



**State Bank of India**

**Regional Business Office-VI**

**4<sup>th</sup> Floor, J.K. Tower ,**

**Amritsar**

**INVITES COMPOSITE TENDERS**

**FOR**

**HOUSE KEEPING AND MAINTENANCE WORK OF**

**Regional Business Office-06 and All Branches ( Cluster-C) under**

**RBO-6**

**Amritsar**

**TENDER DOCUMENTS**

**Date of issue of tender: 03.08.2021**

**State Bank Of India,Regional Business Office,Amritsar  
NOTICE INVITING TENDER**

State Bank of India (SBI) Invites Sealed Tenders from The Empaneled Contractors of SBI at RBO-6, J.K. Tower , Amritsar for HOUSE KEEPING AND MAINTENANCE OF RBO and the Branches under RBO-06 , Amritsar.(Cluster-C)		
Details of tenders are as under :-		
1	Name of work	HOUSE KEEPING AND MAINTENANCE OF STATE BANK OF INDIA , RBO-6 and the Branches under RBO-6 , Amritsar (Cluster-C)
2.	Time allowed for completion	12 months from the date of commencement.
3	Earnest Money Deposit	30,000/- (Thirty Thousand Only) by crossed Bank draft/ Banker's cheque drawn in favour of State Bank of India payable at Amritsar .
4.	Security Deposit	5% of the accepted value of the contract including earnest money.
6	Last date and time of submission of tender	OFFLINE 24/08/2021 upto 3:00 PM
7.	Address at which tenders are to be submitted	Off line tenders along with EMDs are to be submitted at RBO-06,4 <sup>th</sup> Floor,J.K. Tower, Amritsar-143001.
8.	Date and time of opening of tender	OFFLINE 25/08/2021 at 3 :30 PM
9.	Place of opening tenders	SBI,Regional Business Office-06,4 <sup>th</sup> Floor,J.K. Tower, Amritsar-143001

10.	Defects Liability Period	NA	
11.	Validity of offer	<b>90 days</b> on the date of opening of tenders.	
12.	Liquidated Damages	As per tender document	
13.	Value of Interim certificate	Once in a month	
For and behalf of State Bank of India			

### **MODE OF SUBMISSION OF TENDER: OFFLINE TENDER**

The tender shall be submitted OFFLINE in cover system in accordance with the procedure detailed herein below. Specified documents shall be sealed in envelopes of appropriate size each of which shall be sealed.

a)	1)	First Envelope marked cover-1 shall contain covering letter, clarification (if any), technical and commercial terms, duly signed and requisite EMD , is to be deposited at SBI,RBO-06 ,4 <sup>th</sup> Floor,J.K. Tower, Amritsar-143001 , latest by 24/08/2021 upto 3:00 PM.
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Opening of Tender:

1)	OFFLINE
2)	Cover 1 containing the Earnest Money Deposit, covering letter, terms and conditions, if any, will be opened first.
3)	After opening of cover 1 and after evaluating the clarifications / conditions, if any, stipulated by the contractors, i.e. if the vendor are qualified, cover 2 containing priced BOQ will be opened OFFLINE of those qualified vendors

In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.

State Bank of India has the right to accept / reject any or all tenders without assigning any reasons.

Yours faithfully,

-----S/d-----

Regional Manager, State Bank of India, RBO-6, Amritsar

Signature of the Tenderer

CLUSTER-C DATA

<b>S.No</b>	<b>CLUSTER</b>	<b>Br. NAME</b>	<b>Br. CODE</b>	<b>COVERED AREA</b>	<b>NO. OF PERSON REQD.</b>
1	Cluster C	11962	BEGOWAL	1800	1
2		50066	SULTANPUR LODHI	2938	1
3		50450	LAKHAN KE PADDE	1500	1
4		50454	DHILWAN	2117	1
5		51012	IBBAN	800	1
6		51027	NADALA	1500	1
7		51070	NARUR	1500	1
8		51209	TALWANDI CHOWDHARIAN	1730	1
9		51309	MIANI BHAGOPURIAN	1400	1
10		50692	BEGOWAL (P - SB)	1493	1
11		50976	BHOLATH	1700	1

**MODE OF SUBMISSION OF TENDER: OFFLINE TENDER**

The tender shall be submitted OFFLINE in two bid system i.e. Technical bid and Price bid in accordance with the procedure detailed herein below.

Opening of Tender:

a)	1)	First bid i.e. Technical Bid shall contain covering letter, clarification (if any), technical and commercial terms to be submitted offline.
	2)	Second bid i.e. price bid shall contain Bill of Quantities duly filled and shall be opened as per given schedule in NIT.

Opening of Tender:

1)	OFFLINE
2)	Earnest Money Deposit and tender fee will be deposited as per given schedule in NIT
3)	After opening of offline technical bid and after evaluating the clarifications / conditions, if any, stipulated by the contractors, i.e. if the vendor are qualified, price bid will be opened OFFLINE of those qualified vendors

**IMPORTANT NOTE:-**

- \* **Contractor shall submit offline bid with signed copy of all the pages of technical bid.**
- \* **Contractors are advised to submit offline tender.**
- \* **If more than one Vendor will quote the same L-1 amount. The work will be awarded through draw, Single draw per Cluster.**

**ANY FIRM QUOTING LESS THAN MINIMUM WAGES WILL NOT BE CONSIDERED AND WILL BE DISQUALIFIED FROM TENDER.**

State Bank of India have the right to accept / reject any or all tenders without assigning any reasons.

**Signature of the Tenderer**

Yours faithfully,

Regional Manager

**NOTICE FOR INVITATION OF TENDERS FOR**

**HOUSE KEEPING AND MAINTENANCE OF BRANCHES OF STATE BANK OF INDIA, RBO-06 AND ALL BRANCHES UNDER RBO-06,AMRITSAR**

The specification of the work for which the Tenders are invited is as per Schedule II (Price proposal).

