



**STATE BANK OF INDIA**  
**ADMINISTRATIVE OFFICE,**  
**GANDHINAGAR** **CORRIGENDUM 1**

**GEM/2024/B/4898933**

SBI ADMIN OFFICE, GANDHINAGAR

**BANK RESPONSE TO PRE-BID QUERIES - DATED 09.05.2024**

| SL NO | PAGE NO | CLAUSE NO              | DESCRIPTION IN NIT   | CLARIFICATION SOUGHT   | RESPONSE TYPE | BANK'S RESPONSE   |
|-------|---------|------------------------|--|--|---------------|---|
| 1.    | 48      | Appendix 'B'           | <p><u>Requirement of housekeeping and facility management services persons</u></p> <p>The approximate requirement of various categories of personnel</p>         | <p>Total number of unskilled person - 50 and skilled person -03.</p> <p>An error observed in total count.</p>                    | Corrigendum   | The revised Appendix 'B' regarding the requirement of various categories of personnel is given below.   |
| 2.    | 49      | Appendix 'C', Para '5' | <p><u>Documents to be enclosed in the following order (self-attested photocopies only)</u></p> <p>Audited Balance Sheets for 2021-22, 2022-23 &amp; 2023-24.</p> | <p>Can Provisional Balance Sheet (Unaudited) can be submitted for the year 2023-24 since the audit process is not completed.</p> | Corrigendum   | Considered for revision. Provisional Balance Sheet (Unaudited) can be submitted for the year 2023-24 and final ba   |
| 3.    | 50      | Appendix 'C', Para '7' | <p><u>Documents to be enclosed in the following order (self-attested photocopies only)</u></p> <p>Valid Service Provider RA certificate (Gujarat)</p>            | <p>Meaning of 'Valid service provider RA Certificate'</p>  | Corrigendum   | Valid Registration Certificate from the Competent Labour Authorities for operations in Gujarat.   |
| 4.    | 31      | 'IX'                   | <p>Insolvency, etc.</p>  | <p>Submission of CA network certificate in lieu of Insolvency Certificate</p>  | Clarification | <p>No change in Insolvency Terms and Conditions. Bidder must submit latest solvency certificate worth Rs.50 Lakhs as per the Tender terms and conditions published.</p> <p>Ref: GEM/2024//B/4898933</p> |

|    |    |     |  |  |               |   |
|----|----|-----|--|--|---------------|---|
| 5. | 12 | 'h' | Must have satisfactorily provided Housekeeping and Facility Management Services to at least two Public Sector Banks or reputed and scheduled Private Banks for the last two (2) years in Gujarat as on 30 <sup>th</sup> March 2024   | Consider for inclusion of work experience with Government Organisations(State / Central / PSUs) instead of Public Sector Banks or reputed and scheduled Private Banks only | Corrigendum   | Must have satisfactorily provided Housekeeping and Facility Management Services to at least two organisations of Public Sector Banks and/or reputed scheduled Private Banks and/or Government Organisations (State/Central/PSUs) for the last two (2) years in Gujarat as on 30 <sup>th</sup> March 2024.   |
| 6. | 12 | 'k' | Must be providing similar kind of services for at least three years consecutive years and having annual average annual turnover of minimum <b>Rs.50 lacs</b> (Rupees Fifty lakhs) during the last the last three (3) financial years i.e. 2021-22, 2022-23 & 2023-24 as on 31st March 2024 in the books of accounts. | Increase of annual average annual turnover to minimum 2 crores instead of 50 lacs  | Clarification | No change in the terms and conditions of average annual turnover terms and conditions. Bidder must be providing Housekeeping and Facility Management services for at least three years consecutive years and having average annual turnover of minimum <b>Rs.50 lacs (Rupees Fifty lakhs)</b> during the last the last three (3) financial years i.e. 2021-22, 2022-23 & 2023-24 as on 31st March 2024 in the account books |

|    |    |              |  |  |               |   |
|----|----|--------------|--|--|---------------|---|
| 7. | 12 | 'j'          | Must be currently engaging more than 50 employees and at least one single deployment of at least 20 employees in Gujarat in Public Sector / Govt. organization or Private institution of repute for minimum two years. | Reduce the number of employees engaged by the Applicant in Gujarat in Public Sector / Govt. organization or Private institution of repute for minimum two years. | Clarification | No change in the terms and conditions of. Bidder must be currently engaging more than 50 employees and at least one single deployment of at least 20 employees with Public Sector / Govt. organization or Private institution of repute for minimum two years in Gujarat State. |
| 8. | 69 | Annexure 'J' | Form of Price Bid (To be submitted through online)   | Regarding reasons for mentioning of percentage of Service / Admin / Consumables charges  | Corrigendum   | Considered for revision and the revised Annexure 'J' regarding Form of Price Bid is given below.  |
| 9. | 71 | Annexure 'K' | Breakup of total charges to be quoted  | Regarding breakup of total charges with regards to Price Bid form  | Corrigendum   | Considered for revision and the revised Annexure 'K' regarding Breakup of total charges to be quoted is given below.  |

