revise / modify the bid document

10.9 Bid Integrity:

Wilful misrepresentation of any fact within the Bid will lead to the cancellation of the contract without prejudice to other actions that the Bank may take. All the bids with accompanying documents will become property of SBI.

10.10 Format and Signing of Bid

10.10.1 The bidder should prepare submission as per minimum eligibility criteria, Technical Bid, Price Bid and other requested information.

10.10.2 All pages of the Bid document should be serially numbered and shall be signed by the authorized person(s) only. The person(s) signing the bid shall sign all pages of the bid and rubber stamp should be affixed on each page except for an un-amended printed literature. The bidder should submit a copy of board resolution or power of attorney showing that the signatory has been duly authorized to sign the tender document.

10.10.3 Any interlineations, erasures or overwriting shall be valid only if the person(s) signing the bid sign(s) them in full.

10.10.4 Bid should be typed and submitted on A4 size paper [font times new roman 12], spirally bound securely and in serial order. Bidders responding to this TENDER shall submit covering letter included with the bid and compliance certification statement required for submission of a proposal.

In the event of the target date for the receipt of bids being declared as holiday for the Bank, the bids will be received till the target time on the next working day. The bank may at its discretion extend the bid submission date. The modified target date & time will be notified on the web site of the Bank.

10.11 Bid Currency:

Prices shall be expressed in Indian Rupees only.

10.12 Late Submission of bids:

Any bid uploaded after the due date and time will be rejected

10.13 Modification and Withdrawal of Bids:

Once bid is submitted no modification is permissible. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of period of bid validity.

11. Opening and Evaluation of Bids:

11.1 Opening of Technical Bid: All the Bids will be opened at the date, time & locations mentioned under the clause Bid Details. The technical bids will be open in the presence of representatives of the bidders who choose to attend.

11.2 Evaluation process

11.2.1 Preliminary examination:

The bids will be examined by the Bank to determine whether they are complete and whether required bid security has been furnished. A bid determined as not substantially responsive will be rejected. The Bank may, at its discretion waive any minor non conformity or irregularity in a bid which does not constitute a material deviation.

After opening of the technical bids and preliminary examinations, some or all of the bidders may be asked to make presentation of the solution/ services offered by them.

Any effort on the part of bidder to influence bid evaluation process or award of contract may result in the rejection of the bid.

11.2.2 PART- A Technical Evaluation:

Detailed technical evaluation will include, scrutiny of minimum eligibility criteria (as mentioned in Annexure B) and technical information submitted as per technical bid format (Annexure C) and site visits.

Bids meeting the eligibility criteria & having complied with the points of Technical Bid and attain minimum technical score shall be qualified for price bid opening & evaluation / E-tendering.

11.2.3 PART- B Commercial Evaluation:

The price bid of only those Bidders, who are short-listed after technical evaluation, would be opened. The format for quoting price bid set out in Annexure-E. The commercial offer should consist of comprehensive Cost for the tendered work. Bidder must provide detailed cost breakdown, for each and every categories mentioned in the commercial bid.

Note: The Bidders should ensure to follow the minimum wages (Central Govt.) Labour act, ESIC, EPF, Insurance and all statutory obligations, etc. while quoting the price bid and final price in the e-tendering. The price quoted should inclusive of escalation on account of increase in tool cost during the contract period of initial one year and renewable at the same terms and contract period of another one year, including profit , lump sum payment towards the cost such as Insurance, personal protective equipment, tools required, mobile charges, all taxes, uniform, duties & statutory levies etc. The successful vendor has to submit system generated GST tax invoice incorporating Bank's GST in number and vendor GST no. Manual GST invoices will not be accepted.

Any increase in minimum wages /VDA as per Central Govt Act, the same shall be reimbursed by Bank. **Bonus as per Bonus act shall be reimbursed and therefore shall be not loaded in the commercial Bid.**

11.2.4. Final Evaluation:

The online e-tendering will be conducted by M/s E-Procurement Technologies Ltd (abc procure/auction Tiger), Ahmadabad. E-tendering guidelines may be obtained from the contact details given in the NIT.

12. Award & Signing of contract:

SBI will notify successful bidder (L1) in writing by letter in duplicate or fax that its bid has been accepted. The Selected bidders has to return the duplicate copy of the bank within 7 working days duly Accepted, Stamped and Signed by Authorized in token of acceptance.

The successful bidder shall be required to enter into a contract with the Bank, within 7 days of the award of the tender or within such extended period as may be decided by the Bank along with the letter of acceptance, BG and other terms and conditions as may be determined by the Bank to be necessary for the due performance of the work in accordance with the Bid and acceptance thereof.

Copy of board resolution or power of attorney showing that the signatory has been duly authorized to sign the acceptance letter and contract should be submitted.

13. Subcontracting

As per scope of the TENDER, subcontracting is explicitly prohibited.

14. Cancellation of Contract

The Bank shall have the right to cancel the contract with the selected bidder at any time during the contract period, by giving a written notice of at least one (1) month, without assigning any reason.

15. Liquidated Damage

If contract fails to perform services in the technical specifications and scope of work with the requisite quality, minimum qualification of the manpower and within stipulated time schedule, the Bank shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent up to 5% of the monthly bill.

16. Statutory and other Regulations

The Contactor 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-fulfilment of statutory obligations by the Contract.

17. Arbitration

In case of any dispute or difference arising out of or in connection with the successful bidder and the Bank the parties shall first endeavour to settle such disputes or

differences amicably. If both the parties fail to reach such amicable settlement, all the disputes or differences shall be finally settled by arbitrator as provided herein.

In case of failure of such amicable settlement by the parties, either party may within 28 days of such a failure give a written notice to the other party requiring that all matters in dispute or difference be arbitrated upon. Such written notice shall specify the matters, which are in dispute, or differences, which require to be referred to the arbitrator. A single arbitrator should be appointed by both the parties jointly or in case of disagreement as regards appointment of a single arbitrator, both the parties shall appoint one arbitrator each and the two arbitrators so appointed shall appoint an umpire. The provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof and rules framed there under from time to time shall apply to such arbitrations.

In the event of the Arbitrator or any one of the arbitrators, as the case may be, dying, neglecting, refusing to act or resigning or being unable to act for any reason or the award being set aside by the Court for any reason, it shall be lawful for the parties to appoint another Arbitrator in the manner provided herein above.

The venue of arbitration shall be Guntur (Andhra Pradesh) India.

The Arbitrator or Arbitrators so appointed under this Schedule shall hold the arbitration proceedings.

The Arbitrator, Arbitrators or Umpire, as the case may be shall give reasoned award in respect of each item of disputes, which shall be final and binding on both the parties.

In case during the arbitration proceedings, the parties mutually settle, compromise or compound their dispute or difference, the reference to arbitration and the appointment of the Arbitrator or Arbitrators , or Umpire , as the case may be , shall be deemed to have been revoked and the arbitration proceeding shall stand withdrawn or terminated with effect from the date on which the parties file a joint memorandum of settlement thereof with the Arbitrator or Arbitrators or the Umpire, as the case may be.

18. Governing Law:

The contract shall be interpreted in accordance with the laws of the Government of India.