2. Offline Tender documents duly completed in all respects shall be submitted to State Bank Of India,RBO-06, J.K. Tower ,Amritsar on or before **24/08/2021\_ up to 3:00 P.M.**

No consideration will be given to a Tender received after the date and time specified above and such Tenders are deemed to be rejected.

- \* The Tender Documents are not transferable.
- \* Incomplete Tenders and not conforming to the requirements of the invitation for tenders are liable to be rejected. Tenders submitted by a firm shall be signed separately by each member 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 person/s duly authorized under the resolution of the Board of Directors of the Company.

3. The EMD and a copy of the receipt of tender fees of the required amount as mentioned above are to be submitted in envelope and duly super scribed as Tender for **HOUSE KEEPING AND MAINTENANCE OF RBO-6 AND ITS BRANCHES UNDER RBO-6,AMRITSAR**

4. Earnest money deposited will be refunded to all except the successful bidder.

5. Technical bid will be opened offline on **25/08/2021** at 3.30 P.M. as notified by the Competent Authority.

6.The price bid of those qualified bidders whose successfully submitted EMD, Tender fees & Technical bid is found in order will be opened offline by the Competent Authority on the same day or later date at the time as advised by the Bank. The authorized representatives should bring necessary authority letter under an official letter head of the bidders conferring full and comprehensive authority to deal with all matters relating to the tenders.

7. The tenders should also submit the **Earnest Money Deposit of Rs 30,000/- in the form of pay demand draft/Banker Cheque from any scheduled bank in favor of SBI and payable at Amritsar**. The tenders without EMD will be rejected.

8. The contract for services would be for a period of **Twelve months from the date of acceptance** subject to renewal for a further period of one year on the same terms and

conditions at the sole discretion of the Bank and upon renewal of License by the Contractor on or before expiry of the License granted by the Appropriate Authority under the Contract Labour (Regulation & Abolition) Act, 1970. However, the contract will not be renewed beyond 1 year.

9. The Courts in Amritsar city alone shall have the jurisdiction in respect of any or all matters relating to or connected with the Tender.

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

11. Final award of the contract for Housekeeping and maintenance services will be subject to the approval of the Competent Authority in the Bank.

12. The specification, duration of the work and the Terms & 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 under an Agreement to be executed in the form, enclosed and the person submitting the Tender shall have read the same and is always deemed to have read and understood the same before submitting his tender.

13. The firm will provide minimum one person for housekeeping at each branch respectively throughout the day on all working days of and ensure to submit relevant documentary evidence monthly to the Branch Manager of payment of minimum wages for 26 days as per Central Govt rules and ensure monthly deposit of staff ESI & PF" **ANY FIRM QUOTING LESS THAN MINIMUM WAGES WILL NOT BE CONSIDERED AND WILL BE DISQUALIFIED FROM TENDER.**

14. The firm will provide undertaken each month to the Branch Manager in stamp paper of Rs.10 that wage has been paid to the person/employee as per minimum wages for 26 days through offline directly to the beneficiary account.

**REGIONAL MANAGER**

**RBO-06,**

**4<sup>th</sup> Floor,**

**J.K.TOWER,**

**AMRITSAR**

**Encl: Schedule I and II**



## SCHEDULE-I

### **Scope of work**

- \* Repair/Replacement of G. I. pipe lines and fitting starting from ferrule and upto tap/any outlet including all accessories fittings whatsoever may be as existing on ground.
- \* Repair/replacement of sewerage and storm water lines from inlet to outlet including all type of accessories fittings whatsoever may be as existing on ground.
- \* Repair/replacement of all wooden work/steel work/ aluminium work fixed in the building except furniture.
- \* Repair/replacement of all sanitary fixtures such as IWC, EWC , washbasin, kitchen sink, all types of taps/showers/stop cock etc.
- \* Repair/replacement of all type of walls, columns, beams, floors, ceiling, false ceiling, tiles, stones etc.
- \* Repair/replacement of all type of glasses, mirrors, soap tray, towel rods, curtain rails/rods etc.
- \* Repair of water tanks.
- \* Repair/replacement of all type of geysers, fans, lamps, tube lights, exhaust fans, call bells etc.
- \* Repair/replacement of all hardware fittings such as window/door handles, tower bolts , sliding bolts, aldrops, stoppers, locks , door springs/closers etc.

## **SIGNATURE OF CONTRACTOR**

### **SCHEDULE-II**

#### **Terms & Conditions**

#### **HOUSE KEEPING AND MAINTENANCE OF RBO-6,4<sup>th</sup> Floor JK TOWER ,AMRITSAR AND ALL THE BRANCHES UNDER RBO-6,4<sup>th</sup> Floor JK TOWER ,AMRITSAR**

The selected contractor will have to do the work related to the upkeep and maintenance of the said Buildings for services of sweeping, mopping, dusting, cleaning and other maintenance services described in the price bid and in detailed terms & conditions for Electrical, landscaping, horticulture & Sanitary & Plumbing, Masonry, carpentry and welding work, pests control services etc, which are specifically mentioned hereinafter and more particularly stated in the annexure hereto.

The Contractor will have to do the aforesaid work services at the total consideration as quoted in tender per annum payable in monthly equal installments on completion of work every month and on production of monthly bills.

**1. The site of work: HOUSE KEEPING AND MAINTENANCE OF BRANCHES OF STATE BANK OF INDIA, UNDER RBO-06 AND RBO-6 AMRITSAR**

**2. Contract period:** The contract shall be for a **period of one-year** w.e.f. the date of award of work. The bank shall have full discretion to terminate the contract at any time subject to notice of one month. Besides, if the job entrusted under the contract is declared illegal or prohibited at a later date by operation of law and in that situation the contract will come to an end forthwith. In no circumstances, compensation shall be payable by the Bank to the Contractor, and the contract labourers employed by the Contractor shall not have any right to get employed or absorbed in the Bank.