**REQUIREMENT OF HOUSEKEEPING AND FACILITY MANAGEMENT SERVICES PERSONS**

**The approximate requirement of various categories of personnel is given below: -**

| <b>Branch Name</b>                                   | <b>Skilled</b> | <b>Unskilled</b> | <b>Total requirement</b> |
|--|----------------|------------------|--------------------------|
| SBI Administrative Office, Gandhinagar               | 3              | 13               | 16                       |
| SBI, Administrative Office Audit Office, Gandhinagar | 0              | 4                | 4                        |
| SBI Sector 10-B Branch, Gandhinagar                  | 0              | 6                | 6                        |
| SBI Main Branch, Gandhinagar                         | 0              | 6                | 6                        |
| SBI Regional Business Office- 1, Gandhinagar         | 0              | 4                | 4                        |
| SBI Regional Business Office- 2, Gandhinagar         | 0              | 3                | 3                        |
| SBI GIDC Branch, Gandhinagar                         | 0              | 3                | 3                        |
| SBI Highway Cross Road Branch, Kadi                  | 0              | 3                | 3                        |
| SBI RASMECC, Gandhinagar                             | 0              | 5                | 5                        |
| SBI RACPC Palanpur                                   | 0              | 3                | 3                        |
| <b>Total</b>   | <b>3</b>       | <b>50</b>        | <b>53</b>                |

**Note:**

1. **Please note that above mentioned number of unskilled manpower is tentative which may increase or decrease, and Service Provider should supply the manpower as desired by the Bank at quoted rates only).**

2. The contract labour should not be allowed to work for long tenure in the office. The Service Provider should depute the contract labour on 'ROTATION' basis, as advised by the Bank. The Service Provider will ensure leave arrangements, so that the said number of manpower may be available on daily basis without fail. In case of non-deployment of the requisite number of manpower, the clause of 'WAGE CUT' will be applicable on pro-data basis.

**MANDATORY DATA/ KYC REQUIREMENT OF EMPLOYEES**

**The following data relating to employees has to mandatory provided by the Bidder: -**

- a) Name & Address of the employees
- b) Photo ID & Address proof
- c) Two copies of Recent colored photographs of the employees
- d) EPFO registration details
- e) ESIC registration details
- f) Account numbers in which salary of the employees is to be credited, along with details of the Bank preferably SBI to reconcile (viz. Name of Bank, IFSC code, Branch Name, Address of the Bank)

Signature of Bidder

**FORM OF PRICE BID**  
**(To be submitted through online)**

**TENDER FOR PROVIDING HOUSEKEEPING AND FACILITY MANAGEMENT SERVICES FOR ADMINISTRATIVE OFFICE BUILDING GANDHINAGAR, SECTOR 10B, OPPOSITE NEW SACHIVALAYA, GANDHINAGAR, GUJARAT - 382010 AND DIRECT BRANCHES UNDER ADMINISTRATIVE OFFICE, GANDHINAGAR**

| SI No.                   | Description   | Periodicity | Total Amount in Rs.                                   |
|--------------------------|---|-------------|---|
| A.                       | <p><b>Cost of Manpower per person</b></p> <p><i>Note: Central Minimum wages shall be paid as per the prevailing rates as fixed by the Govt. of India from time to time by the Service Provider. The components include <b>Basic, VDA, EPF, ESIC and Bonus only</b>. The same can be claimed as reimbursement. Therefore, it shall be not loaded in the commercial Bid. Breakup of total charges is given below for reference Bank reserves the discretion to add/delete any optional component of minimum wages by Bank during the contract period as per the prevailing rate of Minimum Wages Act.</i></p> | 26 days     | Central Minimum Wages w.e.f. 01.04.2024 for 'C' Area. |
| B.                       | <p><b>Monthly Service / Departmental charges i.e. Service Providers profit &amp; supervision charges.</b></p> <p><i>Note: Percentage quoted by the Bidder should be based on the manpower component and it should be reasonable. It should not be abnormally high or low.</i></p>   | Monthly     |   |
| C.                       | Cost offered per person for one Month (26 days)   | (A+B)       |   |
| D.                       | GST 18% of SI. No. 'C'  | Monthly     |   |
| E.                       | Total Cost offer for one Month  | (C+D)       |   |
| F.                       | Total Cost offer for 12 (Twelve) Months   | 'E' x 12    |   |
| <b>Total(E) In words</b> |   |             |   |

**NOTE:**

- Separate quotes will be asked for Unskilled, Semi-Skilled and Skilled labourers. L1 rate will be decided on the rates quoted for Skilled and Unskilled labourers for 'C' Area.

2. Presently there is no requirement for Semi-Skilled labourers, but the requirement may arise in the future. Hence the percentage of Monthly Service/Departmental charges quoted by the Bidders for Semi-Skilled should be reasonable. and should not abruptly high or low compared to Skilled and Unskilled labourers.
3. The proposed locations of labour deployment fall under 'C' Area as per present Government notifications. Bidders shall quote minimum wages rates applicable 'C' Area. Bank reserves its right to pay the amount to higher/lower scale as per the prevailing instructions on Minimum Wages Act. But the percentage of service charges will remain the same as quoted by the successful L1 Service Provider.
4. The Service Provider shall be responsible to ensure making payment of Prevailing Minimum Wages" as notified by the Central /State Govt., whichever is higher to the persons employed by them.
5. GST amount should not be loaded in the Commercial Bid and shall be paid extra as applicable, by the Bank. The successful vendor should submit system generated GST tax invoice incorporation Bank's GST in number and vendor GST no. Manual GST invoices will not be accepted.
6. Wages as per Central Government Minimum Wages w.e.f.01.04.2024, hence Service Providers need not to quote Wages in price bid.
7. If the amount quoted by the bidder in the Price Bid is unreasonable/unrealistic or with Zero Profit Margin, based on the statutory payments or otherwise as per the discretion of Bank in any case whatsoever. SBI reserves all the right to reject bids.
8. Service charges shall not be NIL. Any offer with NIL service charges shall be considered unresponsive. Percentage (%) to be given.
9. If more than one bidder is ranked L-1 in the GeM portal or multiple L-1 bidders have quoted the same price, the selection amongst the L-1 bidders will be made through Random Algorithm executed by GeM system/ Run L1 Selection' (Auto run) option.

**BREAKUPOF TOTAL CHARGES****HOUSEKEEPING AND FACILITY MANAGEMENT SERVICES FOR ADMINISTRATIVE OFFICE BUILDING GANDHINAGAR AND  
DIRECT BRANCHES UNDER ADMINISTRATIVE OFFICE, GANDHINAGAR**

| Sl. No. | Type of Manpower | MINIMUM WAGES PER EMPLOYEE PER DAY   |        |                        |                      |                     |                      | Total minimum wages per day quoted by the bidder including statutory obligations / compliances as per minimum wages act. | Total Monthly Wages per labour in (Rs.) considering 26 working days | Manpower Required (As per Bank's demand) | Total Monthly Wages per labour in (Rs.) considering 26 working days |
|---------|------------------|--|--------|------------------------|----------------------|---------------------|----------------------|--|---|--|---|
|         |                  | Minimum wages per labour per day considered as per latest circular of Central Government Minimum Wages Act (Copy to be attached) |        |                        | Statutory Components |                     |                      |  |   |  |   |
|         |                  | Basic (A)  | DA (B) | Total (Basic + DA) (C) | EPF @ 13% of (C)     | ESIC @ 3.25% of (C) | Bonus @ 8.33% of (C) |  |   |  |   |
|         |                  | 1  | 2      | 3                      | 4                    | 5                   | 6                    | (8) = (4+5+6+7)  | (9) = (4) x (1) x 26 days   |  |   |
| 1.      | Unskilled        |  |        |                        |                      |                     |                      |  |   |  |   |
| 2.      | Semi-Skilled     |  |        |                        |                      |                     |                      |  |   |  |   |
| 3.      | Skilled          |  |        |                        |                      |                     |                      |  |   |  |   |

**Note:** The rates mentioned are as per the minimum wages w.e.f.from 01.04.2024for tender reference and it will berevised as and when Government revises the same.

2. The number of manpower may increase or decrease as per the requirement.