18.1 Inspection:

The Bank shall have the right to inspect duties being performed by the personnel, and the quality of tools used, to ensure that the Contractor is effectively carrying out the obligations under the Maintenance Contract. All questions relating to the performance of the obligations under the Maintenance 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.

The Bank may also require that the Contractor should get the quality and quantity of tool 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.

18.2. Powers to Vary or Omit Work

No alterations, amendments, omissions, additions, suspensions or variations of the work (hereinafter referred to as variation) under the contract shall be made by the successful bidder except as directed in writing by Bank. The Bank shall have full powers, subject to the provision herein after contained, from time to time during the execution of the contract, by notice in writing to instruct the successful bidder to make any variation and be bound by the same conditions as far as applicable as though the said variations occurred in the contract documents. If any suggested variations would, in the opinion of the finally selected bidders, if carried out, prevent him from fulfilling any of his obligations under the contract, he shall instruct the successful bidder to make such other modified variation without prejudice to the contract. The finally selected bidders shall carry out such variation and be bound by the same conditions as far as applicable as though the said variations occurred in the contract documents . If Bank confirms its instructions, the successful bidder's obligations shall be midfield to such an extent as may be mutually agreed, if such variation is substantial and involves considerable extra cost. Any agreed difference and cost occasioned by such variation shall be added to or deducted from the contract price as the case may be.

In any case in which the successful bidders has received instructions from Bank as to the requirement of carrying out the altered or additional substituted work which either then or later on, will in the opinion of the finally selected bidders, involve a claim for additional payments, such additional payments shall be mutually agreed in line with the terms and conditions of the order.

If any change in the work is likely to result in reduction in cost, the parties shall agree in writing so as to the extent of change in contract price, before the finally selected bidder(s) proceeds with the change. In all the above cases, in the event of a disagreement as to the reasonableness of the said sum, the decision of Bank shall prevail.

18.3 No Waiver of Bank Rights or Successful Bidder's Obligations

Any indulgence, forbearance or waiver granted or shown by the Bank will not prejudices the rights of the Bank nor shall it relieve the successful bidder from carrying only his obligation under the contract.

19. Deduction from Monthly Costs

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, in efficient service, non-adherence to agreed quality of tools or services have been received or noticed by the Committee comprising of four members specifically constituted by Bank for the purpose, without assigning any reason whatsoever and no claim will be entertained in this regard.

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 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 e 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 the Maintenance Contract or may be recovered by action under law or otherwise from the Contractor or by invoking the Bank Guarantee furnished by the Contractor.

20. Period of Contract:

Initial period of the contract is 01 (one) year. After initial contract period of one year the contract may be renewed on the same terms and conditions for a further period of one year, at the discretion of the Bank.

21. Commencement Period:

The work has to be commenced immediately on award of the contract in favour of the successful bidder. If the Contractor delays the commencement of the work or more than 7 days after award of the contract or such exceeded time as may be intimated to the successful bidder. The Bank will be at liberty to cancel the award of contract without giving any notice. Failure to commence the contract within the above period will lead to forfeiture of the EMD amount.

22. Manpower, Wages, etc.

The contractor should ensure to comply with all the provisions of Labour Act / State/Central Govt. Agreed procedures. The Contractor shall be solely responsible for compliance of provisions of Various labour and industrial laws and all statutory obligations such as minimum wages as per Central Govt. Rules, allowances, compensations, EPF, gratuity, Insurance, ESIC, etc. relating to personnel engaged by them. The Bank shall have no liability in this regard.

The Contractor should obtain necessary labour license from statutory authorities for deploying man power.

All personnel provided by the Contractor will be on the payrolls of the Contractor / Company and there will be no Employee and Employer relationship between the personnel engaged by the Contractor and the Bank.

That the Contractor will not sub-contract or permit any other person to perform any of the work or services agreed to without prior written permission from the Bank.

The Contractor shall ensure the availability of a reliever for weekly off and a substitute is provided if a person is absent. The Contractor should arrange for replacing his workmen to give weekly off to his workmen as per the labour rules.

Contractor's personnel or their family members shall not be allowed to stay / reside at site.

The documents related to submission of EPF, ESIC, salary paid, etc, to the respective statutory bodies has to be submitted along with next month bill for scrutiny.

The contractor shall abide by "The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act-2013"

23. Safety, Security, etc.

That the Bank shall not be liable for any compensation in case of any fatal injury / death caused to any of the Contractor's employees while performing / discharging their

duties/ visiting Bank's premises for inspection or otherwise. The contractor shall alone be fully responsible for safety and security & insurance or life insurance of their personnel who are engaged for maintenance work.

In no case, safety norms shall be violated.

The Contractor agrees that its personnel shall comply with security regulations in effect from time to time at Bank's premises. The Contractor alone shall be fully responsible for safety and security & insurance or life insurance of their personnel.

The Contractor should issue valid Company identity cards to all their staff personnel who will be providing services under this contract.

The Contractor shall provide and ensure that the personnel engaged by them wear proper uniform, protection gears like helmets, safety shoes, hand gloves, fully body safety belts, ladders, etc.

The Contractor shall ensure to get the police verification for all the manpower deployed by them and the contractor should ensure that the manpower deputed should bear good character and conduct.

The contractor shall be responsible for the good conduct and performance on the part of his personnel and the contractor shall 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 Bank now or at a future date. The contractor will at the request of the authorized officer of the Bank / Establishment will remove from the work place 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 it's customers. The contractor should undertake to thoroughly verify the antecedents, addresses, qualifications, character, family background and technical qualification etc of its personnel.

The Contractor shall ensure that necessary tools and equipment are always available for the purpose of attending repairs on emergency basis.

The Supervisor, Plumber, Carpenter, Electrician and other technicians shall be available and be report to the concerned Engineers everyday.

All Contractor personnel will be subjected to physical checking while coming and leaving the premises. The contractor should maintain a register of its personnel who carry out the work and such register shall be kept open for inspection by the Bank as and when required. The contractor is required to maintain First Aid kits for use whenever it becomes necessary.

24. Payment Terms:

Payment of wages/EPF/ESI etc to all the workers engaged by the contractor should be through an Account maintained with any Scheduled Commercial Bank which should be witnessed by an officer of the Bank and evidences should be submitted to the Bank. The payment to be made before 07th of the month. All the bills to be submitted to their respective **Regional Office**.

The performance of the contractor shall be monitored by the committee based on the feedback on quarterly basis.

25. Termination of the Contract

The Bank reserves the right to terminate the agreement in case of breach of any terms and conditions of this agreement by the Contractor, with one month notice. The Bank also reserves its right, to claim damages for such breaches and the decision of the bank in this regard shall be final. Bank can terminate the agreement if the services provided by the Contractor are found to be unsatisfactory. Delivery of the services and performance of the services shall be made by the contractor in accordance with the time schedule and other terms and conditions as specified in the TENDER. Any delay in performing the obligation/ defect in performance by the contractor may result in imposition of liquidated damages, invocation of Performance Bank Guarantee and /or termination of contract.

26. Force Majeure

Neither party shall be liable for delay in performing obligations if the delay or failure is due to any of the following force majeure i.e. Act of God or any Government Act, fire, earthquake, explosion, strikes/ Bandh, civil commotion or anything beyond the control of either party. The party shall make all reasonable endeavours to minimize any such delay.