**3. The area of Services:** Entire complex, all the floors, ceiling roofs, removal of garbage, disposal of garbage and walls of the above mentioned buildings including the open premises of parking, gardens, basements including compound walls, terraces, drainage of clogged drains/sewer lines, stairs cases, lifts, on site or off site ATM/ E-LOBBY of the branch.

**4. Nature of Services:** The Contractor shall arrange for performance upkeep including sweeping, washing, cleaning, dusting, mopping etc. of furniture and fixture, windows, windows glasses, doors, carpets, windscreens, polishing of metal surfaces including removing and disposal of garbage. The contractor shall ensure that even those areas of

premises shall be well maintained and cleaned, which are not in the immediate use and/or is vacant. The contractor shall ensure cleaning of toilets and streetlight etc.

The Contractor shall arrange for upkeep of entire buildings and residences including furniture and fixtures, air conditioners at the frequency/interval as are specified in the Annexure-1 to these terms & conditions.

The Contractor shall ensure a very high standard of housekeeping, cleanliness and maintenance of the entire buildings/premises at all times with due regard to hygiene. Disposal of all garbage/wastes shall be the responsibility of the Contractor to arrange.

The Contractor shall ensure top class upkeep and maintenance, services of aforesaid buildings and the premises by employing sufficient number of skilled/unskilled contract labourers. The hours of work of each contract labourer shall be fixed by the contractor at its sole discretion. The said work shall include maintenance, externally and internally of the Building from basement to all floors including roof, parking spaces, terraces and all around the premises including roads drainage and gardens and lawn area.

The contractor will be responsible to attend to the complaints/ requirements within the purview of the contract and such complaints and requirements will be attended to by the contractor immediately.

The Contractor shall arrange cleaning of toilets including W.C. urinals, washbasins with first grade phenyl and detergents on ongoing basis and costs for such cleansing materials shall be borne by the contractor.

The Contractor shall also arrange polishing of planters, gamlas, shining of brass plates ,Brass lion(two) in front of the main Gate and other name plates also ornamental articles.

The Contractor shall arrange for pest control of flies, mosquitoes including spraying with Finit/Baygon spray in the entire complex building, residence etc.to be carried out at regular intervals **at quarterly intervals** and costs shall be borne by the contractor.

5. The Contractor shall engage trained contract labour for housekeeping, maintenance and specialized works. The Contractor shall ensure that its contract labourers, observe cleanliness and wear neat and clean uniforms with plastic name badges for identification of them and that they are courteous, polite and prompt while rendering efficient service in their respective areas. The contractor shall have full control over its contract labourers engaged by it. The contractor shall give necessary guidance and instructions to its contract labourer to carry out the jobs assigned to them by the Contractor. The contractor shall also be responsible for payment of their wages and/or other dues to its contract labour including compliance of hours of work and condition of employment in consonance of its applicable laws and rules. All liabilities arising out of violation of local laws and/or Central laws shall be the contractor's responsibility. The contractor on request of the **Chief Manager** will immediately remove from the work any contract labour who may in the opinion of the Bank found to be unsuitable in the interest of the Bank or who may misconduct himself and such personnel shall not be again engaged or allowed to work in the campus/premises.

6. The Contractor shall be responsible to register himself and obtain a valid license under the contract labour (Regulation and Abolition) Act 1970 and rules there under and the contractor must comply with and carry out all the provisions and obligations under the said Act and Rules there under, including renewal of license and furnish all information to the Bank as may be required by Act/Rules and the Contractor shall indemnify the Bank against the penalties/claims or for any default on their part.

7. It will be Contractor's responsibility to ensure that each obligation under this contract is duly performed and observed. The Contractor shall also designate one supervisor or such number of supervisors as required for proper supervision of the services to be rendered by the contractor and/or through its contract labour.

8. The Contractor shall carry out improvements as may be needed for ensuring satisfactory service and shall take due notice of complaints made by the employees or the Chief Manager. The Contractor shall submit the complaint register to the Chief Manager on first working day of every week for further putting up to the competent authority.

9. The contractor shall be responsible for any loss due to theft/pilferage/ damage to the Bank's property under the contractor's area of service of the fittings, fixtures, furniture or other equipments entrusted in his charge or any property belonging to the Bank's staff/guest/customers when such a loss/damage is, in the Bank's opinion, caused due to negligence or carelessness or any fault on Contractor's part or that of his supervisor or any of contractor's labourers and the contractor shall be liable to pay to the Bank such amount in respect of such damages/losses as may be assessed by the **Chief Manager** (Any other officer authorized in this regard. Further the contractor shall be personally responsible for good conduct and satisfactory antecedent of the contract labour employed by contractor.

**10. The contractor shall comply with prohibition of employment as manual scavengers and their Rehabilitation Act 2013.**

11. The Bank will not be responsible financially or otherwise for any injury/death caused to any staff of contractor while executing the work under the agreement.

12. The Contractor shall not permit any of his employees to use any area of the premises/building for residential/any other purposes.

13. All material and equipments required for day to day housekeeping will be provided by the Contractor in sufficient quantity and these shall be of best quality as approved by the Bank. All expenses for cleansing materials shall be borne by the contractor.

14. The Contractor shall be liable to comply with all applicable laws, 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.

The Contractor shall accept and bear full and exclusive liability for the payments 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 authority with respect to or covered by wages, salaries, or other compensations paid or payable to persons engaged by the Contractor.

