



ANNUAL MAINTENANCE CONTRACT FOR CARPENTRY, SANITARY AND PLUMBING WORKS AT GMS BUNGALOWS, DGMS FLATS, VIP GUEST HOUSE, OFFICER'S COLONY AT CHAR IMLI, BHOPAL AND REVA PARISAR AT HOSHANGABAD ROAD, BHOPAL

NAME OF CONTRACTOR WITH ADDRESS: - -----

START AND END DATE OF DOWNLOADING THE TENDER DOCUMENTS :- 19.06.2023 TO 09.07.2023

LAST DATE AND TIME FOR SUBMISSION OF E-TENDER :- 09.07.2023 AT 3.00 P.M.

EARNEST MONEY DEPOSIT :- **Rs. 14,000.00**

DEMAND DRAFT / BANKER'S CHEQUE NO. :- -----

NAME OF THE ISSUING BANK :- -----

TECHNICAL BID

NOTICE INVITING TENDERS

SBI INVITES E-TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR CARPENTRY, SANITARY AND PLUMBING WORKS AT GMs BUNGALOWS, DGMs FLATS, VIP GUEST HOUSE, OFFICER'S COLONY AT CHAR IMLI, BHOPAL AND REVA PARISAR AT HOSHANGABAD ROAD, BHOPAL

The contractor who received NIT from this office/e-procurement agency only eligible to quote:-

1.	Scope of work	E-Tender for ANNUAL MAINTENANCE CONTRACT FOR CARPENTRY, SANITARY AND PLUMBING WORKS AT GMs BUNGALOWS, DGMs FLATS, VIP GUEST HOUSE, OFFICER'S COLONY AT CHAR IMLI, BHOPAL AND REVA PARISAR AT HOSHANGABAD ROAD, BHOPAL.
2	Nature of work	Annual Maintenance Contract.
3	Earnest Money Deposit	Rs. 14,000/- (Rupees Fourteen Thousand only) by means of Demand Draft only (Valid for a period of 90 days from the last date of submission of the tender) from any scheduled Nationalized Bank drawn in favour of Assistant General Manager (P&E) SBI payable at Bhopal. EMD should be submitted along with Technical Bid.
4	Initial Security deposit	10% of Annual Contract Value.
5	Start and end date for submission of e-tender along with hard copy of tender documents	19.06.2023 TO 09.07.2023
6	Last Date and time for submission of e-tender along with hard copy of	3:00 PM on 09.07.2023

	tender document	
7	Address at which Earnest Money Deposit to be submitted	The Assistant General Manager Premises & Estate Department State Bank of India Local Head Office Bhopal
8	Date and Time for opening of e-tender	3:30 PM on 09.07.2023
9	Validity period of the tender	120 days from the date of opening of Price Bid tender
10	Eligible Taxes	Income Tax shall be deducted at source as per Govt. guidelines. Payment of GST will be made as applicable The contractor shall comply with the followings:- Contractor shall have a valid GST number registration. Invoices shall specifically / separately disclose the amount of GST levied at applicable rates as per GST provisions / rules In case of correction in the bills after scrutiny contractor shall submit fresh bills for payment Contractor shall timely file the GST return in accordance with GST provisions to enable the Bank to claim the credit of GST paid to the contractor.
11	Submission of Technical Bid (Hard Copy)	Contractors shall download the entire Technical Bid to get acquainted with the terms and conditions and shall upload the pages of technical bid without fail in the e-tendering portal after putting the signature and seal. Failing to upload as stated above, the tender will be rejected.
12	Payment terms	Monthly payments shall be paid on production of actual bill.

13	e-Tender Service Provider Contact persons	<p>Primary Contact Numbers: - 9081000427, 9904407997</p> <p>1. Jaymeet Rathod: 079-68136829, jaymeet.rathod@eptl.in</p> <p>2. Vinayak Khambe: 079-68136835, vinayak.k@eptl.in</p> <p>3. Nadeem Mansuri: 079-68136853, nadeem@eptl.in</p> <p>4. Nandan Valera: 079-68136843, nandan.v@eptl.in</p> <p>5. Hemangi Patel: 079-68136852, hemangi@eptl.in</p> <p>6. Kanchan Kumari: 079-68136820, kanchan.k@eptl.in</p> <p>7. Deepak Narekar: 079-68136863, deepak@eptl.in</p> <p>8. Anshul Juneja: 079-68136840, anshul.juneja@eptl.in</p> <p>9. Salina Motani: 079-68136831, salina.motani@eptl.in</p> <p>10. Devang Patel: 079-68136859, devang@eptl.in</p> <p>Alternate Contact No.: Riddhi Panchal: 079-40270506, 8460518168, riddhi.panchal@auctiontigher.net</p>
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14. No conditions other than mentioned in the tender will be considered, and if given they will have to with-drawn before opening of the price bid.