27. Governing Language

The contract and all correspondence / communications and other documents pertaining to the Contract, shall be written in English.

28. Signing of Agreement of Maintenance Contract

This tender document shall be the basis for the Maintenance Contract to be entered into with the successful tenderer and the 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. The agreement shall be entered by user department.

29. Income Tax will be deducted on the gross amount of the monthly bill at the rates notified under Income Tax Act, 1961, from time to time by Govt. of India.

30. Necessary CAR policy for all employees who are engaged for maintenance works, for safety & security & third party Insurance to be obtained.

SCOPE / DETAILS OF WORK TO BE DONE

- a) Mechanized cleaning, vacuum sweeping, spray / manual dusting, mopping, water / chemical cleaning of schedule premises, marble / vitrified tile flooring / granite flooring / ornamental & decorative wooden flooring including all floors and wooden furniture of high value, crystal glass doors / panes, modern electric gadgets, electric fixtures, lifts, windows, window panes, curtains and blinds, carpets, windscreens, polished metal surfaces including lobby areas, lounges, corridors, toilets, urinal bowls and wash basins etc and exterior cleaning, polishing of glasses and metallic engravings, logos, sign names etc and pest and rodent control measures plus specific maintenance activities like electrical repairs / carpentry, sanitary repairs and such other repairs required to keep the premises in the excellent condition, maintenance of gardens / lawns / rock gardens / parks / pathways / indoor & outdoor sports facilities, etc Garbage removal and cleaning of all the lifts cars.
- b) Maintenance of telephones & DTH including maintaining liaison with BSNL authorities/DTH service provider.
- c) Mechanized / chemical/shampoo cleaning of chairs @ 6 months interval

SCHEDULE I

DESCRIPTION OF THE ESTABLISHMENT

i. Housekeeping and maintenance services including electro-mechanical maintenance in all buildings, lifts, Stair Case, onsite ATM's, including toilets in the entire premises of State Bank of India, Regional Business Office-5 Ongole and Branches under its control spread over in Guntur and Prakasam district as per the list enclosed

S.No	Office	House Keeping (unskilled)	Total
1	RBO-5 Ongole and Branches under its control	91	91
	Total	91	91

LIST OF BRANCHES REQUIRED MENIAL SERVICES

S NO	Branch Code	Branch Name	REQUIRED PERSONNEL	Category	District
1	751	Addanki	2	S/U	PRAKASAM
2	815	Bapatla	2	S/U	GUNTUR
3	890	Ongole	5	U	PRAKASAM
4	1009	Chirala	4	U	PRAKASAM
5	1195	Chilakaluripeta	3	U	GUNTUR
6	4246	Commercial Br. Ongole	2	U	PRAKASAM
7	8999	Towm Br.Ongole	2	U	PRAKASAM
8	20507	Kalamandir Centre Branch, Chilakaluripeta	2	U	GUNTUR
9	780	Vinukonda	4	S/U	GUNTUR
10	1430	Karamchedu	2	S/U	PRAKASAM
11	1943	Ipurupalem	2	S/U	PRAKASAM
12	3176	Marturu	2	S/U	PRAKASAM
13	3237	Chinaganjam	2	S/U	PRAKASAM
14	3264	Vetapalem	2	S/U	PRAKASAM
15	3744	Addanki Adb	2	S/U	PRAKASAM
16	4623	Valaparla	2	S/U	PRAKASAM
17	4825	Ganapavaram	2	S/U	GUNTUR
18	5882	Vinukonda	2	S/U	GUNTUR
19	6979	Panguluru	2	R	PRAKASAM
20	7432	Parchuru	2	S/U	PRAKASAM
21	7534	Konidena	2	R	PRAKASAM
22	8813	Nuzendla	2	R	GUNTUR
23	10310	Dist. Collectorate	2	U	PRAKASAM
24	12923	Maddipadu	2	R	PRAKASAM
25	15024	Inkollu	2	S/U	PRAKASAM
26	18157	PBB,Ongole	2	U	PRAKASAM
27	20367	Town Branch Inkollu	2	S/U	PRAKASAM
28	20487	Addanki Road Br, Rompicherla	2	S/U	GUNTUR
29	20488	Santhapeta	2	U	PRAKASAM
30	20579	Velpur(Guntur Dist)	2	R	GUNTUR
31	20761	Town Branch Chirala	2	S/U	PRAKASAM
32	21155	Bapatla Bazar	2	S/U	GUNTUR
33	10206	Iltd.Perala	1	S/U	PRAKASAM
34	10311	Dist Court	1	U	PRAKASAM
35	10357	Bapatla Engineering College	1	S/U	GUNTUR
36	12919	Kurnool Road Ongole	1	U	PRAKASAM
37	12920	Kothapeta, Chirala	1	U	PRAKASAM
38	14162	Pamidipadu	1	R	PRAKASAM
39	16430	Anjaiah Road	1	U	PRAKASAM
40	18901	Savalyapuram	1	R	GUNTUR



41	20773	Bazar Br.Ongole	1	U	PRAKASAM
42	21171	Mangamuru Road, Ongole	1	U	PRAKASAM
43	21582	Chinna Bazar Vetapalem	1	S/U	PRAKASAM
44	41027	Sujatha Nagar, Ongole	1	U	PRAKASAM
45	13301	RBO, Ongole	3	U	PRAKASAM
46	62695	RACC CHIRALA	2	U	PRAKASAM
47	62696	RACC ONGOLE	2	U	PRAKASAM
		Total	91		



SCHEDULE II

HOUSEKEEPING & MAINTENANCE SCHEDULE II GENERAL DETAILS & CONDITIONS FOR JOB WORKS

01	Sweeping & Mopping All Rooms, in the AO building, canteen building, RBOs and branch /Office buildings and any other building / area as advised by State Bank of India in the premises.
02	Linen change The contractor should arrange for making towels, covers etc., which will be supplied by the Bank. Door & window curtains are to be washed once in ten days. The contractor shall keep proper account of these items and arrange for their regular washing etc.. Laundry charges will be borne by the Bank.
03	Inspection of all sites / installations / buildings / electrical wiring and UPS Systems / drain pipes / manholes / compound wall / calling bells on monthly basis in AO compound and canteen for preventive maintenance. The work including removing blockage of drain pipelines. The rate should include in the maintenance contract.
04	Faulty parts and equipment including all electrical and plumbing consumables like tube lights, bulbs, chokes / starters are to be replaced by the Contractor without Charging anything extra towards labour charges. However, the items will be provided by the State Bank of India.
05	The electrician should be efficient, qualified and experienced enough to operate the Sub-Station / transformer / other points/ Generators and allied works, as per Indian Electricity Rules.
06	Cleaning of water Jugs / glasses/ trays with vim / pril liquid cleaner and refilling to be done by the contract labour at all the rooms including conference Halls and other places and providing sanitizers wherever and whenever required.
07	Electricity and plumbing works should be carried out only by competent and licensed electricians and experienced plumber of the Contractor. All electrical and plumbing consumables like tube lights, bulbs, chokes / starters will be supplied by the Bank.
08	All Cleaning materials and sanitizers of reputed brands approved by the Bank should be supplied by Contractor, within maintenance service contract. (As Per Annexure-III)
9	All toiletries like hand washing soap, tissue paper and sanitizer at all the toilets of all the buildings cost will be within the maintenance service contract.
10	The Contractor shall arrange for and ensure daily cleaning and other services for the entire complex as specified in Annexure. Even if a room or any other area is not being used, the dusting / cleaning would be done as per schedule.
11	The Contractor will arrange for providing the towels / napkins wherever required twice a week or earlier if required. Towels / Napkins etc. will be supplied by the Bank.
12	The Contractor shall ensure opening and proper locking of all rooms in all the buildings and in case of any breakage, pilferage of any fixture and / or furniture, equipment, or other material etc. the responsibility shall be of the Contractor and the Contractor shall be liable to make good the loss.
13	The Contractor shall ensure that they observe cleanliness and wear neat and clean uniforms with plastic Name Badges, identity cards with photographs and that they are