**The Contractor shall fully comply with all the applicable laws, rules and regulations relating to contract labour (Regulation of abolition) Act 1970 and contract labour (R&A) central rule 1971 P.F. Act including the payment of P.F. contribution, Payment of Bonus Act, Minimum Wages Act, Workmen's Compensation Act, ESI, Contract Labour (R&A) Act, Essential Commodities Act, Migrant Labour Act and/or such other Act or laws or regulations passed by the Central, State, Municipal and Local Government agency or authority including TDS as per I.T. Act, applicable from time to time. The contractor shall deposit a certificate every month along with the bill having paid all wages, ESI and EPF contribution in the department.**

The Contractor shall be responsible for proper maintenance of all Registers, Records and Accounts so far as these relate to the compliance of any statutory provisions/obligations. The contractor shall be responsible for maintaining record pertaining to payment of wages Act and also for depositing the P.F. contributions, if required, with authorities concerned.

The Contractor shall bind himself/executor or administrator and shall indemnify and hold harmless the Bank 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 Bank or any of its directors, officers or employees for reasons of or consequent upon any breach or default on the part of the contractor in respect of violation of any of the provisions of Laws/Acts/Rules or regulations having the force of law or 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. Such indemnity bond has to be furnished/executed on a non-judicial stamp paper worth the applicable stamp duty affixed thereon. The cost of such stamp paper, demi paper etc. shall be borne by the Contractor.

The Contractor shall be responsible for all the claims for its contract labours and the said labourers of the Contractor shall not make any claims whatsoever against the Bank. The Contractor's workmen will not have any right whatsoever to get absorbed in the Bank.

The Contractor shall engage fully trained and adequately experienced workmen, who are medically fit. They should be free from all infectious diseases.

The contractor shall provide weekly off/holidays to his workmen as per labour laws but it will be his responsibility to ensure uninterrupted services to bank on all days.

15. The contract shall be terminated by efflux of time limited under this or earlier by one month notice by the Bank.

16. 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 reasons whatsoever, he shall pay by way of liquidated damages up to a sum of Rs.1000/- per day for the entire number of such days and the Bank shall without prejudice to their other rights and remedies, shall be entitled to deduct, such damages from the money, if any, payable to the contractor besides its right to recover otherwise.

17. All questions relating to the performance of the obligations under this contract and all the disputes and differences, which may arise either during or after the contract period or other matter arising out of or relating to this contract or payment to be made in pursuance thereof, shall be referred to the Regional Manager, RBO-6, 4<sup>th</sup> Floor, J.K. Tower, Amritsar, **State Bank of India** whose decision shall be final, conclusive and binding on the parties to this agreement.

18. The contractor shall have to execute an agreement as per the enclosed format within seven days from the date he has been advised to do so, failing which his tender will be rejected and EMD will be forfeited. The contractor shall bear all the costs and expenses in respect of all charges, stamp duties etc. of this agreement. All the terms & conditions will also form a part of the agreement.

**19. The Contractor shall have to deposit 5% of the accepted value of the contract including earnest money as Security Deposit at the time of execution of agreement. The Security Deposit will be refunded on termination of the contract after adjusting the dues payable by the Contractor to the Bank without any interest.**

20. The Contractor's rate shall remain firm throughout the contract period.

21. The Contractor shall be paid at monthly intervals upon presenting his bill(s) for the previous months of contract work.

22. The tender will remain open for acceptance for 90 days from the date of opening of this tender.

23. All type of taxes applicable now or made applicable in future for the materials, equipments will have to be borne by the contractor and bank shall not make any extra payment. **However, the GST will be paid extra.**

24. The contractor will take out adequate Insurance Cover at his cost.

25. The firm should submit the bill at the end of month and payment will be released within 7 days from the receipt of the bill.

26. Any damage to the property by natural calamities will be borne by the Bank.

27. During lock-outs and strikes, the contractor will have to carry out the activity as usual and if for any reason it is not possible to carry out the job due to the reasons attributable to the Bank, the Bank will not deduct any payment.

28. The successful contractor should have valid Class A electrical license from Electrical Inspectorate Office in his name or in the name of his partner/Associates. In case of Associates, the valid agreement must produce to the Bank within three days from date of letter issued by the Bank. In case of failure of the contractor to do so, the tender shall be cancelled and EMD submitted along with tender by the contractor shall be forfeited. The replacement of any parts of the transformer and H.T/L.T. panel shall be borne by the Bank. However, the repair, maintenance and operations will be borne by the contractor.

**The tenderer, whose tender is accepted, shall provide to the Bank a list of works which are required to be replaced/carried out within first week from the allotment of work or taking over whichever is later.**

29. The contractor should periodically submit a certificate to the principal employer stating that he is fulfilling all his obligations towards his staff/employees in terms of their welfare and providing good working environment.

30. The benefits like contribution to provident fund, medical facility, safety equipments, uniforms, gratuity should be compulsorily provided by the contractor to the contractual workers.

31. The payment of wages to the Safai Karamcharis should be strictly made by Cheques/ECS only.

32. The representative of Safai Karamcharis should also be made a party in the contract/agreement to be executed by Principal Employer and Contractor so that they are also aware of the contents of the agreement.

33. The firm will provide minimum one person for housekeeping at each branch respectively throughout the day on all working days of and ensure to submit relevant documentary evidence monthly to Branch Manager of payment of minimum wages as per Central Govt rules and ensure monthly deposit of staff **ESI & PF" ANY FIRM QUOTING LESS THAN MINIMUM WAGES WILL NOT BE CONSIDERED AND WILL BE DISQUALIFIED FROM TENDER.**

**HEALTH & MEDICAL FACILITIES:**

- 1.Safai Karamcharis engaged for cleaning the sewer system/manhole should be provided with gloves, face masks and other advanced equipments.
- 2.Free Health Checkups for Safai Karamcharis may be organised on periodical intervals by the contractor.
- 3.ESI facility/Free Health Insurance Cover should be provided to all the Safai Karamcharis employed.