15. The SBI reserve their rights to accept or reject any or all the tenders, either in whole or in part without assigning any reason(s) for doing so and no claim / correspondence shall be entertained in this regard

16. Tenders received without EMD shall be summarily rejected and such tenders shall not be allowed to participate in the online price bidding process.

17. 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.

Assistant General Manager (P & E)

SAMPLE BUISNESS RULE DOCUMENT

ONLINE E-TENDERING FOR ANNUAL MAINTENANCE CONTRACT FOR CARPENTRY, SANITARY AND PLUMBING WORKS AT GMs BUNGALOWS, DGMS FLATS, VIP GUEST HOUSE, OFFICER'S COLONY AT CHAR IMLI, BHOPAL AND REVA PARISAR AT HOSHANGABAD ROAD, BHOPAL

(A) Business rules for E-tendering:

1. Only empaneled contractors with SBI under appropriate category who are invited by the SBI shall only be eligible to participate.
2. SBI will engage the services of an E-tendering service provider who will provide necessary training and assistance before commencement of online bidding on Internet.
3. In case of e-tendering, SBI will inform the vendor in writing, the details of service provider to enable them to contact and get trained.
4. Business rules like event date, closing and opening time etc. also will be communicated through service provider for compliance.
5. Contractors have to send by email, the compliance form in the prescribed format (provided by service provider), before start of E-tendering. Without this the vendor will not be eligible to participate in the event.
6. The Contractors will be required to submit the various documents in sealed Envelope to the office of SBI at the address mentioned hereinbefore by the stipulated date i.e. (1) Hard Copy of Technical Bid duly signed and stamped on each page (2) Demand Draft of specified amount of EMD (3) Copy of Receipt/Challan of Cost of Tender documents. Contractors not submitting any one or more documents shall not be eligible to participate in the on-line price bidding.
7. E-tendering will be conducted on schedule date & time.
8. The e-tendering will be treated as closed only when the bidding process gets closed in all respects for the item listed in the tender.

(B) Terms & conditions of E-tendering:

SBI shall finalize the Tender through e-tendering mode for which M/s. E-Procurement Technologies Ltd..has been engaged by SBI an authorized service provider. Please go through the guidelines given below and submit your acceptance to the same along with your Commercial Bid.

1. E-tendering shall be conducted by SBI through M/s. E-Procurement Technologies Ltd., on pre-specified date. While the Contractors shall be quoting from their own offices/ place of their choice, Internet connectivity and other paraphernalia requirements shall have to be ensured by Contractors themselves. In the event of failure of their Internet connectivity, (due to any reason whatsoever it may be) it is the bidders' responsibility. In

order to ward-off such contingent situation bidders are requested to make all the necessary arrangements/ alternatives such as back-up power supply whatever required so that they are able to circumvent such situation and still be able to participate in the E-tendering successfully. Failure of power at the premises of Contractors during the E-tendering cannot be the cause for not participating in the E-tendering. On account of this the time for the E-tendering cannot be extended and SBI is not responsible for such eventualities.

2. M/s. E-Procurement Technologies Ltd., shall arrange to train your nominated person(s), without any cost to you. They shall also explain you all the Rules related to the E-tendering. You are required to give your compliance on it before start of bid process.
3. BIDDING CURRENCY AND UNIT OF MEASUREMENT: Bidding will be conducted in Indian currency & Unit of Measurement will be displayed in Online E-tendering.
4. BID PRICE: The Bidder has to quote the rate as per the Tender Document provided by SBI .
5. VALIDITY OF BIDS: The Bid price shall be firm for a period specified in the tender document and shall not be subjected to any change whatsoever.
6. Procedure of E-tendering:

- i. **Online E-tendering:**

- (a) The NIT & Technical bid available on the Bank's website during the period specified in the NIT.
 - (b) Online e-tendering is open to the empaneled bidders who receive NIT from the and qualified for participating in the price bidding as provisions mentioned herein above through SBI approved Service Provider.
 - (c) The Price-Bid shall be made available online by the Service Provider wherein the contractors will be required to fill-in their percentage above/below the estimated cost.
 - (d) The Contractors are advised not to wait till the last minute to submit their online item-wise quote in the price bid to avoid complications related with internet connectivity, network problems, system crash down, power failure, etc.
 - (e) It is mandatory to all the bidders participating in the price bid to quote their rates for each and every item.
 - (f) In case, contractor fails to quote their rates for any one or more tender items, their tender shall be treated as "***Incomplete Tender***" and shall be liable for rejection.
7. LOG IN NAME & PASSWORD: Each Bidder is assigned a Unique User Name & Password by M/s. E-Procurement Technologies Ltd. The Bidders are requested to change the Password after the receipt of initial Password from M/s. E-Procurement Technologies Ltd. All bids made from the Login ID given to the bidder will be deemed to have been made by the bidder.
8. BIDS PLACED BY BIDDER: Bids will be taken as an offer to execute the work as specified. Bids once made, cannot be cancelled / withdrawn and the Bidder shall be bound to execute the work at the quoted bid price. In case the L-1 Bidder backs out or fail to complete the work as per the rates quoted, SBI shall at liberty to take action as deemed necessary including de-paneling such contractors and forfeiting their EMD.