		courteous, polite and prompt while rendering efficient service in their respective areas. The Contractor shall have full control over the employees engaged by him. The Contractor shall give necessary guidance and directions to his employees to carry out the jobs assigned to them by the Contractor. The Contractor shall also be responsible for the payment of their wages and / or dues to his employees, to which they are entitled under the applicable laws All liabilities arising out of violation of local laws and / or central laws shall be his responsibility. He will on the report of Chief Manager(HR) for AO and Respective Chief Manager (Comp.&Ops.) for RBOs and branches immediately replace from the work any person(s) / contractor labour (s) who may in the opinion of the Bank be unsuitable or incompetent or who may misconduct himself and such a person shall not be again deployed/ engage or allowed in the work / campus and provide a competent and suitable person.
14		The Contractor shall carry out improvements as may be necessary for ensuring satisfactory service and shall take due notice of complaints made by the staff members / Chief Manager (Comp.&Ops.) for RBOs and branches / Branch Managers/Chief Manager (HR) for AO.
15		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 quantity for drinking and toilet purposes: The Contractor will for this purpose ensure smooth working of the water pump, tube well and the Municipal Supply.
16	i	The Contractor shall be able to comply with all rules and regulations in respect of all the labour laws and statutory requirements, including fire safety regulations and other regulations, which are in vogue or will become applicable in future.
	ii	The Contractor shall accept and bear full and exclusive liability for the payment of any or all taxes etc., now in force or hereafter imposed, increased and revised from time to time by the Central or State Government or by any other local authority with respect to provision of services or arising out of or in connection with wage, salaries, or other compensations paid or payable to persons employed by the Contractor.
	iii	The Contractor shall fully comply with all the applicable laws, rules and regulations relating to P.F. Act including the payment of P.F. contributions, Payment of Bonus Act, Minimum Wages Act, Workmen's Compensation Act, ESI, CL(R&A) Act, Essential Commodities Act, Migrant Labour Act and or such other Acts or Laws or regulations passed by the Central & State, Municipal and Local Government agency or authority, including T.D.S. as per I.T. Act, applicable from time to time.
	Iv	The Contractor shall be responsible for proper maintenance of all Registers, Records and Accounts as required under the applicable laws / statutory provisions and' or Rules / Regulations framed there under. The Contractor shall be responsible for maintaining records pertaining to payment of Wages Act and also for depositing the P.F. contributions, ESI contribution if required, with authorities concerned. Penalties, If any ,imposed by the concerned authorities will be recovered from the payments to be made to the contractor.
	v	The Contractor shall bind himself and shall indemnify and hold the Bank harmless, in respect of this contract, including all claims, damages proceedings, Costs,

		charges and or any expenses whatsoever which may be imposed, enforced or brought against the State Bank of India, Administrative Office, Guntur, or any of its Officers or employees for reasons of or consequent upon any breach or default on the part of contract or in respect of violation of any of the provisions of Law / Act / Rules or Regulations having the force of Law or under any Award or decision by any competent Tribunal, Court or Authority in respect of the workmen or any one employed engaged by the Contractor in connection with this contract. This indemnity shall survive even after termination of the contract.
	vi	The Contractor shall be responsible for all the claims of his employees and the employees of the Contractor shall not make and claim what so ever against the State Bank of India, Administrative Office, Guntur. The Contractor's workmen will not have any right whatsoever to get absorbed in the State Bank of India.
	vii	The Contractor shall engage fully trained and adequately experienced Workmen, who are medically fit. They should be free from any infections. At least 50% of workmen who work in Administrative Office, RBOs and Chief Manager Branches should have working knowledge in English.
	viii	The Contractor shall obtain adequate insurance policy / policies in respect of his workmen to be engaged for the work, towards meeting the liability of compensation arising out of death / injury / disablement at work etc. The Contractor shall provide weekly off / holidays to his workmen as per applicable laws / labour laws, but it will be his responsibility to ensure uninterrupted services to the Bank on all days.
	ix	House - keeping and maintenance services are to be done in such timings that the working of the State Bank is not disturbed in any way.
17		In case the Contractor, or any of his employees, fails to fulfill his obligations 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 liquidated damages up to 5% of the monthly bill and the Bank shall without prejudice to its other rights and remedies, shall be entitled to deduct such damages from the money, if any, payable to the Contractor.
18		The Contractor shall bear all the costs and expenses in respect of all charges ,including stamp duty, registration etc. of this agreement and/or any other documents /agreements, which are required to be executed.
19		Maintenance of telephone lines including the instruments at State Bank of India, Administrative Office, IFB, Canteen building etc., in the campus. Maintain liaison with BSNL etc. Arrange for providing new lines along with broad - band connection and disconnection of telephone lines. The Telephone Technician should be either ITI qualified or have experience in telephone cabling / fault rectification with SSC qualification.
20		Catching of street dogs / cats in the premises within the maintenance contract.
21		Arranging sound system and flexes at Bank's cost on special occasions.
22		Maintaining liaison with electricity department for immediate attending to any problem.
23		Shifting of furniture from one building to another building and from one floor to other floors (i.e. tables, chairs, storage units, cup boards, computer peripherals, electrical

		items, files etc.) in the Campus.
24		Generator maintenance Transportation of the fuel from Fuel station to SBI premises, ON/OFF DG sets, fuel filling of DG sets with maintenance of record.
25		The Contractor's, rate shall remain firm throughout the contract period.
26		Filling of Wax in Shoe Polishing Machines wherever they are kept
27		Cleaning of Solar panel on all the buildings in the campus – Quarterly Basis
28		The Contractor shall provide the following machineries and to be placed at the establishment under his custody:
	i	Industrial Heavy Duty Wet & Dry Vacuum Cleaners.
	ii	Shampooing Machine.
	iii	Scrubber Machine.
	iv	Jet Pressure Cleaning Machine.
	v	Drilling machine for electrical / carpentry works.
	vi	Electrical tools and Multi meter for voltage / current resistance.
	vii	Mugger, crimping tools.
	viii	Rat catching cages and other equipments.
	ix	Plumbing equipments with emergency requirements.
	x	Spray for pest control
29		The Contractor will be responsible to attend to all complaints / requirements within the purview of the contract. He will also be responsible to communicate immediately any complaint of sickness, mishap accident etc. to the Chief Manager (Comp.&Ops.) in respect of RBOs and branches / Chief Manager (HR) for AO. Complaint Register / Suggestion Register and First Aid Box to be provided by the State Bank of India, will be made available at the Reception Counter.
30	A	All the labourers of the Contractor should report for duty to the Contractor's Supervisor. All the labourers of the Contractor may be supplied with Id Card by the Contractor and photocopies of the Id cards should be handed over to us for identification and verification by Security guards at the time of entry. All the labourers of the Contractor should always wear the Identity card inside the complex.
	b	<p>A system of checking the quality of services by the Contractor will be as under:-</p> <p>i) Supervisor of the Contractor will visit all the sites in the campus once in a month at convenient time and record their findings on a register (format to be prescribed), where respective controller/ allotted person will also sign.</p> <p>ii) Supervisor of the Contractor will arrange to obtain a weekly certificate on a register regarding the Jobs done by his labours at all the sites.</p> <p>iii) Supervisor of the Contractor will also visit the pathways at campus and record their findings on the prescribed register on cleanliness of the open area in the campus area and daily Completion of other contract works for all the sites.</p> <p>iv) The above registers will be maintained at the Offices of AO and RBOs..As per records of the registers Chief Manager (Comp.&Ops.) of respective RBOs and</p>