**SIGNATURE OF CONTRACTOR**

**Periodicity of House Keeping Services:**

(a)	Sweeping &mopping all areas of the branch /ATM /E-LOBBY at all floors	Once a day
	Lobbies &corridors	Sweeping &mopping twice a day
	Staircase	Mopping once a day
	Open terraces, roof , road/basement	Sweeping once a week Sweeping once a day
(b)	Dusting of furniture/wall paneling	Once a day
(c)	Vacuum cleaning of carpets/curtains/ Venetian blinds/sofa	Once a week

	sets/chair cushions/seats etc.	
(d)	Cleaning of toilets	Twice a day
(e)	Cleaning of buckets/mugs with vim/detergent	Once a week
(f)	Cleaning of toilet walls skirting/tiles of walls	Once a week
(g)	Cleaning of window panes/doors panes/ wall paneling	Minimum once a week and as &when required
(h)	Cleaning of fans/switch boards/wall/tube lights/wall hanging	Once a month
(i)	Cleaning of planters	Once in a day
(j)	Cleaning of inside sewerage	Once in a day
(k)	Cleaning of dustbin and disposal of garbage	Once a day
(l)	Pest control and anti termite treatment	Once in a quarter and on advise of the occupants
(m)	Supply of water and management of the pump and water tanks etc.	Daily
(n)	Cleaning of the underground and overhead tanks	Twice a month
(o)	Servicing and maintenance of all type air conditioners ( WALL, SPLIT, CASSETE, DUCTABLE, TOWER )	Once in a quarter and on advise of the occupants

### NOTE

The staff should wear immaculate dress with company's logo and photo-identity card.

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.

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.

The contractors have to maintain all registers and records/log books for conformity in regard to periodicity of each activity of work and shall produce the same with their bills in the first week of every month or as and when required for verification at the

RBO-6 ,Amritsar.



## **SIGNATURE OF CONTRACTOR**

### **ANNUAL MAINTENANCE CONTRACT**

#### **LANDSCAPING & HORTICULTURE SERVICES:-**

#### **MAINTENANCE OF LAWNS, TREES, SHRUBS, POTS ETC.**

The contractor will provide/maintain/rotate plants at each floor/open areas in and around the building (including area outside the boundary wall on the front, back all the four sides). He will also maintain lawns, trees shrubs etc.

He will provide/place/replace additional plants in various rooms/halls/lawns etc.

He will establish and maintain a green house in the back yard of the building for proper rotation maintaining and developing of new foliage plants. The required number of plants will be provided by the Bank in the initial stage and the contractor will replace the old/dry plants with new plants at his cost as and when the need arises including and around the boundary, thus maintains the same strength of plants at all times.

He will regularly treat/spray the plants, trees, shrubs etc. with pesticides/other chemicals.

He will regularly undertake trimming/pruning of plants, trees, shrubs and cutting of grass in lawns.

He will undertake painting of flowerpots at monthly intervals or as and when required, however material will be supplied by the bank.

All inputs like Farm Yard Manure, sweet earth; insecticides/pesticides etc. will be supplied by the bank.

He will provide regular consultancy services to the department for the said contract.

The firm will be responsible for the good conduct and the safety of their workers engaged for the operation/maintenance and bank shall not be liable for any claim an account of any mishap.

The scope of work will be the entire existing installations and any installations that come up in future.

## SIGNATURE OF CONTRACTOR

### **ANNUAL MAINTENANCE CONTRACT FOR SERVICING CLEANING, PERFUMING AND ALLIED SERVICES OF LANDLINE / MOBILE TELEPHONES , INTERCOMS AND EXCHANGE CONNECTION**

The firm will have:-

To ensure that all the landline telephones/intercom/mini exchange lines are in working condition at Branches.

To check all the telephone/ISDN lines during morning hours and attend to the faults reported immediately in the building.

To clean & perfume all the operates in the building, at least once in a week.

To attend the requests for shifting from one residence. to another, extensions/parallel extensions of existing lines, within the same premises.

2. During the period of contract sufficient employees of the contractor will be made available to our office on all working days to attend day to day faults during working hours.
3. Firm's persons will at all times comply with all security norms, which will be imposed from time to time by the Bank.
4. The firm will be responsible for safety of their workers engaged for the operation/maintenance and bank shall not liable for any claim on account of any mishap.
5. The firm will maintain liaison with the telephone /Mobile authorities and will get the work relating to new connection/disconnection of telephone provision and withdrawal of STD/ISD facilities. Shifting of telephone from one office to another or one residence to another, to collect details of telephone bills /Mobile phone bills and all other work related to telephone from the concerned agencies.
6. The firm will also maintain close liaison with mobile phone services providers and get all the work relating to mobile phones done.
7. The scope of work will be the entire existing installations and any installations that come up in future.

## **SIGNATURE OF CONTRACTOR**

### **CIVIL WORKS:**

#### **PLUMBING SANITARY, CARPENTRY, MASONARY WORK**

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### **TERMS AND CONDITIONS**

1. The contractor or his supervisor should be available at site every day during office hours. In case of emergency complaints, the contractor to whom the proposed work is awarded must be available in person to ensure rectification of defects within specified period.
2. The contractor will have to immediately attend the complaint and complete the same on its receipt.
3. The contractor will have to maintain all types of records for consumption and receipt of material as desired by bank and suitable instructions issued from time to time in this regard should be complied with by the contractor.
4. The scope of work will be the entire existing installations & any installation that come up in future.
5. The contractor should maintain the registers etc. for his labourers engaged on this job as required under the law and comply with all legal formalities applicable in this behalf.