9. At the end of the E-tendering, SBI will decide upon the winner. SBI decision on award of Contract shall be final and binding on all the Bidders.
10. SBI shall be at liberty to cancel the E-tendering process / tender at any time, before ordering, without assigning any reason.
11. SBI shall not have any liability to bidders for any interruption or delay in access to the site irrespective of the cause.
12. Other terms and conditions shall be as per your techno-commercial offers and other correspondences till date.

13. OTHER TERMS & CONDITIONS:

- The Bidder shall not involve himself or any of his representatives in Price manipulation of any kind directly or indirectly by communicating with other suppliers / bidders.
- The Bidder shall not divulge either his Bids or any other exclusive details of SBI to any other party.
- SBI decision on award of Contract shall be final and binding on all the Bidders.
- SBI reserve their rights to extend, reschedule or cancel any E-tendering within its sole discretion.
- SBI or its authorized service provider M/s. E-Procurement Technologies Ltd. shall not have any liability to Bidders for any interruption or delay in access to the site irrespective of the cause.
- SBI or its authorized service provider/s. E-Procurement Technologies Ltd. is not responsible for any damages, including damages that result from, but are not limited to negligence.
- SBI or its authorized service M/s. E-Procurement Technologies Ltd. will not be held responsible for consequential damages, including but not limited to systems problems, inability to use the system, loss of electronic information etc.

N.B.

- All the Bidders are required to submit the Process Compliance Statement (Annexure II) duly signed to M/s. E-Procurement Technologies Ltd..
- **All the bidders are requested to ensure that they have a valid digital signature certificate well in advance to participate in the online event.**

**SIGNATURE OF THE CONTRACTOR
WITH SEAL**

Process Compliance Statement (Annexure II)

(The bidders are required to print this on their company's letter head and sign, stamp before emailing)

To,
E-Procurement Technologies Ltd. (Auction Tiger)
B-704 Wall Street - II,
Opp. Orient Club,
Nr. Gujarat College, Ahmedabad - 380 006.
Gujarat State, India

Sub: Tender for ANNUAL MAINTENANCE CONTRACT FOR CARPENTRY, SANITARY AND PLUMBING WORKS AT GMs BUNGALOWS, DGMs FLATS, VIP GUEST HOUSE, OFFICER'S COLONY AT CHAR IMLI, BHOPAL AND REVA PARISAR AT HOSHANGABAD ROAD, BHOPAL

Dear Sir,

This has reference to the Terms & Conditions for the Reverse Auction mentioned in the Tender document

This letter is to confirm that:

- 1) The undersigned is authorized representative of the company.
- 2) We have studied the Commercial Terms and the Business rules governing the Reverse Auction as mentioned in RFP of SBI as well as this document and confirm our agreement to them.
- 3) We also confirm that we have taken the training on the auction tool and have understood the functionality of the same thoroughly.
- 4) We confirm that SBI and ETL shall not be liable & responsible in any manner whatsoever for my/our failure to access & bid on the e-auction platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc. before or during the tendering event.
- 5) **We also confirm that we have a valid digital signature certificate issued by a valid Certifying Authority.**
- 6) We also confirm that we will mail the price confirmation / break up of our quoted price as per Annexure III & Annexure IV within 24 hours of the completion of the bid/ reverse auction and the format as requested by SBI/ETL.
- 7) We, hereby confirm that we will honor the Bids placed by us during the E-tendering/ auction process.

With regards,

Date:

Signature with company seal

Name:

Company / Organization:

Designation within Company / Organization:

Address of Company / Organization:

Scan it and send to this Document on sujith@eptl.in

Price Confirmation Letter (Annexure III)

(The bidders are required to print this on their company's letter head and sign, stamp before emailing)

To,
E-Procurement Technologies Ltd. (Auction Tiger)
B-704, Wall Street - II,
Opp. Orient Club,
Nr. Gujarat College, Ahmedabad - 380 006.
Gujarat State, India

Sub: Final Price Quoted During E-tendering for ANNUAL MAINTENANCE CONTRACT FOR CARPENTRY, SANITARY AND PLUMBING WORKS AT GMs BUNGALOWS, DGMs FLATS, VIP GUEST HOUSE, OFFICER'S COLONY AT CHAR IMLI, BHOPAL AND REVA PARISAR AT HOSHANGABAD ROAD, BHOPAL.

Online Price Bid Date:

Dear Sir,

We confirm that we have quoted.

Thanking you and looking forward to the valuable order from SBI.