		Chief Manager (HR) at AO will arrange to impose penalty at the time of release of payment to the Contractor every month. Each deficiency should attract penalty of the 1 day's, 1 labour's cost, or 3.33% of the aggregate monthly contract value, to the minimum of Rs.5000/- per day.
31		Responsibility of the Contractor.
	a	<p>(i) Contractor must have a valid license under Shops & Establishment Act, 1988 (that regulates working conditions and employment conditions of the employees). The Registration certificate is issued by Labour Dept. of the State for a calendar year and it has to be got reviewed by the Contractor every year.</p> <p>(ii) The Contractor shall arrange to obtain license from the appropriate authority under Contract Labour (R & A) Act Rules 1971 by applying a form IV on the basis of form V issued by the Bank.</p> <p>(iii) Contractor has to maintain Register for contract labour on Form 13 and submit ½ yearly returns to the ALC of labour / licensing officer. In case of default, the P.E. is held accountable and liable for prosecution. Every Contractor shall issue employment Card to his Labours form XIV within 3 days of employment.</p> <p>(iv) The Contractor has to pay the minimum wages (Central Government wages) to his employees and shall also pay ESI and PF contributions and comply with all rules and regulations.</p> <p>(v) The Contractor must maintain the following register:-</p> <p>a) Attendance Register on form XVI (16).</p> <p>b) Wages Register on form XVII (17)</p> <p>c) Leave Register.</p> <p>d) Overtime Register on form XXIII</p> <p>e) Register of fines on form XXI (21)</p> <p>f) Register of advances on form XXII (22)</p> <p>g) Register of deductions on account of damage or loss caused to the employees on form XX.</p> <p>h) Register for Contract employees on form 13.</p> <p>i) Contractor shall submit half yearly return before 30 days of completion of half year for the previous half year on form XXIV.</p> <p>j) Register of overtime in form XXIII (23).</p> <p>k) Every Contractor shall issue a wage slip on form XXIX (29) his employee at last 1 day prior to disbursement of wages.</p> <p>l) All the records to be retained for a period of 3 calendar years.</p> <p>m) Contractor shall possess own ESI code number and remit of ESI contribution before 20th of every month and submit a copy of the challan to the Estate Dept.</p> <p>n) Every Contractor shall maintain an Inspection book in which the Inspector visiting may record his remarks. The Inspection book shall be of 18 x 15 cms size bind book. The first page of the book shall contain the following particulars:-</p> <ol style="list-style-type: none"> 1. Name and address of the establishment. 2. Registration No. 3. Name of employees. 4. Father's name.

		5.Postal address.
	b	Contractor shall maintain the First Aid Box in the Establishment with the prescribed contents.
	c	The contractor shall abide by “The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act-2013”

PEST CONTROL & RODENT TREATMENT

The pest control of all the buildings / Office drainage for eradication of cockroaches, moths, spiders, fleas, houseflies, mosquitoes, etc will be taken care as specified in schedule.

Special high quality Rodent Treatment will have to be undertaken by the contractor on an ongoing basis to protect the highly sensitive electronic machines / equipments, computers, wires, servers and other equipments that have been installed/ located in the premises, from rodents / bandicoot , as also to prevent rodents in the false ceiling areas. The Contractor shall guarantee that after carrying out the high quality Rodent Treatment, no damage would be caused to the Bank’s equipment. In the event any damage is caused, the contractor shall be responsible for the losses caused and shall be required to make good the losses. The Contractor should quote Monthly lump sum amount for Pest Control & Rodent Treatment in the Commercial Bid.

NOTE: All the above mentioned scope of works are indicative and not exhaustive. Bank reserves the right to add / delete any work under the scope of work. However, the Contractor has to properly maintain the campus. In-case the contractor fails to perform any of the works in the tender documents to the satisfaction of the Bank and / or express inability to execute any work, the Bank will have the option to get the work done from a third party and the cost shall be recovered from the monthly bills of the contractor. In case of any negligent or intentional damage is observed on the part of contractor’s staffs, the cost of such repair / replacement shall be recovered from the monthly bill of the contractor.

S.No.	SPECIFIC DETAILS OF JOB WORKS	*Periodicity		
		*D	*W	*M
1	Up keeping and sprucing of all internal common areas including lobbies, cabins, etc forming part of the premises.	\$		
2	Cleaning of tables, chairs, sofas and other furniture in the cabins, rooms, common and public areas etc.,	\$		
3	Sweeping, mopping of hard surface of all the floors at least 2 times a day.	\$		
4	Cleaning of ceiling, others wall fixture, including light fittings, portable fire extinguishers display boards, clock, water coolers, removal of cobwebs from ceilings and walls.		\$	
5	Cleaning waste baskets and removal of garbage from all the rooms / places in the buildings as well as premises.	\$		

6	Cleaning and maintenance of windowpanes, wire mesh on windows/ ventilators/ skylights and compound walls.			\$
7	Cleaning of wall skirting			\$
8	Cleaning of window glass or other partition / screens, curtains, blinds.		\$	
9	Cleaning of switches, switch plates etc.		\$	
10	Cleaning and dusting of doors and cup boards	\$		
11	Cleaning of toilets / fittings in all rooms/ n Building at least 2 times a day.	\$		
12	Cleaning of all other general toilets at all the floors in all the building at least 2 times a day	\$		
13	Cleaning of terrace, fans, and electrical fittings of all the buildings.			\$
14	Cleaning of overhead tanks, sumps in all the Buildings			\$
15	Vacuum Cleaning of carpet / sofa sets / office chambers placed at the chambers/cabins of DGMs / AGMs/ Branch Heads / Conference hall.			\$
16	Floor scrubbing with machine			\$
17	Cleaning of water glasses/ water jugs, filling in fresh water at all the chambers/cabins/rooms at all the cabins/rooms in all the buildings/ hostel rooms, etc.,	\$		
18	Cleaning of decorative items on the walls / floors/ tables	\$		
19	Polishing of metal decorative items / metal surfaces			\$
20	Collecting and removal of garbage / rubbish out of the Bank's Premises.	\$		
21	Spraying of disinfectants etc., spreading of Vamicol colored cubes at all toilets	\$		
22	Exterior Cleaning of Chajjas, fins, sun sheds, rooftops, window glasses (internal / external) of all buildings including residential quarters			\$
23	Shampooing of cushions, carpets, sofa sets, office chairs etc.			\$
24	Deodorants spraying – DGM/AGM/Branch heads all cabins, Conference hall all etc.,& changing of hand towels etc.,	\$		
25	Switching on and off fans, lights, A/Cs including package units	#		
26	To collect waste/ rubbish from each and every rooms and disposal to dumping ground.	\$		
27	Collecting / gathering wastes / dirt / plastic wastes/ fallen leaves and disposing the same at the dustbins /pits / dumping ground sand removing entire garbage from the campus.	\$		
28	Change of indoor decorative plants in the pots at the places in all the buildings.	#		
29	Vacuum cleaning of racks, almirahs, books cases and the books			\$