## **SIGNATURE OF CONTRACTOR**

### **SAFETY CODE FOR HOUSEKEEPING AND MAINTENANCE WORKS**

The safety code has to be observed by the contractor as under:

1. There shall be maintained in a readily accessible place first aid appliances including adequate supply of sterilized dressings and cotton wool.
2. The injured person shall be taken to a public hospital without loss of time. In case where the injury necessitates hospitalizations etc. at his cost.
3. Suitable and strong safety ladders should be provided for workmen for all works that cannot be safely done from ground.
4. No portable single ladder be used over 3 metres in length. The width between the side rails shall not be less than 30cm. (clear) and the distance between two adjacent rungs shall not be more than 30 cm. when a ladder is used, an extra Mazdoor shall be engaged for holding the ladder.
5. Every opening in the floor of a building or in a working platform shall be provided with suitable means to prevent the fall of persons or materials by providing suitable fences or railing minimum height of which shall be one meter.
6. No floor roof or other parts of the structure shall be loaded with rubbish or materials.
7. Suitable face masks should be supplied for use by the workers, when the paint is applied in the form of spray or surface having lead paint dry rubbed and scrapped.
8. Ropes used in hoisting or lowering material or as a means of suspension should be of durable quality adequate strength and free from defects.
9. The contractor will ensure that all types of safety measures as advised by Government are taken care of during the performance of work.

## **SIGNATURE OF CONTRACTOR**

### **PENALTY:**

1. The contractor has to attend the complaint within 24 hours. In case of failure on part of contractor, the bank is at liberty to impose penalty @ Rs.1000/- per day on account of delay in attending the complaint/rectifying the defects and deduct the same either from the bills submitted by the contractor or at its discretion from the Security deposit for any damage caused to bank's property by the contractor or for unsatisfactory work.

2. The contractor shall while maintaining or repairing the plumbing/ carpentry/ minor masonry and development works at the aforesaid area only shall use the aforesaid area for the aforesaid maintenance and repair purposes, and not to any other purpose and any violation or breach of this condition shall make the contractor liable for all the losses and of damages suffered or may be suffered by the bank in addition to pecuniary liability for all the consequences, besides forfeiture of the security deposit.

3. The contractor shall keep all the walls floors and structures of the various buildings in the aforesaid areas and water drainage mains and pipes and sanitary apparatus of whatsoever nature in good, and proper working order and condition while carrying out the maintenance and repairs operations of the aforesaid work and shall not cause any damage or destruction to the aforesaid fixtures and fittings and material and contractor shall undertake to indemnify and keep the bank indemnified from all monetary losses, legal actions proceedings against the bank and pay all the costs charges of expenses and whatsoever nature immediately on demand by the bank.

4. The contractor specifically agree for the safe custody and storage of the various materials supplied to him by the bank and shall indemnify the bank for all the losses in the event of any theft., robbery, dacoity, fire or civic circumstances and will not allow any free access to any person who is not acceptable to the bank.

## **SIGNATURE OF CONTRACTOR**

### **CIVIL MAINTENANCE /REPAIRS/ REPLACEMENT:**

#### **CIVIL WORKS**

##### **A. PLUMBING & SANITARY**

- i) The contractor will have to carry out all types of repairs/replacement pertaining to plumbing /sanitary work in the entire buildings, residences including existing installations & any installations that come up in future underground tanks and over-head tanks and also removing of chokes in water lines, sewerage lines and chambers. He has also to ensure periodical cleaning of water storage tanks above all the buildings and underground tanks on half yearly basis or as directed by the bank and keep all the water tanks in hygienic conditions.
- ii) The plumber should be available as per requirement.
- iii) The contractor will have to arrange in all types of tools required.
- iv) The contractor will have to arrange for digging and refilling of trenches if required so, at any place including masonry work etc.
- v) The necessary materials required for the maintenance/repairs replacement will be provided by contractor.
- vi) In case of water supply failure, main sewerage line choke, of P.H.E.D./ Municipal Corporation the same should be restored at the earliest in coordination with the PHED/Municipal officials. In case of emergency due to non availability of water supply due to the reasons beyond control, the contractor will have to arrange for water tankers after seeking permission from the bank's authorities and cost thereof shall be borne by the bank on approved rates.

##### **B. CARPENTRY/ WELDING WORK**

- i) The contractor will have to carry out all types of repairs pertaining to wood work in doors windows, in built cup-boards, staircase etc. but excluding furniture items in the entire, buildings and residences.

ii) The contractor has to arrange for replacement of broken window pans, repairs to iron work such as window grills, grills/collapsible gates and other similar items involving welding job in the entire building/residences etc.

iii) The contractor will have to arrange for all type of tools etc. for the purpose.

iv) The contractor will have to arrange for all materials such as nails, screws, fevicol etc. for aforesaid repairs at their own cost. The cost of the materials such as wood, plywood, block board, and hinges, locks, glasses etc. and other hardware fittings will be borne by the contractor. The quality of the materials should be as provided earlier or existing materials.

(v)The carpenter should be available whenever required.

### **C. MASONRY AND GENERAL CIVIL WORK.**

i) The contractor will have to carry out all types of repairs pertaining to masonry work, plastering and general repairs related to civil works etc. in the entire complex/building/residences over head tank, underground tank etc.

ii) The mason along with any labour should be available whenever required.

iii) The contractor will have to arrange for all types of tools etc. for such required.

iv) The cost of all the materials such as cement, sand, aggregate, marble or any other stone, bricks etc, will be borne by the contractor.