Yours sincerely,

For _____

Name:

Company:

Date:

Seal:

Scan it and send to this Document on sujith@eptl.in



ANNUAL MAINTENANCE CONTRACT FOR CARPENTRY, SANITARY AND PLUMBING WORKS AT GMs BUNGALOWS, DGMs FLATS, VIP GUEST HOUSE, OFFICER'S COLONY AT CHAR IMLI, BHOPAL AND REVA PARISAR AT HOSHANGABAD ROAD, BHOPAL.

GENERAL TERMS AND CONDITIONS

1. No Tender will be accepted after scheduled time and date.
2. The contractor should quote their rates inclusive of all duties/levies (i.e. Education Cess, TDS etc. as applicable) but excluding GST and are subject to deduction at source by the bank from bills/dues including wastage, transportation of material to the aforesaid work site, etc.
3. The tender should remain valid for acceptance by the Bank for a minimum period of 90 days from the date its opening, which period may be extended by mutual agreement and tenderer shall not cancel or withdraw the tender during this period.
4. Time is the essence of this contract. The contractor whose tender is accepted shall take up the work on hand immediately from the date of receipt of written work order.
5. The Bank does not bind itself to accept the lowest or any tender and reserve to itself the right to accept or reject any or all the tenders, either in whole or in part without assigning any reason(s) for doing so.
6. The contractors are requested to acquaint themselves with the site conditions, terms & conditions, schedule of items and technical specifications of the tender and should seek requisite clarifications, if required, from this office before quoting the rates.
7. The Earnest money deposit of Rs. 14,000/- by way of Bank draft in favour of Assistant General Manager (P&E), State Bank of India, LHO, Bhopal will have to be deposited along with the technical bid of tender document. The tenders received without Earnest Money Deposit are liable for rejection. No interest shall be paid on the said deposit. The successful contractor will have to deposit a sum equivalent to 10% of Annual Contract Value towards security deposit in the form of Demand Draft in favour of AGM (P&E), State Bank of India, LHO, Bhopal in addition to EMD which will be retained by the same during entire period of contract period for due fulfillment of contract.

8. The contractor has to obtain approval of materials/samples from the Bank prior to its procurement and use in the work.
9. In case contractor fails to undertake the work at site within 7 days from the date of issue of work order, the Bank reserve the rights to entrust the work to any other contractor at its discretion and earnest money deposit of defaulter contractor will be forfeited.
10. The contractor should quote reasonable rates. If the amount quoted by the bidder in the Price Bids is unreasonable/unrealistic or with supervision charges less than five percent, based on the statutory payments or otherwise, their bids will be rejected.
11. The contractors quoting abnormally low/erratic rates which doesn't comply with prevailing minimum wages as notified by the Central Govt. is liable for rejection and no correspondence shall be entertained in this regard.
12. The contractor shall not assign the contract and shall not sublet any portion of the contract except with the prior written consent of the Bank.
13. The tenderer must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making a tender and for entering into a contract of work and acquaint himself with all local conditions, means of access to the work, nature of work and all matters appertaining thereto.
14. The rates quoted by the contractor shall be firm & fix and no variation will be allowed on any account. The rate quoted should be inclusive of all duties, levies but excluding GST, imposed by the Central or State Govt. or local administration and as applicable or become applicable during the completion period.
15. The contractor shall strictly comply with the provisions of safety code as per BIS code and CPWD guidelines.
16. The Contractor shall strictly comply with the provisions of contract labour acts or any other act pertaining to the contract labour that may be in force or that may be introduced during the currency of contract. Compliance of such acts now or subsequently will be at the contractor's cost. The payment of labour charges including providing social security such as EPF,ESI, etc to the laborers, skilled or unskilled by the contractor shall be made per the notification issued by the Government of India under the minimum wages act.
17. Conditional Tenders are liable for rejection.

18. If in the opinion of the Bank the rates quoted by any contractor are found unworkable keeping in view the specifications proposed and workmanship expected, the Bank may choose to reject such tenders within its sole discretion and without any notice to the contractors. Moreover, no claim/correspondence will be entertained by the Bank in such cases.
19. In case of any tie among the tenderers on L-1 amount, SBI reserves the right to evaluate and select the L-1 Bidder on the basis of following in order:
 - (i) Obtaining revised offers on the basis of discount offered in percentage terms in overall quoted value in sealed envelope, which shall be opened in the presence of committee and tenderers.
 - (ii) If there is still a tie as stated above in (i), then lottery system shall be adopted in presence of Committee and tenderers.
 - (iii) Decision of SBI in this regard shall be final and binding.
20. The Bank may choose to split up the entire scope of work amongst any number of parties within its sole discretion irrespective of the lowest rates.
21. The contractor should maintain at site all mandatory registers including complaint book in triplicate, meter reading register, material register etc. as directed. The rates paid to the contractor will be accordingly to the approved rates against the approved make of the material consumed.
22. The Contractor has to engage reliable skilled workers as mentioned and the **supervisor employed should have minimum qualification of Diploma in Civil** and shall follow all labour laws and acts and shall go in for insurance for all risks at his own cost. On completion of work rubbish etc. shall be removed from the site/premises as directed.
23. The payment will be made as per actual manpower deployed for the Housekeeping works and on satisfactory completion of the work and on submission of the bill. The rates quoted by the vendor should be inclusive of transportation cost of the workers for providing services from one colony to another.
24. All payments by the Bank under this contract will be made only at Bhopal in Indian Rupees and shall be within 2 to 3 weeks from the submission of bills including period of checking subject to bills being complete in all respects as mentioned in the tender and, in the format, to be mutually agreed.
25. All taxes prevailing during the currency of contract shall be payable by the Contractor within the accepted tender amount only and the Bank will not entertain any claim whatsoever in this respect except GST. That the terms of this contract have been read by the Contractor and fully understood by him/ them.

26. The rate quoted shall be inclusive of minimum wages payable, bonus, EPF, ESI etc. as per prevailing Central Govt. guidelines and the Employer shall not be responsible for any payment towards the above components.
27. The following components should necessarily be present in the pay structure applicable to the labours engaged and should contain the following components:
 - Basic Pay
 - D.A.
 - EPF
 - ESIC
 - Bonus
 - Any other statutory compliance in details
28. Please note that all the above components should be necessarily present in the pay structures to be adopted /paid to all the categories of staff. The contractor may like to add any other component as they may desire to the above list to have better staff.
29. The contractor shall compulsorily submit the detailed pay structures he proposes to give to each of his category (along with components as instructed above and also adding any other component he desires to give over and above, to any or all of the categories along with the price bid. The tenders quoted without complying payment of Minimum wages along with EPF/ESI/DA/Bonus, etc. (as per prevailing Central Govt. norms) shall be summarily rejected/disqualified without assigning any reasons and any communications in this regard shall not be entertained.
30. The maintenance contract will be initially valid for one year from the date of commence of work or date of execution of agreement whichever is earlier subject to its renewal for another two similar terms on the same terms and conditions including subject to satisfactory performance of the contractor. However, the contract can be terminated by the either party any frame by giving months' notice.
31. Please return this NIT in original in the sealed envelope along with the Letter of declaration mentioned hereinafter as a token of acceptance of all the terms and conditions mentioned in the tender.
32. The contractor should submit these terms & conditions duly signed as a token of acceptance, along with their tender, failure to which their tender is liable for rejection without any notice which please note.

Signature of Contractor with Seal

Name of the Firm

Address:

Contact No.

ANNUAL MAINTENANCE CONTRACT FOR CARPENTRY, SANITARY AND PLUMBING WORKS AT GMs BUNGALOWS, DGMs FLATS, VIP GUEST HOUSE, OFFICER'S COLONY AT CHAR IMLI, BHOPAL AND REVA PARISAR AT HOSHANGABAD ROAD, BHOPAL

Char Imli Officer's residential complex at Bhopal, comprising of 184 flats, Guest Houses, Transit house, Community Hall building, pump house, Over Head Water Storage Reservoir, 11 KV H.T. outdoor substation, 11 KV Indoor sub-station, 2x500 KVA Transformers, L.T. panel room, street lighting, stair cases etc. besides 4 DGM flats and 3 GM Bungalows and Reva Parisar Comprising of 20 AGM Flats.

TERMS & CONDITIONS :

1. The contractor/ Supervisor should be available at the above site daily the contractor must always be available at request and in case of emergency complaints or as and when directed. **The dedicated contact no. of supervisor should be provided to address the complaint and record the complaint in complain register for its early disposal. The supervisor should record all the complains related to day to day maintence including work related to civil works also and inform the bank engineer/ staff which are not in their scope of work.**
2. **The contractor / Supervisor will have to attend all complaints immediately.** Preferably, the complaint should be attended on the same day. In case of unavoidable circumstances, if the time required for attending the complaint is likely to exceed 24 Hrs. the same should be brought to the notice of the Bank well in time and adequate stop gap arrangements will have to be made by the contractor to avoid inconvenience to the occupants of the Colony/Bungalows.
3. The rates quoted by the contractor should remain valid for one year from the date of commencement of maintenance work. However, the payment shall be made by the Bank on monthly basis in the following month subject to rendering satisfactory maintenance services during month on production of bills & other required documents (original purchase receipts/cash memo etc. relating to purchase of material etc.) in support of claims.

4. The contractor will have to maintain all types of records for consumption & receipt of material, complaint book, Work completion report signed by the occupant etc. as directed by the Bank from time to time and other instructions from the Bank in this regard.
5. The contractor will ensure that the defects are attended to promptly & efficiently. If, at any point of time, the services rendered by the contractor are not found satisfactory, the Bank will be at liberty to terminate this agreement at any time with one month notice and without prejudice to the bank's rights and remedies to claim or receive damages or compensation for any loss or inconvenience caused to or suffered by it.