	/files/ paper / stationary			
30	Changing the flowers in the flower vases, cleaning the potted plants in the chambers/cabins of DGMs/ AGMs / Conference Room etc and any other place.	\$		
31	Entire premises/branches should be sanitized (Covid) with high quality of Chemicals/Materials.		\$	
32	Cleaning of Shoe Polishing Machines and filling with liquid shoe shiner in the machine	#		
33	Disposal of garbage from the campus.	\$		
34	Pumping of sludge from inner drainage to main drainage	\$		

Items should be done as and when required.

Cleaning any other gadgets like Solar Water plant, Water Softener installed subsequently will be in the scope of contractor.

All workers should attend to work on all 2nd and 4th Saturdays and the works like Water tank cleaning, Pest Control, Window Pane cleaning, terrace cleaning, Cleaning of UPS, Cleaning of fans/ACs etc or any other work assigned by the Bank should be undertaken by them on all 2nd and 4th Saturdays.

ELECTRICAL MAINTENANCE SCHEDULE

S.No.	ELECTRICAL MAINTENANCE:DETAILS OF JOB WORKS	* D	* W	* M
35	Operation and maintenance and regular up-keep of lighting and allied electrical works, within the building/premises	\$		
36	Operation and maintenance and upkeep of exhaust fans in the building/premises	\$		
37	Cleaning, dusting of electrical and telephone shafts, starters, pumps, panel boards, cable racks etc.			\$
38	Cleaning of mains, distribution boxes of each floor/building and checking up of all the electrical connections to all the gadgets including mike system, projector, video conference equipment, T.V etc.,		\$	
39	Maintenance and cleaning of all electrical fixtures and fans in all the buildings			\$
40	Changing of fused tubes and other items by collecting from Bank's stores and handing over the fused ones to the Admin Office.	\$		
41	Operation and maintenance and upkeep of street lighting, garden lighting and other outdoor electrification.	\$		
42	Operation and maintenance and upkeep of sump pumps, water pumps and starters, including water sewerage plant and water treatment plant.	\$		
43	Cleaning and dusting of panel boards once in every 30 days.			\$

44	Liaison with Electricity Department in case of power failures/routine maintenance/shut down of power.	#		
45	Faulty parts and equipment are to be replaced by the Contractor without charging anything extra towards labour charges and the items required for repairs / rectification will be supplied by the Bank. However, if Contractor supplies the items the amount will be reimbursed to the Contractor, after the bill is certified by the Bank's Engineer.	#		
46	Replacing bulbs, tube lights etc. wherever / whenever required at Bank's cost in all the buildings including residential quarters	#		
47	To clean and lubricate fans, exhaust fans, wherever / when ever required			\$
48	Operation and maintenance of Capacitor Banks to maintain the Power Factor unity.			\$
49	Cleaning the interior of all the lift cars	\$		
50	Switching off all the lights and fans in all the buildings soon after the employees / officials / participants leaves their seats / building/rooms/ premises.	#		
51	Maintenance of telephone lines in the entire campus including instruments. Attending to the complaints both internal and external. Cleaning all the existing telephone instruments in the building and providing perfume tags.	\$		
52	Maintain liaison with service providers such as BSNL, vendors wherever and whenever required	#		
53	Arrange for providing new telephone lines /broad band connections and arrange for disconnection of lines in the all the buildings including residential quarters.	#		
54	Providing of the PA systems / lighting in open air theatre or lawns whenever necessary. All the items provided by Bank	#		

Items should be done as and when required

Detail / Description	Timings
Supervisor (All Days)	8:00 AM to 4.00 PM & whenever required in case of necessity
Electrician All days	10.00 AM to 6.00 PM & when ever required in case of necessity
Plumber / carpenter (Skilled) All Days	10.00 AM to 6.00 PM & when ever required in case of necessity
General Sweeping/Cleaning/Mopping services all areas all days	8:00 AM to 4.00 PM(One or two workers depending on need to be present daily up to 9.00 pm by adjusting time schedule)
Entire premises Sweeping, cleaning and maintenance of garden etc., on all days	8:00 AM to 4.00 PM
Toilets & Urinals, drainages-cleaning on all days	Two time on all working days Before 9:00 AM and after 2:00 PM
All the rooms in Administrative office, IFB premises, conference hall, pathways and rooms in canteen building.	Before 9.00 AM
Canteen building	Between 8.30 AM to 04:30 PM
All Branch / Offices Premises cleaning including all the lifts	Before 09:00 AM
The above time schedule may be redrawn by SBI from time to time.	
The Following minimum personnel are to be provided at any point of time during the days as per the work schedule.	
*THE NUMBER IS EXCLUSIVE OF ONE RELIEVER REQUIRED TO GIVE WEEKLY REQUIRED TO GIVE WEEKLY OFF TO OTHER UNSKILLED LABOURERS	

The following personnel who are skilled and qualified to be provided at any point of time during the day as per the work schedule, which are acceptable to Bank

1. Qualified Electrician(s): Diploma /ITI with 3 years of experience in handling relevant works, which is acceptable to the Bank
2. Skilled Plumber: 3 years of experience in handling relevant works.
3. Required unskilled labour: 1 year experience in handling Housekeeping works.
4. Qualified Supervisor: 12th Standard or ITI with 5 years of relevant experience in Supervising Housekeeping works.

The qualification of certificates to be produced.

The contractor has to provide the required man power for carrying out all the works detailed in the work schedule within the time frame.

Annexure-III

List of Materials: The contractor should use quality materials required for cleaning and proper upkeep of the premises.

Mosquito repellent Liquid	All Out/Good Night/Mortein for all rooms/Halls/Conference Halls/Lecture Rooms etc.,
Hand Wash Soap (Small size)	Mysore sandal/Santoor
Sanitizer	Savlon/Dettol/Lifebouy
Bath Soap(40-50) Grams	Lux/Rexona/Mysore Sandal
Hand Wash liquid soap	Savlon/Dettol/Lifebouy (In all toilets in the Building)
Room Insecticide spray	Baygon/Finit in all rooms Chambers
Naphthalene balls	In all toilets mentioned in schedule
Phenyl (perfumed)	Domex/ Harpic in Buildings/ Residential Block
Floor/ Toilets/Wash Basins Cleansing materials	Harpic/Domex /Mr Muscle or equivalent
Room Fresheners	Godrej/Airwick
All other Housekeeping materials viz duster, cloths, Brooms, Wipes etc	Best Quality

The Contractor should procure adequate quantity of consumables required for cleaning / maintenance. The cost of retaining the housekeeping.