**SIGNATURE OF CONTRACTOR**

### **TERMS & CONDITIONS (Electrical Works)**

1. Preventive maintenance of main electrical control panel, UPS panel and all MCB distribution boards is to be carried out along with normal maintenance as required even on week recess/holiday and the record of same has to be maintained in a register.
2. No T&P for the above execution shall be supplied by the department. The contractor has to arrange all the T&P required, on his own. T&P for daily use will have to be made available with his man. However, special T&P like magger etc. shall be provided before the Engineer-in-Charge and when demanded by him or required for the work.
3. Installation are to be maintained based on the daily message register which shall be made available at the enquiry office.
4. All types of replaceable material like switches (modular/piano type), MCBs, CFL, LED bulbs, Tube light rode 40W/36W/28W, choke of tube light fixtures, holders, wires, fuses and adhesive tapes etc. shall be arranged by the contractor.
5. The contractor has to maintain daily register for receipt of complaints and its disposal. Any complaint attended based on the message register or directly by the incharge of the work or directly received during maintenance has to be entered in the dairy.
6. Entire work has to be executed in accordance with the C.P.W.D. specifications and relevant Indian standards.
7. Disposal of complaint has to be made on the basis of first complaint received. However, in some cases, priority shall be accorded by the incharge of the work.
8. Above maintenance also includes labour required for digging the cable and relaying the same, as such the contractor has to quote the rate accordingly.
9. The contractor should inspect the installation before quoting the rate as the installation shall be handed over on, as is available basis.
10. The contractor has to make the installation upto date within the first week of taking over the installation and keep it upto date during the whole of his maintenance period.
11. At the end of contract, the contractor will hand over the installation in perfect order and his last monthly payment will be released only after handing over the installation in good condition.
12. The contractor's staff will be provided one enquiry room free of cost from where they will operate the maintenance.



13. The timing for operating the pumping set will be from 8 A.M. to 7 P.M. or on the basis of requirement.
14. The Electrical staff one electrician and one helper for attending the complaints should be available as per the requirement in the branch.
15. The contractor should have sufficient experience in maintenance of H.T/L.T electrical installation and qualified staff with him.
16. The contractor should have full knowledge of Electricity Department Rules and work accordingly.
17. In case of emergency work, the contractor has to work continuously till it is over and nothing extra will be paid on this account.
18. The Sub-station if applicable should not be left unmanned at any point of time.
19. Diesel and mobile oil will have to be arranged by the contractor for the Bank's owned DG set and the payment will be released to them on the basis of log book maintained by him and checked by Bank official on production of original vouchers and as per Bank's approved fuel consumption.
20. Routine tests for substation such as oil testing, maggering of cables/earths etc. shall be carried out in the presence of Bank's representative and nothing extra will be paid on this account.
21. The contractor will have to make arrangements for the dehydration of transformer oil, however, necessary charges will be paid separately by the Bank.
22. All panels and other equipment shall have to be maintained in such a way that these should be dust free.
23. The scope of work will be the entire existing installation that come up in future.
24. Electrical appliances shall mean Refrigerator, Deep freezer, heaters/blowers/convectors, air conditioners, oven/hot case/microwave oven/TV/LCD/water purifier systems/tea/coffee dispenser/water cooler/stabilizer/dishwasher/water fountain/fish pond/PA system etc. Routine maintenance/servicing has to be ensured by the contractor however spares viz compressor, motor, motor winding, water purifier candle, sensors etc shall be paid as per actual basis.
25. Filter of Air conditioner to be cleaned on weekly basis.

**SIGNATURE OF CONTRACTOR**

## **SPECIAL CONDITIONS**

1. The staff shall be for round the clock operation.
2. Contractor's man will inform to the Branch Manager concerned in advance, any problem he may face, in smooth operation of pump and electrical system.
3. Contractor will have the following instruments with them:-
  1. Techno meter – one no.
  2. Tong tester – one no.
  3. Megger – one no.
  4. Multimeter – one no.
  5. Tool Kit – two sets
  6. Testers and test lamps – with each man power

And other tools and instruments required in case of emergency will be arranged by contractor at his cost. However, the dehydration plant required for Transformer oil etc. will be arranged by the contractor. Hiring charges for which shall be paid by the Bank.

4. The work includes weekly maintenance like cleaning of panel tightening of nuts and bolts, greasing of the grease points and cleaning of the H.T. Room, Substation and Transformer Room etc. D.G set be kept well maintained.
5. The contractor will depute one skilled service engineer at the time of major overhaul, maintenance work or in case of major breakdown rectified. No extra charges shall be paid for the same by the Bank.
6. The contractor will have to maintain log book for each parameter of substation and D.G. set.
7. All work will be done as per Indian Electricity rules.

**SIGNATURE OF CONTRACTOR**

## AGREEMENT

### AGREEMENT CONTRACT FOR HOUSE KEEPING AND MAINTENANCE OF BRANCHES UNDER RBO-06 AMRITSAR(CLUSTER-A)

This agreement made at \_\_\_\_\_ on \_\_\_\_\_ between State Bank of India, a body corporate constituted under the State Bank of India Act, 1955, having its Central Office Madam Cama Road, Mumbai-400021 and one of its **RBO-6, 4<sup>th</sup> Floor ,J.K. Tower , Amritsar** hereinafter referred to as "the Bank" which expression shall include wherever the context so permits its successors and assigns of THE ONE PART.

AND

..... referred to as "The Contractor" which expression shall include wherever the context so permits its/his successors and assigns) of OTHER PART.

Whereas the bank has invited offers for rendering Housekeeping/Maintenance services (services) at SBI, RBO-6,4<sup>th</sup> Floor J.K. Tower ,Amritsar more fully described in the Schedule I and for that purpose the bank advertised in the Newspaper inviting of interest from eligible contractors and finally after due process selected the Contractor for the upkeep and maintenance of the aforesaid colonies and residences. The contractor was advised by way of letter of intent/acceptance vide letter no. .... dated ..... stating therein the references of documents which are to be made part of the contract.

And Whereas the Contractor offered its/his services for a consideration more fully described in Annexures.

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 the Schedule II more specifically described hereunder.
  
2. The Charges for rendering the services payable by the Bank to the Contractor shall be Rs. ----- -per annum +GST payable in monthly equal installments

of Rs.----- + GST on completion of work every month and production of monthly bills and on terms and conditions herein after inclusive of all taxes. The details of which are as detailed in Annexures. 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 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 conditions to the Bank on and at the expiry of the currency 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/repairs/maintenance 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.

5. The contractor will have to daily collect garbage from the BRANCH and dispose it off at the local authority authorized garbage disposal area.