6. **ACCIDENTS/INSURANCE :**

The contractor will be responsible to bear payments of compensation (under Workmen's Compensation Act or if any, other such similar Laws for the time being in force & amended from time to time by Govt.), in the event of loss of life of any person(s) or any injury or of any physical hazard of any nature, whatsoever and howsoever described, to his workers or to the third party or to any residents or their dependents, friends, relatives by any or all acts of commissions or omissions of the contractor himself or of any persons working under him or claiming through him to be his agent during the governing of this agreement. The contractor takes out adequate insurance cover at his cost.

7. The Contractor will be responsible to maintain the registers etc. for his labours engaged on this job, payment of wages, etc. as required under the law and comply with all legal formalities for the purpose of entering into such contract.

8. **SAFETY CODE:**

Contractor shall be responsible to observe Safety Code as per the Annexure-1.

9. **INCOME TAX AT SOURCE :**

Income Tax of the certified amount of the bill will be recovered as per Government Instructions for crediting to Govt. account and tax deduction certificates for the same will be issued to the contractor in due course.

10. **PENALTY:**

In case of contractor's failure to comply with provisions of the agreement or rendering unsatisfactory services including abnormal delay in attending the complaints, the bank will be at liberty to get such work done from any other agency at the risk and cost of the Contractor including imposition of suitable penalty and the cost thereof shall be recovered by the Bank from their bills or any other dues including security deposit / retention money etc. whatsoever.

11. The security deposit may be forfeited at the discretion of the bank in case the work is not carried out to the entire satisfaction of Bank.
12. The Bank may at its discretion (but is not bound to) renew the contract for a further period of one year subject to such terms & conditions as may be stipulated in this behalf by the bank and satisfactory performance.
13. The contractor should sign all the documents, papers in duplicate in token of acceptance of all the terms & conditions & all the annexure enclosed hereto.
14. The contractor should submit ownership/partnership letter along with the signed agreement.
15. The contractor shall, while maintaining or repairing the electrical, plumbing/ carpentry/minor masonry and garden & lawn development works at the aforesaid Char Imli complex/ Reva Parisar use the aforesaid premises only for the aforesaid maintenance & repair purposes and not for any other purposes. Any violation or breach of this condition shall make the contractor liable for all the losses and or damage suffered or may be suffered by the bank in addition to monetary liability for all the consequences, besides forfeiture of his security deposit.
16. The contractor shall keep all the walls, floors, ceiling roofs and structures of the various buildings in the aforesaid complex & water drainage mains and pipes and sanitary apparatus, the electrical installations of whatsoever nature in good, substantial and sanitary repair & proper working order & condition while carrying out the maintenance & repairs operations of the aforesaid works & shall not cause any damage or destruction to the aforesaid fixtures & fittings & material & the contractor expressly undertake to keep the bank indemnified and pay all the costs charges or expenses of whatsoever nature immediately on demand by the bank.
17. The awarding of the maintenance & repair contract for the aforesaid works being personal in nature, the contractor shall not assign or subcontract or grant any license in respect of the aforesaid works to any person whosoever without the knowledge & prior written permission of the bank or part with the possession of any space / material given to him by the Bank & the Bank will be at liberty to terminate this agreement upon notice of such violations or irregularities by the contractor.
18. The contractor shall not do or permit to be done any action whether by way of commissions or omissions whereby the value of the materials supplied to him or the electrical sanitary & carpentry installations fitting & fixtures in the aforesaid complex is/are deteriorated diminished nor do or permit to be done any act of waste, pilferage or do permit to be done anything in the aforesaid complex whereby the Bank is made to incur any liability or responsibility to Municipal, M.P.S.E.B., Electrical & other local safety authorities.

19. In the event of the contractor failing to undertake or carryout the aforesaid maintenance/repair works or absconds during the currency of this agreement with or without any material supplied to him or leaves without payment to his labours of the wages, compensation, remunerations & any other money payable to any of the labours, the Bank shall be entitled to forfeit the security deposit furnished by the contractor without assigning any reason & without incurring any liability whatsoever to the labours. The powers conferred under this clause on the bank is in addition to & without prejudice to any other power or right or remedy which the bank may have against the contractor under the law, time being in-force in this behalf.
20. The contractor specifically agree for the safe custody & storage of the various materials supplied to him by the bank, if any and shall indemnify the bank for all the losses in the event of any theft, robbery, fire or civic disturbances & will not allow any free access to any person who is not acceptable to the bank.
21. **The workers including supervisor shall wear apron (printed company's name) and identity card issued by the security officer of the Bank during duty time.**

Yours faithfully

ASSTT. GENERAL MANAGER (P & E)

SAFETY CODE

1. The contractor shall maintain in a readily & easily 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 cases where the injury necessitates hospitalization.
3. Suitable and strong scaffolds should be provided for workmen for all works that cannot safely be done from ground.
4. No portable single ladder shall be more than 6 meters in length. The width between the side rails shall not be less than 30 cm (clear) and the distance between two adjacent rungs shall not be more than 30 cm. When a ladder is used, an extra labour shall be engaged for holding the ladder. Safety belt should be used during working on external surface of the building, terrace, overhead tanks and electrical poles etc.
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 person(s) or materials by providing suitable fencing 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 as to render it unsafe.
7. Suitable face masks / helmets should be supplied for use by the workers when the paint is applied in the form of spray. Surface having lead paint be 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 from time to time are taken care of during the performance of work.
10. The contractor is liable to maintain HT yard LT room to be neat and clean and all the electrical works carried out by the contractors should be followed as per Indian Electricity Rule 1956 and India Electricity act 2003.

SCOPE OF WORK (MAINTENANCE SERVICES)

ANNEXURE-2

CIVIL WORKS

(A) **CIVIL MAINTENANCE WORK**: The scope of Civil maintenance work include:

- i) Supervisor should ensure to take all the complaints related to civil maintenance work and record it in the complaint register and forward the complaint to the Bank for its disposal.
- ii) In case of small nature of civil repair work the contractor. The contractor should provide their services if asked by the Bank at its own cost which will be later reimbursed by the bank as per Bank approved rates.
- iii) All types of repairs pertaining to masonry work, plastering, painting, welding etc. If required by the Bank in the entire Bank Officers' Residential colony including GMs' Bungalows, DGMs' flats, Community hall, Transit House, Guest Houses & its underground Sump Wells, Pump Houses, Overhead Water Reservoir of the Colony and O.H. water tanks on individual buildings/residence/Bungalows etc.
- iv) The services of mason/painter should be available as and when required.
- v) The contractor will have to arrange for all types of tools etc. at their own cost for undertaking such maintenance and repairs.

(B) **PLUMBING & SANITARY**

- i) The contractor will be responsible for undertaking all types of repairs/replacement pertaining to plumbing / sanitary work in the entire Bank Officers' Residential colony including GMs' Bungalows, DGMs' flats, Community hall, Transit House, Guest Houses & its underground Sump Wells, Pump Houses, Overhead Water Reservoir of both the Colony and OH water tanks on individual buildings/residence/Bungalows etc.
- ii) The scope of services will also include periodical cleaning and clearing of existing water supply lines, sewerage disposal system (including underground Sewerage Pipes and Inspection chambers within the Bank's campus) from time to time or as and when considered necessary.
- iii) The contractor will carry out periodical cleaning of water storage tanks above all the buildings/bungalows/residences on **quarterly basis** (minimum) or as directed by the bank and keep all the water tanks in hygienic conditions within the scope of this maintenance contract without extra cost. and proper record is required to be maintained.

- iv) The contractor will arrange cleaning of the main underground water storage tanks of the Officers' Colony/GMs Bungalows' and DGM/s Flats and overhead water storage reservoir of the Colony and Reva Parisar once in 6 months through specialized agency including UV and disinfection treatment within the scope of this maintenance contract without extra cost. and proper record is required to be maintained.
- v) The services of a skilled plumber and carpenter (and helper as and when required) should be available at site daily.
- vi) The contractor will be responsible to arrange for all types of tools required for the purpose at their cost.
- vii) The contractor will have to arrange for digging and refilling of trenches if required so at any place including masonry work etc.
- viii) The necessary materials viz. Plumbing Pipes and fittings, Spindle, CP fittings, Stone Ware Pipes, CI/PVC Drainage Pipes with fittings of approved quality required for day to day maintenance / repairs / replacement will be arranged by the contractor and on the prevailing market rates for which the Bank will reimburse the bills on actual basis.
- ix) As all most all the flats / Houses / Bungalows have recently been renovated by the Bank, the contractor will ensure upkeep of various fittings and fixtures to ensure the same in perfect working conditions and material used for repair should be of matching standard. In case of contractor's failure in doing so, the Bank will be at liberty to recover the cost of such costly fittings from the contractor or will get the same replaced at their risk and cost which please note.
- x) In case of water supply failure from P.H.E.D. the same should be restored at the earliest in co-ordination with the P.H.E.D. officials. In case of emergency, due to non-availability of water supply due to the reasons beyond control, the contractor will arrange for supply of water tankers after seeking permission from the Bank's authorities and cost thereof shall be reimbursed by the Bank as per prevailing market rates.
- xi) It shall be responsibility of the contractor to execute the work of maintenance and repairs including replacement of sanitary and plumbing fittings at all levels and heights of the buildings for which necessary Jhoola, Safety belt, Scaffolding, Helmets etc. will be arranged by the Contractor at their cost.

(C) **CARPENTRY/WELDING WORK**

- i) The contractor will have to carry out all type of repairs pertaining to the wood work in doors, windows, in-built cupboards, staircase railings etc. but excluding furniture items in the entire complex, Bungalows, Residences etc. as above.

- ii) The contractor has to arrange for replacement of broken window pans, repairs to iron work such as window grilles, MS grills / Collapsible gates and other similar items involving welding job in the entire complex of Officers' flats, Community hall, Transit House, Guest Houses, GMs' Bungalows, DGMs' flats, Pump House, Substation etc.
- iii) The contractor will have to arrange for all types of tools.
- iv) The contractor will have to arrange for minor materials, such as nails, screws, fevicol, hinges, wooden beadings etc. for aforesaid repairs at their own cost. The cost of other major materials required such as wood, ply wood, block board, locks, Window glass pans etc. and other costly hardware fittings (Costing beyond Rs. 100/- each) will be reimbursed by the Bank on production of bills/cash memo from the seller and "Work Completion Report" from the occupants. However, all such material shall be immediately procured/arranged by the contractor from the market reimbursement to be claimed subsequently as per arrangement mentioned hereinbefore. The rates of the materials should be in accordance with the prevailing market rates.
- v) The carpenter services should be available at site daily.

(D) OPERATION AND MAINTENANCE OF PUMPS

- i) The contractor will be responsible for daily operations of various water pumps including Submersible Pumps of the Bore wells and Pumps in the pump houses) of GMs' Bungalows, DGMs' Flats and Officers Colony at Char Imli for filling Underground Sump Wells, Over Head Water Reservoir of the Complex and OH water storage Tanks of the buildings at least twice daily or as required.
- ii) The contractor has to ensure adequate reserve of water in the Sump Wells to meet out 24 hours requirements. In case of shortage of water corrective steps should be taken as mentioned hereinabove.
- iii) The contractor will be responsible to arrange all kind of repairs and maintenance of the various Pumps. The cost of minor repairs to the pumps such as replacement of water seal / Glind Dori / Gasket, greasing, water leakage etc. will be borne by the contractor within the contract amount quoted and approved by the Bank.
- iv) All kind of tools and Plants required for the purpose such as Chain Pulley, Tripod, labour for lifting of Pumps from the Bore well or otherwise will be the responsibility of the contractor within quoted rates.
- v) In case of Major repairs in submersible pumps, jet pumps etc. involving their withdrawal from bore and re installation, rewinding of electric motor,

replacement of Impellers, foot valves, control panels and other such work will, however, be reimbursed by the Bank. The contractor will arrange for the same from the respective agency after seeking permission from Bank's authorities and expenditure thereof will be reimbursed on actual basis on production of bills on the prevailing market rates.

- vi) The contractor should be responsible for operations of water pumps for all the campus mentioned above. No extra Transportation cost will be paid to the vendor.
- vii) The services of a pump operator should be available at site daily.

LETTER OF DECLARATION

The Assistant General Manager
State Bank of India
Premises & Estate Department
Local Head Office
Bhopal.

Dear Sir,

ANNUAL MAINTENANCE CONTRACT FOR CARPENTRY, SANITARY AND PLUMBING WORKS AT GMS BUNGALOWS, DGMS FLATS, VIP GUEST HOUSE, OFFICER'S COLONY AT CHAR IMLI, BHOPAL AND REVA PARISAR AT HOSHANGABAD ROAD, BHOPAL.

Having examined the terms & conditions, drawings, specifications, design relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of the works specified in the said memorandum and having acquired the requisite information relating thereto and affecting the quotation, I/We hereby offer to execute the works specified in the said memorandum within the time specified in the said memorandum on the item rate basis mentioned in the attached schedule and in accordance in all respect with the specifications, design, drawings and instructions in writing referred to in conditions of quotation, the articles of agreement, conditions of contract and with such conditions so far as they may be applicable.

MEMORANDUM

a) Description of work: - ANNUAL MAINTENANCE CONTRACT FOR CARPENTRY, SANITARY AND PLUMBING WORKS AT GMS BUNGALOWS, DGMS FLATS, VIP GUEST HOUSE, OFFICER'S COLONY AT CHAR IMLI, BHOPAL AND REVA PARISAR AT HOSHANGABAD ROAD, BHOPAL

b) Earnest Money Deposit: - Rs. 14, 000.00

c) Annual maintenance contract: - One year subject to renewal for two similar terms of one year each upon satisfactory performance of work.

Should this tender be accepted, I/we hereby agree to abide by and fulfill the terms and provisions of the said conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit and pay to STATE BANK OF INDIA, the amount mentioned in the said conditions.

I/we have deposited demand draft for a sum of Rs. 14,000/- as Earnest money deposit with State Bank of India. Should I/we do fail to execute the contract when called upon to do so, I/we hereby agree that this sum shall be forfeited by me/us to State Bank of India.

We, hereby, also undertake that, we will not raise any claim for any escalation in the prices of any of the material during the currency of contract/execution/completion period.

Yours faithfully

Signature of contractor