Bid Covering Letter: To be submitted by the bidder along with Bid documents

To,
The Deputy General Manager (B&O)
State Bank of India,
Administrative Office,
Guntur

Sir,

Our Bid for _____

We submit our Bid Document herewith. We understand that

1. You are not bound to accept the lowest or any bid received by you, and you may reject all or any bid without assigning any reason or giving any explanation whatsoever.
2. Bank may follow close or open bidding process as per requirement of the Bank.
3. If our Bid is accepted, we undertake to enter into and execute at our cost, when called upon by the purchaser to do so, a contract in the prescribed form.
4. If our Bid is accepted, we are to be jointly responsible for the due Performance of the contract.
5. Vendor means the bidder who is decided and declared so after examination of commercial bids.
6. The Commercial Bidding process will be through an e-procurement e-tendering process. The online e-tendering will be conducted by the Bank or a company who have been authorized in this regard by the Bank. The bidders are required to possess a valid Digital Certificate for participating in the e-procurement process bid for Comprehensive Annual Maintenance contract for housekeeping Work.

II CERTIFICATE:

I/We read and understood all conditions and requirements of State Bank of India , AO- Guntur for providing Housekeeping, gardening & maintenance services .

Yours faithfully,

For:
Signature: Name:
Seal of Company

2. Eligibility Criteria:

Annexure-B

a) Bidders meeting the following criteria are eligible to submit their Bids along with supporting documents. If the Bid is not accompanied by all the required documents supporting eligibility criteria, the same would be rejected:

S.No.	Eligibility Criteria	Documents to be submitted
1	The bidder must be a Firm / Proprietary / Company registered under Companies Act. With an experience of minimum 07 years in the field of Housekeeping & Maintenance	In case of Proprietary copy of the GST Registration certificate / In case of firms Copy of the firm registration Certificate / In case of company copy of certificate of incorporation issued by Registrar of companies and full address of registered office.
2	Handled minimum 3(three) completed annual contracts in Housekeeping and Maintenance with each contract having value of not less than Rs.20.00 lakhs Or Handled minimum 2(Two) completed annual contracts in Housekeeping and Maintenance with each contract having value of not less than Rs.30.00 lakhs Or Handled minimum 1(one) completed annual contracts in Housekeeping and Maintenance with each contract having value of not less than Rs.60.00 lakhs	Copy of the work order and work completion certificates issued by the principal Employers specifying the below criteria's for the work carried out during the period from 01/04/2014 to 31/03/2021. 1. Scope of work. 2. Contract value. 3. Area of the building. 4. No. of staff deployed by the contractor for the contract. 5. Period of the contract for completed. 6. Monthly payment Note: (i) Renewal of annual contracts shall be considered as a single contract. (ii) Copy of agreement is enclosed.
3	The bidder should have a minimum average annual turnover of Rs.60.00 lakhs for the previous three years (as on 31-03-2021). Audited / Certified Balance Sheet (by Chartered Accountant) for the years 2018-19, 2019-20 and provisional / audited Balance sheet for 2020-21, establishing the turnover criteria should be submitted.	Copy of the audited P&L Account and Balance Sheet duly Certified by the Chartered Accountant.
4	Bidder should have office in Twin Cities i.e. Vijayawada / Guntur only or should be able to open office at Guntur within one month from date of award of contract.	Address Proof of the firm should be submitted.

The bidder should have (i) Valid labour licence under section 12(1) of the Contract Labour Regulation and Abolition Act, 1970. (ii) Registered with ESI, EPF, GST etc authorities and must be in possession of Permanent Account No (PAN).

A copy of the Documentary evidence must be furnished against each of the above criteria along with an index. All documents must be signed by the authorized signatory of the bidder. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be highlighted.

Signature
Seal of Company

TECHNICAL BID EVALUATION (MATRIX)**Evaluation Information**

The bidder should fill the table below and submit documentary evidence for all the particulars mentioned hereunder:

TECHNICAL BID EVALUATION: PART-I

Sr.	Particulars	Marks	To be filled up by the Bank	Documents Attached [Yes/No]. If Yes, state the Nature of document(s).
1	Average annual turnover of the Company as per Audited Balance Sheets as on 31 st March 2019, 2020 and 2021			
	>2.50 crores	10		
	>1.50 crores but <=2.50 crores	8		
	>1.00 crores but <=1.50 crores	6		
	>0.60 crores but <=1.00 crores	4		
	>0.30 crores but <=0.60 crores	2		
2	Area in square feet serviced in Any single organization for housekeeping, maintenance located in Andhra Pradesh between 01/04/2014 to 31/03/2021.			
	>1.50 lac sq.ft.	10		
	>1.00lac sq.ft. but<=1.50lac sq.ft.	8		
	>0.60lac sq.ft but <=1.00lac sq.ft.	6		
	>0.30lac sq.ft but <=0.60lac sq.ft	4		
3	No. of Employees on payroll in Housekeeping maintenance Services as on 31/03/2021			
	>225	10		
	>150 but <=225	8		
	>45 but <=150	6		
	<=45	4		

4	Number of years of experience in housekeeping, maintenance services			
	>= 10 years	10		
	>=8 but <10 years	8		
	>=5 but <8 years	6		
5	Latest ISO Certification			
	Available	2		
	Not Available	0		
6	Whether the Bidder had provided services in			
	Govt./PSU +Private	5		
	Govt./PSU	3		
	Private	2		
7	Constitution			
	Public Ltd.	5		
	Private Ltd.	4		
	Partnership	3		
	Others	2		
8	Value of single largest annual contract in the past seven years (_____) in housekeeping, maintenance in Commercial Complexes located at Andhra Pradesh.			
	>0.80 Cr	5		
	>0.35Cr but <=0.80Cr	4		
	<=0.35 Cr	3		
9	Complaint registration and Response			
	(a)Online (electronic, web-based)system available with the Contractor	3		
	(b)Manual system available with the Contractor	1		
	(c) No system used by the Contractor	0		
	Total Marks	60		

Technical Bid Evaluation Part-I: Max marks 60

Minimum marks required for qualifying in the Technical Bid Evaluation: 36 Marks.

Note: Evaluation of Technical Bid is only for Qualifying purpose.

TECHNICAL BID EVALUATION: PART-II

1	Visit to 10 or 50% of branches in each establishment / Region whichever is lower.		Bidders should submit the proof of visit of branches which is one of the criteria.
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The Bank will use criteria and information in addition to what has been asked above for evaluation. This would include, but may not be limited to, verification of references given by the contractor, evaluation of contractor's existing work by making site visits, etc.

Signature of Authorized

Representative _____ Name of Authorized

Representative _____ Place: _____

Date: _____

[DULY AUTHORIZED SIGNATORY]

BIDDER DETAILS

Details of the Bidder

1. Name of the Firm:
2. Date of Incorporation and / or commencement of business:
3. Certificate of incorporation:
4. Brief description of the Bidder including details of its main line business:
5. Company website URL, if any
6. Labour License no.
7. ESI No.
8. EPF No.
9. GST No.
10. PAN No.
11. Particulars of the Authorized Signatory of the Bidder
 - a. Name:
 - b. Designation:
 - c. Address:
 - d. Phone number (Landline):
 - e. Mobile Number:
 - f. Fax Number:
 - g. Email Address

Signature
Seal of Company

Signature of Bidder along with Firm seal

EXPERIENCE DETAILS

LIST OF TOP-3 COMPLETED ANNUAL HOUSEKEEPING & MAINTENANCE CONTRACTS (With individual contract value above Rs.5.00 Lakhs & contract period from 01/04/2016 to 31/03/2021). The experience certificate with completed contract value duly issued by the client to be enclosed as evidence.

S.No.	Description	Details (please fill)
Completed Annual Contract - 1		
1	Client Name & Address:	
2	Annual Contract Value (completed value):	
3	Duration of the contract:	From: To
4	Client representative Name:	
5	Contact Nos (Landline/Mobile Nos)	
6	Mail id:	
Completed Annual Contract - 2		
1	Client Name & Address:	
2	Annual Contract Value (completed value):	
3	Duration of the contract:	From: To
4	Client representative Name:	
5	Contact Nos (Landline/Mobile Nos)	
6	Mail id:	
Completed Annual Contract - 3		
1	Client Name & Address:	
2	Annual Contract Value (completed value):	
3	Duration of the contract:	From: To
4	Client representative Name:	
5	Contact Nos (Landline/Mobile Nos)	
6	Mail id:	

Format for Performance Guarantee

BANK GUARANTEE

To,
 The Deputy General Manager
 State Bank of India,
 State Bank of India, Administrative Office, Guntur.
 (Hereinafter referred to as "SBI/you")

Whereas consequent to your Request For Proposal (RFP) dated _____ you have awarded the contract vide letter No. _____ dated _____ to M/s _____ having its Corporate Office at _____ (herein after referred to as "the Contractor") to _____. Whereas as per the payment terms of the said RFP the Contractor has to submit a Bank Guarantee from a any scheduled commercial bank, other than SBI in favour of _____. And whereas, we, _____ Bank, having our branch office at _____ (here in after referred to as "the Guarantor") on the request of the Contractor hereby expressly and unreservedly undertake and Guarantee to pay to you, a sum not exceeding Rs. _____ /- (Rupees _____ only), in the event of any breach by the Contractor of the obligations under the contract, or reasons attributable to the Contractor on account of the same. This Guarantee shall be limited to an amount not exceeding Rs. _____ /- (Rupees _____ only). You may raise a demand on us in writing stating the amount claimed under the Guarantee and on receipt of your claim in writing, without any demur, protest or contest and without any reference to the Contractor, we the Guarantor shall make the payment under this Guarantee to SBI within 24 hours of receipt of written claim / demand.

We the Guarantor, further confirm that a mere letter from the SBI that there has been a breach by the Contractor of its obligations or there are sufficient reasons for invoking this Guarantee, shall without any other or further proof be final conclusive and binding on the Guarantor.

We shall not be discharged or released from this undertaking and the Guarantee by any arrangement, variation, violation between you and the Contractor, indulgence to Contractor by you with or without our consent or knowledge and this Guarantee shall be in addition to any other Guarantee or security you possess against the Contractor.

Notwithstanding anything contained herein above, our liability under this Guarantee is restricted to Rs. _____ /- (Rupees _____ only).

This Guarantee shall remain in full force and effect for a period of _____ years up to _____ unless a claim under this Guarantee is made against us within one month from that date i.e. on or before _____, all your rights under this Guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under. Thereafter, our Guarantee shall be considered as null and void whether returned to ourselves or not.

Date: _____ For _____ (Branch and Bank)
 Place: _____

CERTIFICATE

Certified that we have remitted the monthly subscription of Employees Provident Fund & Employees State Insurance to the workers employed by me in the _____ office for Annual Maintenance Contract for Housekeeping, & Maintenance work.

for the Month..... Year

Office in which subscription remitted	Bill No. & Date	Emp. Prov. Fund (EPF)	ESI	Others

DECLARATION OF NEAR RELATIVES OF SBI EMPLOYEES

I/We.....S/o/D/o.....

.....Residing at

.....

..... hereby certify that none of our relatives(s) as defined in the Tender document is/are employed in SBI as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, SBI shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

(The near relatives are members of a Hindu undivided family/husband and wife/ the one related to the other in the manner as father, mother, son(s) and son's wife (daughter- in- laws), daughter(s), husband (son-in-law), brother(s) and brother's wife, sister(s) & sister's husband (brother-in-law).

Place :

Date :

Signature with seal of the Contractor

Address

UNDERTAKING

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

Place :

Date :

Signature with seal of the Contractor

Name in block letters:

Address:

**DETAILS OF LITIGATION / ARBITRATION CASES RESULTING FROM THE
CONTRACTS EXECUTED IN THE LAST SEVEN YEARS OR CURRENTLY UNDER
EXECUTION**

Year	Award for or against applicant	Name of client	Cause of litigation and matter of dispute	Disputed Amount	Actual Awarded Amount

Note:

1. Information has to filled up specifically in this format
2. Indicate other points, if any, to show your technical competence to indicate any important in your favour.

Name of the authorized Signatory

Sign & seal of the applicant

e-TENDER



STATE BANK OF INDIA

PART-B

TWO BID TENDER SYSTEM THROUGH E-TENDERING PROCESS

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

PRICE BID

(to be submitted at e-Tender. Any cover containing Price-Bid along with Technical Bid will be rejected.)

COMPREHENSIVE ANNUAL CONTRACT FOR HOUSE KEEPING & MAINTENANCE SERVICES

AT

REGIONAL BUSINESS OFFICE-5, ONGOLE , UNDER THE CONTROL OF GUNTUR
ADMINISTRATIVE OFFICE

The Chief Manager (HR),
2nd Floor, SBI Administrative Office
Kannavarithota, Nagarpalem,
GUNTUR-522004
Phone: 0863 - 2377340

COMMERCIAL PRICE BID
(To be submitted through online)

TENDER FOR PROVIDING HOUSE KEEPING & MAINTENANCE SERVICES
CONTRACT FOR **RBO-5 ONGOLE AND BRANCHES UNDER ITS CONTROL**

	Description	Reference	Periodicity	Total Amount in Rs. (lumpsum claim in respect all branches)
1	Cost of Manpower for 91 persons	Schedule - I	26 days	Wages as per Central Government Minimum Wages w.e.f 01.04.2021
A	Charges towards House keeping Consumables for branches	Annexure-III and Branches in Schedule - I	Monthly	
B	Charges for Uniform, Tools, Pest Control & Rodent Treatment etc., plus contractors profit and supervision charges	Schedule - I	Monthly	
C	Cost offer for one Month		(A+B)	
D	Total Cost offer for 12 (Twelve) Months		C*12	
Total (D) In words				

NOTE:

1. GST amount should not be loaded in the Commercial Bid and shall be paid extra as applicable by Bank. The successful vendor has to submit system generated GST tax invoice incorporating Bank's GST in number and vendor GST no. Manual GST invoices will not be accepted.
2. Wages as per Central Government Minimum Wages w.e.f 01.04.2021, hence contractor need not to quote Wages in price bid.
3. If the amount quoted by the bidder in the Price Bid is unreasonable/unrealistic or with Zero Profit Margin, based on the statutory payments or otherwise, the SBI reserves the right to reject such bids.