6. The servicing & maintenance including gas charging etc of window, High Wall split ,Tower, Ductable & Cassette type Air conditioners installed at BRANCH are included in the scope of the contract . Other cost of part replacement like Compressor with same make will be paid extra on approval of competent authority.

7. The Contractor shall carry out the anti termite and pest control treatment for eradication of Pests/Insects like silver fish, cockroaches, rodents, flies, mosquitoes and other household pests and treatment to be carried out minimum once in every month with chemical including infestation/fumigation of traps, manholes, inspection chambers, enclosed spaces like almirahs false ceiling, \*\*\*AC etc. in the entire complex, buildings and residences. The work has to be carried out as per Indian standard rules and regulation and by an authorized person.

8. 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.

9. The Contractor shall provide 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.

10. 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 authorised officer of the bank/establishment remove from the work any person engaged by him for the services, who may be unsuitable and/or is not courteous, polite with the employees of the Bank's its customers or third parties.

11. 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.

12. 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 purpose.

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

14. 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.

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

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

17. 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 exclusive of service tax.

18. The contractor will be obligated to meet the Premises Committee 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 therefore.

19. 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 herein above. This agreement shall be terminated by efflux of time or earlier by one month's 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, 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 under the same terms and conditions stated in this Agreement.

20. The Contractor shall deposit 5% of the accepted value of the contract including earnest money as Security Deposit with the bank for due fulfillment and performance of the contract. The Security Deposit will be refunded on termination of the contract after adjusting the dues payable by the Contractor to the Bank without any interest. 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 connection with or in respect of the services are fully settled.

21. 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 requirement 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.

22. 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.

23. 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.

24. The contractor will submit the bills for the services rendered, only at the end of each month to be 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 cleared/paid all his dues, viz., Labor Payments, taxes, levies, etc. as required to be paid/payable by him under any law for the time being in force.

25. 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 notices by the Bank without assigning any reason whatsoever and no claim will be entertained in this regard.

26. 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.1000/- 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.

27. 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 Chief Manager in the Bank, whose decision shall be final, conclusive and binding on the contractor.

28. 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 by no 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.

29. 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 hereunder. 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 or any other Statutory/Regulatory requirements. Any dispute regarding such dues shall and be dealt with and settled by the contractor.

30. The Contractor shall in terms of the Provisions of Sections 16, 17 and 18 of the Contract Labour (Regulation & Abolition) Act, 1970 and the rules frames under the said Act provide the prescribed amenities to its personnel. In case of failure of the Contractor in complying with the said provision, 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.

31. In terms of the provision of the aforesaid Contract Labor (Regulation & 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 panel consequences as may be attended with under these presents.

32. 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.

33. 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.

34. The Contractor shall be responsible for any loss due to theft/pilferage and/or damage to the Bank's property, when such damage is, in the opinion of the Bank, caused due to negligence, carelessness or any fault on the part of the Contractor or his workmen/employees engaged for the services. The Contractor shall ensure that the character and antecedents of the personnel engaged by him are duly verified before such engagement.

35. If during the currency of the Contract, any Statute, rules/Govt. notification prohibits employment of Contract Labour for 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.

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

37. In case your firm fails to execute any of the work as specified in the tender/agreement, the Bank reserves the right to get the work executed from some other firm/contractor at your risk and cost and additional cost, if any, incurred by the Bank in this regard will be recovered from any of your outstanding bills with the Bank.

38. The Courts in Amritsar city alone shall have jurisdiction in respect of any matter touching these presents.

**SIGNATURE OF CONTRACTOR**





**PART-B**

**TWO BID TENDER SYSTEM THROUGH E-TENDERING PROCESS**

**PRICE- BID**

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

**AT**

**BRANCHES UNDER RBO-VI, UNDER ADMIN OFFICE-MOHALI  
CLUSTER C**

**The Regional Manager,  
State Bank of India, Regional Business Office,  
4th Floor,J.K. Tower –Amritsar-143001**

**Annexure – E**

**COMMERCIAL PRICE BID**

TO

The Regional Manager,  
State Bank of India,  
Regional Business Office-VI,  
4th Floor, J.K. Tower  
Amritsar - 143001

Sir,

**TENDER FOR PROVIDING HOUSE KEEPING, & MAINTENANCE CONTRACT ETC. AT BRANCHES UNDER RBO-VI, UNDER ADMIN OFFICE-MOHALI**

With reference to your Notice Inviting Tender for providing Housekeeping, & Maintenance Contract etc. for  
**BRANCHES UNDER RBO-VI Amritsar, UNDER ADMIN OFFICE-MOHALI**

We give below our prices:

Sr. No.	Particulars	No.of Persons
3	Unskilled labour	11
	<b>Total Manpower Requirement</b>	<b>11</b>

S.No.	Description	Unit	Qty	Rate	Amount
1	Central Minimum wages including DA as per Govt. of India rules, EPF and ESI	No. of persons	11	Central Minimum wages shall be paid as per the prevailing rates as fixed by the Govt. of India from time to time by the contractor and claim the same as reimbursement. <b>Therefore it shall be not loaded in the commercial Bid</b>	
2	Cost of uniforms, tools & pest control per month				
2	For branches	Per Branch Per Month	11		
3	Contractors Service Charges per month				
3	For branches	Per Branch Per	11		

1		Month		
		Total Variable Cost of for one month(S.No 2.1+3.1)-A		
		Total Variable Cost for one year (A*12)		
		Total In words :		

GST should not be included in the above amount. .

**NOTE:** 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. Bonus amount as per Bonus Act will be reimbursed and should not be loaded in the Commercial Bid.

2. Man Power requirement is indicative. It may vary plus or minus 10%.

3. Housekeeping materials/ consumables will be supplied by the Contractor.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021

For and on behalf of \_\_\_\_\_

(With seal)

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Firm Name with seal: