



सीओ: 254-260, अक्टू षणमुगम सालै, रायपेट्टा, चेन्नै – 600 014
CO: 254-260, Avvai Shanmugam Salai, Royapettah, Chennai-600014

टेंडर संख्या /TENDER NO.: 01/2022	दिनांक / Dated : 29.04.2022
आरएफपी: स्टाफ कॉलेज लखनऊ में हाउसकीपिंग सेवाओं हेतु वार्षिक संविदा RFP: ANNUAL CONTRACT FOR HOUSEKEEPING SERVICES AT STAFF COLLEGE, LUCKNOW	

हाउसकीपिंग सेवाएं उपलब्ध कराने हेतु निविदा दस्तावेज / TENDER DOCUMENT

FOR PROVIDING HOUSEKEEPING SERVICES

AT

इंडियन बैंक स्टाफ कॉलेज लखनऊ INDIAN BANK STAFF COLLEGE LUCKNOW

इंदिरानगर, सेक्टर – 21, रिंग रोड,
INDIRANAGAR, SECTOR-21, RING ROAD,
लखनऊ / LUCKNOW – 226 016

दूरभाष सं./ Tel No.: 0522-2715826
ई-मेल/ Email id: stc.lucknow@indianbank.co.in

वेबसाइट / Website: <https://www.indianbank.in>

विषयवस्तु / CONTENTS

क्रम संख्या Sl. No.	विषय /SUBJECT	पृष्ठ संख्या Page No.
1.	मुखपृष्ठ Cover Page	1
2.	विषयवस्तु Contents	2
3.	हाउसकीपिंग सेवाओं हेतु निविदा आमंत्रण सूचना Notice Inviting Tender for Housekeeping Services	3-5
4.	बिड प्रस्तुतीकरण हेतु प्रावरण पत्र Covering Letter for Submission of Bid	6
5.	पत्र - तकनीकी बिड का संलग्नक (पार्ट -1) Letter - Enclosure to Technical Bid(Part-1)	7
6.	हाउसकीपिंग सेवाओं हेतु निविदा संबंधी विस्तृत मानदंड एवं शर्ते Broad Terms & Conditions of Tender for Housekeeping Services	8-17
7.	निविदा फॉर्म (तकनीकी बिड) Tender Form (Technical Bid)	18-22
8.	निविदा फॉर्म (वाणिज्यिक बिड) Tender Form (Commercial Bid)	23-27

**NOTICE INVITING TENDER FOR HOUSEKEEPING SERVICES AT
INDIAN BANK, STAFF COLLEGE, LUCKNOW
INDIRA NAGAR, SECTOR -21, RING ROAD, LUCKNOW-226016**

INTRODUCTION:

1. Sealed tenders in **two bid system on item rate basis** for each item of work as specified below are invited from interested reputed, resourceful and experienced Contractors providing specialized HOUSEKEEPING services, possessing relevant record of providing unblemished housekeeping services in a medium sized reputed organization including Banks or Offices/Organisation of similar working nature of training establishment or reputed Staff Training College / Centre of a Bank and having a complement of minimum of 20 (twenty) persons on their pay rolls at **Lucknow** for providing the undernoted services at INDIAN BANK Staff College, Lucknow, Indira Nagar, Sector-21, Ring Road, Lucknow-226016.

Item No.	Nature of Work
1	Specialised Housekeeping Services including Caretaking, Sweeping, Cleaning, Plumbing, Sanitization & Proper Maintenance of Premises, Garden, Electrical Installations etc.

TENDER FORM:

1. Interested parties may collect Tender Form(s) containing the broad terms & conditions etc. from **INDIAN BANK Staff College, Lucknow, Indira Nagar, Sector-21, Ring Road, Lucknow- 226016**, from **29.04.2022 to 12.05.2022** during the working hours on any weekdays (between 10.00 a.m. to 5.00 p.m.) except Sundays, Second and Fourth Saturdays of the month & holidays.
2. The Tender Form(s) are also available on the Bank's Website: www.indianbank.in

BID DETAILS:

3. The schedule of availability and submission of tender forms, opening of bids etc. is as under:

Sl. No.	Particulars	Period/ Date / Remarks
1	Date of Advertisement in the Newspaper	29.04.2022
2	Procurement of Tender Document	To be procured from the office of Indian Bank Staff College, Lucknow From 29.04.2022 to 12.05.2022 during the working hours (between 10.00AM and 5.00PM) or To be downloaded by the bidder from the tender section of our website- https://www.indianbank.in
3	Date of pre-bid meeting	11.05.2022 at 03.30 PM
4	Submission of Tender Document	29.04.2022 to 13.05.2022 (up to 05.00 PM)
5	Last Date of Submission of Tender Document	13.05.2022 up to 05.00 PM
6	Date & Time of Opening of Technical Bid	17.05.2022 at 03.30 PM

7	Communication Address	The Principal & Assistant General Manager, Indian Bank Staff College, Indira Nagar, Sector-21, Ring Road, Lucknow-226016. Tele.: 0522-2715826 Email : stc.lucknow@indianbank.co.in
8	Bidder Contact Details	Bidder to provide following information in the Bid: 1. Name of the Company/Firm: 2. Contact Person: 3. Mailing address: 4. Telephone No. & Fax No.: 5. Mobile No.: 6. Email:
9	Time period for execution of work order	07 Days from the date of issuance of order
10	Date & Time of Opening of Commercial/Financial Bid	Intimation would be sent to eligible bidders through email, after evaluation of the Technical Bids.
11	Who can apply	Reputed and resourceful registered (including GST registration) / licensed contractor possessing a minimum of 5 (Five) years record of providing unblemished housekeeping Services in a Medium Sized reputed organization or Govt. Offices/ Organisation of similar working nature of training establishment or reputed Staff Training College / Centre of a Bank and having a complement of minimum 20 (Twenty) persons on their pay rolls and set up at Lucknow, may apply.
12	Earnest Money Deposit	Rs.50000/- (Rs. Fifty Thousand only) in the form of DD/IOI/ Banker's Cheque favoring "Indian Bank Staff College, Lucknow" payable at Lucknow. 1. Will be released on the next day after finalization of Technical as well as Commercial Bid stages to the unsuccessful bidders. 2. Will be released after the execution of the contract for successful bidder. In case, the successful bidder refuses to execute the contract for whatever reasons, the Earnest Money will be forfeited.
13	Payment Terms	In the following month on production of bills for satisfactory services rendered for the preceding month.
14	Taxes	The rate quoted by the firm should be inclusive of all the taxes, GST, duties etc.
15	Validity of offer	90 (ninety) days from the date of the opening of the Bid
16	Place of Opening of Technical & Commercial/Financial Bid	Indian Bank Staff College Indira Nagar, Sector-21, Ring Road, Lucknow-226016. The Technical Bid will be opened first and the Commercial/financial Bids of only those bidders will be opened, who qualify in the technical bid evaluation process.

		Communication would be sent to the Bidders who qualify in the technical bid evaluation process. Bidders, who do not qualify in the technical bid evaluation process, would not be called for opening of the Commercial/ Financial Bid. Bidders/ representatives of the Bidders may be present during opening of the Technical Bid. However, Bids would be opened, even in the absence of any or all the Bidder's representative at the appointed time.
--	--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SUBMISSION OF FORM:

4. The last date for submission of the Tender Form(s), duly filled in and complete in all respects, will be 13.05.2022 up to 5.00 p.m. in **two separate sealed covers for Technical Bid (Part-I) and Commercial/Financial Bid (Part-II) in one single envelope superscribing the envelope:**

**“TENDER FOR HOUSEKEEPING SERVICES AT INDIAN BANK
STAFF COLLEGE LUCKNOW”**

- 1. TENDER FOR HOUSEKEEPING SERVICES (TECHNICAL BID) Part- I and
2. TENDER FOR HOUSEKEEPING SERVICES (COMMERCIAL/FINANCIAL BID) Part-II.**

5. The above-mentioned Bids may be addressed to The Principal & AGM, Indian Bank Staff College, Indira Nagar, Sector-21, Ring Road, Lucknow-226016. The Technical Bid should accompany a non-refundable Bank Draft payable at Lucknow for Rs. 2000/- in favor of '**Indian Bank Staff College, Lucknow**' towards cost of tender document.
6. After opening of **Technical Bid**, if it is found that the tender of a particular firm does not fulfill Bank's specifications/requirements, their financial bids will not be opened and shall be treated as cancelled/ withdrawn.
7. Acceptance of the Tenders shall solely rest with the competent authority of the Bank, who do not bind himself/herself/themselves to accept the lowest tender. The Bank reserves the right to accept / reject any or all the Bids/ offers without assigning any reason, whatsoever at any stage.
8. The firm/promoter /partner /proprietor of any firm, if presently classified as defaulter/NPA borrower by any financial organization or bank, is not be eligible to apply. Any vendor debarred by any organization on account of any misconduct, deficiency in service or any other reason is also not eligible to apply. A notarized undertaking /declaration need to be submitted along with the Technical Bid.
9. Incomplete Tender/ Bid will be summarily rejected.
10. All other terms & conditions are mentioned in the tender document.

**PRINCIPAL
&
ASSISTANT GENERAL MANAGER**

Ref. No. _____

Dated: ____ / ____ / ____

The Principal & Assistant General Manager
Indian Bank Staff College,
LUCKNOW.

Dear Sir/Madam,

Tender for Housekeeping Services at
INDIAN BANK STAFF COLLEGE, LUCKNOW

In response to your Notice Inviting Tender published in _____ (News paper) on _____ (date) & on the Internet Website on _____ (date) I/We submit the **Technical Bid & Commercial Bid** as per format **separately** for favor of your kind consideration as per terms & conditions as stipulated by you.

Yours faithfully,

Signature of the authorised signatory with Seal

Name of the Contractor/ Firm: _____

Address _____

Mobile No.: _____

Email: _____

Encl: As stated above.

**Indian Bank
Staff College Lucknow**

Dated: _____

M/s. _____

Dear Sir,

**Tender for Housekeeping Services (Housekeeping and General Maintenance)
at Indian Bank, Staff College, Lucknow**

Tender documents in two **Parts (I & II)** for the captioned services are hereby issued which is to be submitted as advised below-

- Both parts of the tenders are to be submitted in **separate sealed envelopes** -
 - Envelope containing forwarding letter, Technical Bid of tender and requisite certificates shall be marked "**Part-I (Tech-Bid)**" and the envelope containing price schedule shall be marked as "**Part-II (Fin. Bid)**".
 - The name of tender submitting firm shall be marked clearly on both the envelopes. Both the sealed envelopes should be sent/submitted in a common envelope superscribing "**TENDER FOR HOUSEKEEPING SERVICES AT INDIAN BANK STAFF COLLEGE LUCKNOW**" at the given address, so as to reach on or before 05.00PM on 13.05.2022.
 - Name of the project is "**TENDER FOR HOUSEKEEPING SERVICES AT INDIAN BANK STAFF COLLEGE LUCKNOW**". Opening of Part-I of Bid shall be as per schedule mentioned in NIT.
- Earnest money of Rs.50,000.00 (Rupees Fifty thousand only) should be in the form of crossed Demand Draft/IOI /Banker Cheque from any Nationalized Bank favoring Indian Bank Staff College, Lucknow and payable at Lucknow, must be attached with Technical Bid Only. **Technical bid must also be accompanied by a Draft or IOI or Bankers' Cheque of Rs.2000.00 (Rupees Two thousand only)** towards the cost of bid documents favoring **Indian Bank Staff College, Lucknow** and payable at Lucknow,
- Bidders are advised **not to give any clues** regarding their offer rates/amount or financial stipulations in Part-I. However, conditions, if any, may be mentioned in a SEPARATE SHEET attached to Part-I only. If any condition is found attached with part-II of Tender (Commercial Bid), the condition will be treated as null & void.
- This letter shall become part of the contract. Hence, it shall be signed and submitted along with the tender.
- Tenders are to be submitted within the stipulate time frame and the same will be opened as per schedule given in Notice Inviting Tender.

The Bank reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

Yours faithfully,

Principal & Asst. General Manager

Encl: As stated above

(Signature of the Contractor/Authorised Signatory)

(Note: If downloaded from website, applicant firm/ contractor etc. has to fill his/her/their details before submission)

**BROAD TERMS & CONDITIONS OF HOUSEKEEPING SERVICES AT
INDIAN BANK STAFF COLLEGE, LUCKNOW
Indira Nagar, Sector-21, Ring Road, Lucknow-226016**

1. The Contractor/Bidder should possess a minimum of 5 years record of providing unblemished housekeeping services in a medium sized reputed organization including Banks or Govt. Offices/Organisation of similar working nature of training establishment or reputed Staff Training College / Centre of a Bank and having a complement of minimum of 20 persons on their payroll at Lucknow. The Contractor will have to produce certificate(s) to this effect from organization (s) for having satisfactory / unblemished work experience. {as per point no. 6 of Tender Form (Technical)}.
2. The Floor Manager/Administrator/Supervisor should be invariably present at the Staff College, Lucknow, Sector-21, Indira Nagar, Ring Road, Lucknow -226016 on all days including Sundays and Holidays without fail, to ensure uninterrupted services to the Hostellers / Office Staff/ Faculties.
3. Rough estimate as to the size of operations and some details thereof:
 - 3.1 Approximate Area: Total Plot Area 3000.00 Sq. metres,
Resident Building :Construction Area1058.50 sq. metres –Common Area cleaning,
College Building –Construction Area -3602.73 Sq. metres. (Entrance lobby, Stairs-Ground Floor to Fourth Floor, Lift Area)
 - a) Ground Floor – Building Entrance lobby, Lift Area & Stairs leading to various floors, Common Toilets, Office, Faculty Room, Principal Chamber, Guest Rooms-, corridor and covered space, Total Area -722.65 Sq. Mtr.
 - b) 1st Floor : Class Rooms- Channel -1 & 2 ,
 - c) 2nd Floor : Meeting Hall , Class Room- Channel -3,
 - d) 3rd Floor : Library , Gym , Entertainment Room,
 - e) 4th Floor – Dining Hall/ Kitchen Area,
 - f) Roof- In exclusive use of Training Centre.
 - g) Side Approach Road, Parking Space and Garden Area.
 - 3.2 Hostel Size–37 Hostel Rooms for residents for Training Participants with attached bathrooms/toilets and 4- Executive Rooms.
4. In case the lowest rate (L1) quoted by two or more bidders is same / equal, then fresh sealed Price Bids will be obtained from such bidders for revised prices, which will be opened only in their presence to determine the lowest bidder on the date to be decided subsequently.
5. No Bidder shall contact the Purchaser on any matter relating to its Bid, from the time of the bid opening to the time the Contract is awarded. Any effort by a Bidder to influence the Purchaser in the Purchaser's bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder's bid.
6. **The Contractor will provide a team of 11 (Eleven) number of personnel (as per details given in point No. 07) for smooth functioning, cleaning, maintaining of various activities viz. electrical, plumbing, library of the college on per day and every day basis.**

7. The number of such persons/ employees shall be as per details given hereunder: (Point No. 8)

S.No.	Positions	No of persons	Skill level
1.	Receptionist	01	Unskilled
2.	Ward Boy	02	Unskilled
3.	Electrician	01	Semiskilled
4.	Plumber	01	Semiskilled
5.	Gardner	01	Unskilled
6.	Sweeper	05	Unskilled

8. General Condition:

- 8.1 Housekeeping contract will include all covered as well as open areas of the Staff College, Lucknow, complex including hotel, class rooms, meeting hall, gardens, lawns, inside and outside of the boundary walls, precincts, streets etc.
- 8.2 All the daily services relating to office complex will be accomplished before office hours, i.e., by 8.00 AM, unless specially advised otherwise. Even on Sundays and Holidays all jobs relating to housekeeping will be completed as per usual schedule.
- 8.3 The staff deployed should be trained in House Keeping / Management Services, bear good conduct/ behaviour without any criminal background and fit for the work.
- 8.4 The contractor shall provide **identity cards, summer and winter uniforms, shoes, etc.**, to his staff engaged for the above services as per bank's specification at his own cost and expenses and all the staff will wear the same in clean condition while on duty. The uniform comprises navy blue full trouser, light blue full shirt, black socks and leather shoes with the caretakers monogram on the pocket of the shirt. During winter season full sweater of navy blue color will be added with the uniform. Non-compliance will attract penalty as may be decided by the Principal.
- 8.5 The Contractor will ensure desired level of cleanliness in the entire complex of the Staff College, Lucknow. For this purpose, all materials, Instruments, Tools, Brushes, Brooms, Wipers, Spongers, Mops etc. will be provided in sufficient quantity (as decided by Staff College, Lucknow) by the Contractor. The Contractor shall provide following machineries: Industrial Heavy Duty Wet & Dry Vacuum Cleaner, Shampooing Machine, Sanitiser Spraying Machine/Dispensers Glass Cleaner , Garden Mower, ,Washing Machine , Brasso/Silvo/Polishing Material , Kit for Electrical Checking , Grass cutter, Injector Machining for Sofa/Chair Cleaning, Jet Pressure cleaning Machine, Floor Scrubbing, Cleaning, Polishing machine, Cutting/Drilling Machines etc. Over and above this, the other equipments which are required for Housekeeping Maintenance services are to be provided by the Contractor. The supervisor of the Contractor will attend to complaints on urgent basis round the clock.
- 8.6 The period of contract will be initially for **Two (02) Years** from the date of the contract. The Bank may review the contract thereafter, for further renewal for another two (02) years at a mutually negotiated rate (to be decided at required stage) or otherwise for such further period and on such terms and conditions, as may be mutually agreed upon by the Bank and the Contractor.
- 8.7 All Toiletries/Cleaning materials in sufficient quantity and of good quality (as decided by the Bank) to be provided by the contractor.

- (a) Soaps, Hand wash
 - (b) Odonil, Naphthalene any other brand product in toilets.
 - (c) Detergents, phenyl, harpic etc
 - (d) Glass/kitchen cleaners sprays,
 - (e) Mosquito repelling mats & liquids/ Braso/Silvo/ Polishing Material etc
 - (f) Cleaning brushes, moppers, etc.
- 8.8 Specialized maintenance/cleaning of all hostel rooms and bathrooms along with furniture/ fixtures, mattresses, pillow , blankets, bathroom/ hostel room / office room/ class room, linen, electrical fittings, generator(s) maintenance , PCs and Laptops, bathroom fittings, buckets, sanitary wares, racks etc. will be ensured at the cost of bank.
- 8.9 Class room and bedroom linens will be changed at least thrice in a week i.e., on every **Sunday, Wednesday and Friday** during training week and at commencement of every new programme, or as may be decided by the Bank. The Contractor at his own cost will arrange hygienic Machine washing and pressing of all Linen, i.e., Chair Cover, Bed Sheet, Curtains, Towels, Hand Towels, Pillow Covers, Blanket Covers (wherever provide), etc.
- 8.10 The overhead water tanks will be cleaned thoroughly using Bleaching Powder/ Detergent/ Cleaning chemicals at least once in a Month/Quarter or need based in a year. Pest Control measures at regular intervals and/or need based has to be ensured.
- 8.11 Provision of the following specialised staff will be ensured:
- a. Cleaners/ Service boys to ensure proper upkeep of office/classroom/hostel rooms/library/reception counter/store room/lobby etc.
 - b. Plumber (with license).
 - c. Maintenance staff for Electrical Installation (with license) & Generator (round the clock)
 - d. Gardener
9. The bidder shall submit Technical Bid and Commercial Bid **separately in two sealed envelopes**. Commercial Bid if found "open" along with technical bid will be summarily rejected.
10. Commercial bids of ONLY those Contractors will be opened who qualify in the Technical Bids. Commercial Bids shall include Housekeeping Charges-as applicable and Service Charges of the Contractor etc.
11. In case of any Emergency/Eventuality, the contractor should provide required services immediately.
12. The charges for specialized housekeeping services shall be paid on monthly basis subject to production of bills, vouchers up to the satisfaction of the Bank. The same will have to be corroborated by the attendance register. Payment will be made strictly as per attendance register keeping in view absence / leaves availed by the staff.
13. The Contractor shall obtain necessary license, permit, consent, sanction, etc., as may be required or called for from / by local or any other authority for doing such work. The Contractor shall comply with all applicable laws, rules and regulations in force.
14. The Contractor shall bear all taxes, rates, charges, levies or claims, whatsoever, as may be imposed by the State, Central Government or any local body or authority. The Contractor shall furnish such proof of payment of compliance or the obligations including registration certificates, receipts, licenses, clearance certificates etc. as may be required & in-force by the **STAFF COLLEGE** from time to time.

15. The Contractor shall devote his full attention to the work of housekeeping and shall discharge his obligations under the agreement most diligently and honestly.
16. The Contractor's employees will be allowed entry in to the specified areas of the premises of the **STAFF COLLEGE** with the specific permission of the Principal or any other Officer authorized on his/her behalf, with valid photo identity card issued by the Contractor and displayed prominently.
17. The Contractor and all his employees shall at all times during the continuance of this agreement, obey and observe all the directions and instructions which may be given by the **STAFF COLLEGE** concerning any aspect of house-keeping services.
18. The Contractor shall comply with all the provisions and extant rules of the Govt. of U.P., Employees Insurance Act, 1948; the employees Provident Fund Act, 1952; the contract labour (Regulation & Abolition) Act, 1970 and the rules thereunder, and pay salary, allowances, compensation, etc. to its employees as per extant rules/Laws including Minimum Wages/Bonus/PF etc. and any other acts/rules that may be applicable from time to time. The contractors shall also comply with and fulfill the instructions/directions/guidelines/orders of the Central Labour Department or State Government or State Labour Department or Court of Law issued from time to time.
19. The contractor shall also keep Staff College Lucknow indemnified against all liabilities and responsibilities for his non-compliance of any of the provisions of the said acts & schemes and in particular, laws governing employer/employee in respect of the staff engaged by the Contractor. The Contractor shall get necessary license at his end and maintain record/registers of it for checking/inspection by any appropriate Govt. Agency, Inspector, Bank Officials, or any Authority as and when required and shall submit returns & shall pay contributions in accordance with the said acts in respect of the employees employed for operating the canteen. The Bank will not be responsible for payment of anything to the employees of the Contractor.
20. **In case the Contractor or any of his employees fails to fulfill his/ their obligations for any day or for any number of days to the satisfaction of the STAFF COLLEGE for any reason whatsoever, the contractor shall pay by way of liquidated damages, a sum to be decided by the Bank per day for the entire number of such days and the STAFF COLLEGE shall, without prejudice to its other rights and remedies shall be entitled to deduct such damages from the money, if any, payable by it, to the Contractor.**
21. The Bank shall pay on monthly basis or as may be agreed upon between the parties from time to time for the services that may be rendered by the Contractor on performing the services to its fullest satisfaction.
22. **The Contractor shall not assign or sub-contract any part of these contracts.** In case of violation/contravention of any of the terms and conditions mentioned herein, the Bank reserves the right to terminate the agreement forthwith without giving any notice to the Contractor and without prejudice to its right to recover damages and other charges / cost to the Bank/ **STAFF COLLEGE** from amount payable to him/her or otherwise.
23. The Principal/AGM/In-Charge of the **STAFF COLLEGE** shall be the sole authority to decide and judge the quality of the service rendered by the Contractor and all other matters and his decision shall be final and binding.
24. The Contractor shall maintain good standard of services as indicated above. The performance of the contractor will be reviewed on monthly basis and in case the services are not found up to the mark the contract will be terminated even before the expiry of contract period by giving one month's notice.

25. The contractor shall ensure proper washing of Linen which includes washing of Curtains, Bed sheets, Bed covers, Pillow covers, Blankets, Towels, Sofa covers, chair covers etc wherever provided. Only branded cleaning & other material, as decided by the Principal, will be used for cleaning the premises, linen and others items.
26. The Contractor will be responsible for proper maintenance and safety of all furniture & fixtures, materials, goods, stocks, books, periodicals, vehicles lying in **STAFF COLLEGE** premises, etc. **The cost of missing items / shortages of stocks / materials etc. will be deducted from the monthly payments / any others sum / deposit due to the contractor.**
27. The contractor shall pay a **Security Deposit equivalent to 10% of the annual approximate cost of the contract** as per the approved rate or a performance guarantee for a similar amount in lieu thereof from a Bank acceptable to the **STAFF COLLEGE** prior to commencement of service under this agreement. The **STAFF COLLEGE** shall be entitled to adjust or appropriate the said security deposit or the proceeds of guarantee towards loss or damage caused by the Contractor or his employees or the amount of value of shortage or breakage or damage to the equipments and any other items entrusted to or caused to other assets of the **STAFF COLLEGE** by the Contractor or his employees or any other liability of the Contractor. The security deposit that may be made with the STAFF COLLEGE shall **not carry any interest.**
28. The Contractor will maintain its gadgets & equipments, etc. in good working conditions with all safety measures at his own cost and expenses. The Annual maintenance Charges of the equipments/gadgets, etc owned by the Bank will be borne by the Bank. However, the contractor will be responsible for its proper upkeep and regular maintenance.
29. The contractor shall have to keep with him/her/themselves sufficient working capital fund for not less than 2 month's expenditures on Housekeeping Services.
30. The contractor will bear the cost of replenishment/replacement of any part of the furniture/fixtures/structure/machine/equipment required due to poor/negligent maintenance by the contractor or his/her employees. After six months of the contract, if any replacement is required due to usual wear & tear, the Bank will bear the cost of equipment/furniture/fixtures/structure/machine parts, for which acceptable bills & prior approval will be required and the contractor will bear the service cost for fitting/refitting/replacing/repairing etc.
31. The contractor and his staff will participate in security drill/ fire drill or any other necessary events as decided by Staff College Management.
32. In case, if any dispute arises between the Bank and the contractor, the same shall be subject to the Courts of Lucknow jurisdiction only.

33. PERFORMANCE SECURITY

- 33.1 Within seven (07) days of the receipt of notification of award from the Bank, the successful **L1 Bidder** shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided.
- 33.2 The proceeds of the performance security shall be payable by the bidder as compensation for any loss resulting from the Bidder's failure to complete its obligations under the Contract. The Performance Security shall be denominated in Indian Rupees only and shall be in form of Bank Guarantee issued by a reputed Bank located in India.

33.3 The performance security will be discharged by the Bank and returned to the Bidder not later than 60 days following the expiry of obligations, unless specified otherwise in the General Condition.

34. USE OF CONTRACT DOCUMENTS AND INFORMATION

34.1 The Bidder shall not, without prior written consent of the Staff College, disclose the Contract or any provision thereof or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Staff College, Lucknow in connection therewith, to any person, other than a person, employed by the Bidder in the performance of the Contract. Disclosure to any such employed person shall be made in confidence & shall extend only so far as may be necessary for purposes of such performance.

34.2 KYC compliance is mandatory for all persons employed by the contractor and deployed for the services.

34.3 Subject to General Condition, if the Bidder fails to deliver any or all of the Services or fails to perform the Services within the time period(s) specified in the Contract, the Staff College, Lucknow shall, without prejudice to its other remedies available to it under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to percentage up to a maximum damage realisation. Once the maximum is reached, the Bank may consider termination of the contract pursuant to General Condition.

35 TERMS OF PAYMENTS: In consideration of services to be rendered by the Contractor, the monthly charges for Housekeeping as agreed shall be paid on monthly basis, subject to production of bills/vouchers etc. to the satisfaction of the Staff College, Lucknow. The charges / payments shall be made at the rate as agreed upon (inclusive of Service Charges of the Contractor excluding GST, as applicable, which will be paid extra on actual basis).

36 The Contractor shall keep the Bank indemnified against all the claims and liabilities or any legal requirements. The Contractor shall comply with all applicable laws, rules & responsibilities in force from time to time.

37 The Contractor shall devote his full attention to the work of Housekeeping and Caretaking etc. purchases, installation and repairs and shall discharge his duties / obligations under this agreement most diligently and honestly.

38 The Contractor shall provide summer and winter uniforms, shoes, gloves, apron etc. to his staff engaged for the above services, as per Bank's specification at his own cost and expenses and all the staff will wear the same in clean condition while on duty. The Contractor shall further ensure that the employees are in uniform, whenever in service and in case of default in this regard, a penalty of Rs.100/- per occasion would be imposed on the Contractor. The Contractor shall engage the services of only able, efficient, healthy, honest, and well-behaved persons for Reception, Caretaking, cleaning, Plumbing, Electrical Maintenance, Gardening etc., at his/her cost and responsibility in the conduct of housekeeping services, who shall be considered, for all legal and contractual purpose, as the employees of the Contractor himself/herself. The Contractor will provide necessary identity & address proof for the staff engaged to fulfil the govt. norms.

39 The Contractor will pay salary, allowances, compensation, etc. to his/her employees as per rule under Minimum Wages Act under Labour Law/Bonus/PF etc. as applicable at his/her end. The Contractor has to ensure to register the employees under NPS and ensure deposit of EPF, ESI etc. as per extant labour laws and keep a record of it for the checking / inspection by any of the Government Agency, Inspector, Bank Official or any Authority as and when required. If anything is found contrary to it, at any time in future, the contract will be terminated without any notice and the security money (point no. 27) held will

also be forfeited. The Bank will nowhere be responsible for lapses found, if any, and the Bank will not be responsible for payment of anything to the employee of the caretaker / Contractor.

- 40** In case the Contractor or any of his employees fail to fulfil his/their obligations for any day or any number of days to the satisfaction of the Staff College, Lucknow, Indira Nagar, Sector-21, Ring Road ,Lucknow-226016 for any reason whatsoever, the Contractor shall pay by way of liquidated damages to be decided by the Bank for the entire number of such days and the Staff College, Lucknow, Indira Nagar, Sector-21, Ring Road ,Lucknow-226016 without prejudice to its other rights and remedies. The Bank shall be entitled to deduct such damages from the moneys, if any, payable by it to the Contractor.
- 41** The Contractor shall return all articles, gadgets & equipments etc. provided by the Bank in similar condition as received, on expiry of the contract (by completion of the contract period or termination of the same due to any reason whatsoever).
- 42** The Contractor shall not assign or sub-contract the contract to other parties. In case of violation/contravention of any of the terms and conditions mentioned herein, the Bank reserves the right to terminate this agreement forthwith without giving any notice to the Contractor and without prejudice to its right to recover damages and other charges / cost to the Bank from amount payable to him or otherwise.
- 43** The day-to-day cleanliness and maintenance of the premises will be the exclusive responsibility of the Contractor. The number of persons to be provided by the Contractor per day should not be less than 11 (Eleven). In case of emergency/eventuality the Contractor should arrange additional/ replacement manpower. In case it is found that the workers including the Contractor engaged, are less than 11 on any day, a penalty of Rs.200/- per day per worker would be imposed and deducted from the amount payable to the Contractor and the Principal, Staff College, Lucknow, Indira Nagar, Sector-21, Ring Road, Lucknow-226016 shall be the exclusive authority in the matter.
- 44** The staff deployed will be trained in caretaking technique; bear good conduct and shall be physically fit for the work. The Contractor's employees will be allowed entry into the specified areas of the premises of the Staff College, Lucknow, Indira Nagar, Sector-21, Ring Road, Lucknow-226016 with the specific permission of the Principal or any officer authorized in this behalf and with valid photo identity card issued by the Contractor and displayed prominently.
- 45 PRE-BID MEETING:** A Pre-bid Meeting shall be held with the intending Contractors at 03.30 PM on 11th May 2022 to clarify doubts, if any, raised by them on the tender. No separate communication shall be sent for this meeting. The requests for clarifications may be submitted in writing either prior to or on the day of the pre-bid meeting.
- 46 Miscellaneous**
- The bank reserves the right to alter any of the above terms & conditions or terminate this agreement/contract at any time by giving one month notice in writing.
 - The bank shall not be liable / responsible for any incident/ occurrence/ casualty/death/ injury/damage caused to the person/deployed by the Contractor for rendering services as per this agreement due to the negligence or any reason whatsoever.
 - The Contractor shall indemnify the Bank for any incident/ occurrence/ injury/ death/damage/loss etc., caused to the employees of the Bank/Participants/ Faculties etc., due to negligence on the part of the Contractor or his employees/ persons/ agents etc.

SCHEDULE OF SERVICES

DAILY SERVICES

A) Sweep & Upkeep of Buildings in College Compound:

- i) Daily cleaning (brooming & wiping) of college & hostel building from ground floor to 4th floor and rooftop (total floor area 3000SqMtr approx). As per requirement floor polishing and washing and cleaning of hostel room toilets, other toilets using phenyl etc. daily cleaning of toilet, commode, wash basins, urinal pot etc. by using harpic/vim. Cleaning (brooming & wiping) of common area of residential block from ground floor to 4th floor & rooftop including stairs and collection of wastes from each flats on every day basis.
- ii) Properly arranging the bed sheets in hostel rooms.
- iii) Spray of finit etc. to disinfect the hostel rooms, conference halls, class rooms, office rooms, dining hall and other space.
- iv) Cleaning, pruning, maintaining and washing of the lawn, inner courtyard and outer area of the compound including lobby and corridors of all floors. Cleaning of area between the road and boundary walls.
- v) Removals of waste material from college campus (office & residence both) open areas / lawns and Gardens, etc.
- vi) Dusting and vacuumizing of furniture, cup-boards telephone instruments, Computer Monitor & Keyboards and doors, windows, ventilators, blinds and glass partition using glass cleaning chemicals to keep all such articles dust free during the morning time.
- vii) Vacuum cleaning/washing of carpets, sofa sets, cushion chairs wherever provided at the Staff College.
- viii) Filling water in water coolers etc. wherever provided.
- ix) Proper upkeep of office/classroom/hostel-rooms/library/reception counter / store/lobby etc.
- x) Distribution of newspapers and providing drinking water in the hostel/class rooms and office rooms as per requirement.

B) Plumbing Work:

- i) Upkeep & maintenance of water and sewage lines in the college, office, hostel and the residential premises. Maintenance and upkeep of water taps, showers, pillar cocks, flushing systems, pillar cock etc. installed in toilets and other places of the college building and residential premises. Replacing of defective/malfunctioning of any item/part, the price of such item/part will be borne by the bank.
- ii) Ensure 24X7 water supply in the under ground/overhead tanks by the tube well and to Hostel, Canteen and residential area.
- iii) Overhead tanks (both in the college and residential complex) must be cleaned at least once in a month on regular basis.

C) Electrical works:

- i) Maintenance and Upkeep of electrical appliances such as Fans, Tube Lights, Geysers, Table/Exhaust Fans, Water coolers, heater, blowers etc. and replacement of defective equipments, if required. In case of replacement, the cost of the items/parts will be borne by the Bank.
- ii) The maintenance and upkeep of tube well, 4 centrifugal pumps of 50 HP, 50 HP diesel fire pump and their starters etc. Oiling and greasing of pumps is required once in a quarter.
- iii) Maintenance of LT panels installed in the campus.
- iv) Checking of Electrical Installations including UPS etc.
- v) Round the clock operation and maintenance of 82.50 KVA Generators installed in the compound. (Cost of the fuel will be borne by the Bank).
- vi) Opening of Lift door and rescue of the trapped persons, in case of emergency due to failure in service.
- vii) Ensure 24 hours availability of one semi-skilled and licensed electrician for the above purposes in the campus.
- viii) The above services must be extended both in the college and residential flats as and when required.

D) Gardening:

- i) Maintenance and upkeep of lawns (inner as well as outside) of the campus. Plantation and maintenance of decorative flowers, plants/trees etc.
- ii) To prepare and maintain approx. **600 pots** of decorative plants at ground floor, class rooms, conference hall and other places as decided by the Bank.
- iii) The cost of plants, seeds, fertilizer, pots and pesticides will be borne by the Bank as per requirements.

WEEKLY SERVICES

- i) Mechanical washing and scrubbing of floor area with detergents, dust removing chemicals and polishing of the floor areas, etc.
- ii) Removal of black shoots, dusts, termites, insects, pests, etc.
- iii) Windows sponging and cleaning.
- iv) Keeping ceiling and table/pedestal fans, air-conditioning grills dust free.
- v) Cleaning of dustbins and buckets with detergents.
- vi) Upkeep of partition glasses and panes with utmost care and by application of glass cleaning chemicals/ sprays.
- vii) Cleaning of sanitary wares with suitable cleaning material.
- viii) Polishing & oiling of door closers, door handles, and other brass fittings with Silvo/Brasso/lubricants. Dusting & cleaning of Murals, Sceneries, Photo-frames, idols, etc.
- ix) Polishing of taps and other steel fittings in the toilets with Silvo/Brasso.
- x) To spray Finit etc. in hostel rooms, class rooms, office rooms, auditorium, conference hall, dining room etc. to keep all such areas insects free. The contractor will provide the Finit pump and the spraying material.
- xi) Shampooing/Spraying/Disinfecting all carpets.

- xii) Specialized cleaning of computers, peripherals, hardwares, telephones, workstations and other sophisticated equipments as per direction of the Principal.
- xiii) The cost of proper washing and cleaning of Linens as detailed in previous pages, (Bed sheets/Towels/ Bed covers, chair covers etc & Floors/ Toilets, etc) should be borne by the service provider.
- xiv) Removal of dust and **black shoots** from the walls, corners and roofs of college building, hostel rooms and common area of residential block.

MONTHLY SERVICES

- i) Cleaning of overhead/underground water tank at **STAFF COLLEGE/Residential Block with proper cleaning agent/ adequate bleaching powder**. The cost of material used will be borne by the caretaker himself/herself. The equipment required for the job will be made available by the caretaker himself.
 - ii) Oiling/Greasing of ceiling fans and servicing of other electrical installations including generator.
 - iii) Testing of electrical lines/panels to ensure proper distribution of supply.
- PS: While quoting the rates on month-to-month basis, the concept of minimum wages (skilled / Semiskilled/ Unskilled) as per prevailing Act/Rules (as applicable in respect of Central Government Establishments) should be taken into consideration, failing which the tender will be treated as cancelled automatically without assigning any reasons.

Apart from the team of Eleven Staff Complements as already indicated, the owner of the 'Establishment' providing the Caretaking/Housekeeping services or authorized representative must attend the Staff College on regular and daily basis to oversee the functioning of the members of the 'staff' provided as per requirement.

Attendance (to be decided mutually) & punctuality with dress code are required to be followed strictly.

TENDER FORM (TECHNICAL BID- PART-I)

**APPLICATION FORM FOR PROVIDING HOUSEKEEPING SERVICES AT
INDIAN BANK STAFF COLLEGE, LUCKNOW,
SECTOR-21, INDIRA NAGAR, RING ROAD, LUCKNOW-226016**

1	Full Name of the Contractor / Firm: (in block letters)	
2	Full address of the Contractor / Firm : (With Telephone number, e-mail number, Mobile Number, Fax number)	
3	Years of Incorporation:	
4	Constitution : Sole / Proprietorship / Partnership/Company	
5	Name(s) of the Proprietor(s) / Partner (s)with their full address, telephone number, e-mail number, Mobile Number, Fax number	
6	Work experience in detail as Caretaker / Housekeeper for last Five (05) years (Certificate to be enclosed)	
7	Name of the Major clients with their addresses, telephone no./contact details ,(enclose certificates/credentials issued by the clients-Acceptable to Bank) :	

8	Details of infrastructure, persons employed, number of offices /branches available with the contractor																									
9	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Details of Registration, obtained from various authorities</th> <th style="text-align: left;">Registration No.</th> <th style="text-align: left;">With Effect from</th> <th style="text-align: left;">Valid up to</th> </tr> </thead> <tbody> <tr> <td>Labour License (Central)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>E.P.F.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>E.S.I.C.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Electrical License</td> <td></td> <td></td> <td></td> </tr> <tr> <td>GSTIN</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">(Enclose applicable Xerox copies)</p>	Details of Registration, obtained from various authorities	Registration No.	With Effect from	Valid up to	Labour License (Central)				E.P.F.				E.S.I.C.				Electrical License				GSTIN				
Details of Registration, obtained from various authorities	Registration No.	With Effect from	Valid up to																							
Labour License (Central)																										
E.P.F.																										
E.S.I.C.																										
Electrical License																										
GSTIN																										
10	Name of 2 referees of repute with address telephone number, mobile number (enclose their certificates), if any.	<p>1.</p> <p>2.</p>																								
11	Latest Income-tax Return (with TAN/PAN number), Professional tax, GST, Municipal Tax Returns, Clearance certificate (enclose Xerox copies)																									
12	Audited Balance Sheet and Profit & Loss A/c for the last 03 (three) years (enclose Xerox copy)																									
13	Bank A/C Details : Name & Full Address of Contractor's Banker :																									

Details of material to be used (Mandatory):

Washing of linens (bed sheets, towels, curtains etc.)

<u>Cleaning Material</u>	<u>Brand Name</u>	<u>Quantity (Monthly) to be used approx.</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

14

For Sweep-upkeep, mopping & Cleaning etc.

11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____

I / We certify that I / We have read, understood and accept the contents of the broad terms and conditions incorporated in the Tender Form and 'Notes' mentioned hereunder and submit this Tender for consideration. I / We certify that the above statements are true and correct to the best of my/our knowledge & belief.

I/we further declare that I/we am/are not defaulter of any Bank (Commercial/Other) or financial institution

(Signature of the Contractor/ Vendor / Authorized signatory)

Full Name:

Address:

.....

.....

(SEAL)

DATE:

Note:

1. All sealed tenders must be submitted within the stipulated period. i.e., from 10.00 Hrs (10.00am) of 29.04.2022 to 17.00 Hrs. (05.00 PM) on 13.05.2022..
2. Use the proper application form applicable for Housekeeping.
3. Interested Contractors may obtain further information / clarification from the Principal & AGM, Indian Bank Staff College, Indira Nagar, Sector-21, Ring Road, Lucknow-226016 before submission of the tender.
4. Duly filled in Tender Form (Technical) for Housekeeping / Caretaking Services, supported by all the required testimonials, should be submitted in a sealed envelope superscribing the envelope **“TENDER FOR HOUSEKEEPING SERVICES AT INDIAN BANK STAFF COLLEGE LUCKNOW” (TECHNICAL BID-PART-I)** within the stipulated dates and times. One Contractor/Vendor/Firm can submit only one Tender Form.
5. Place of opening of Tender will be at the premises of INDIAN BANK Staff College, Lucknow, Indira Nagar, Sector -21, Ring Road, Lucknow-226016.
6. Application should be submitted in two separate sealed envelopes superscribing as **“TENDER FOR HOUSEKEEPING SERVICES AT INDIAN BANK STAFF COLLEGE LUCKNOW” (TECHNICAL BID-PART-I)** and the other envelope as **“TENDER FOR HOUSEKEEPING SERVICES AT INDIAN BANK STAFF**

COLLEGE LUCKNOW” (COMMERCIAL BID-PART-II) between 29/04/2022 and 13/05/2022 during working hours. Both the sealed envelopes should be sent/ submitted in a common envelop superscribing “Tender for Housekeeping Services at Indian Bank, Staff College Lucknow “at the above mentioned (point no 5) address so as to reach on or before 17.00 hrs. on 13.05.2022. Tenders received late shall not be accepted / allowed and will be summarily rejected.

7. Tender forms will be available at Indian Bank Staff College, Lucknow, Indira Nagar, Sector-21, Ring Road, Lucknow-226016 from 29.04.2022 to 12.05.2022 during the working hours (between 10.00 A.M. and 5.00 P.M.) The tender forms are also available at the Bank’s website: www.indianbank.in
8. **Earnest money deposit of Rs 50,000/- (Rupees Fifty thousand only) in the form of DD/IOI Favoring “Indian Bank Staff College, Lucknow payable at Lucknow” must be attached with Technical Bid Only. Technical bid must also be accompanied by a Draft or Bankers’ Cheque of Rs.2000.00 favoring “Indian Bank Staff College, Lucknow” payable at Lucknow towards cost of Bid documents.**
9. Technical Bids duly filled in and supported by all the required testimonials and DD /IOI / Bankers Cheque must be submitted in a separate sealed envelope superscribing the envelope “**Tender for Housekeeping Services – Technical Bid- PART-I**” within the stipulated date and time i.e., **by 17.00 HRS on 13.05.2022**
10. The Tender (Technical bids) will be opened on **17.05.2022 at 15:30 hours (03.30PM)** in the presence of Tenderers/ Bidders or their duly authorized representatives, if available.
11. No further discussion / addition of information / documents will be granted to the tenderer/bidder, after it is submitted or whose quotation are disqualified.
12. INDIAN BANK reserves the right to accept or reject any or all the offers without assigning any reasons.
13. No postal communication shall be entertained for obtaining of tender documents.
14. Tender documents are not transferable.
15. The Bank reserves the right to cancel / postpone the date of receipt and or opening of the tenders.
16. Before submission of the tender, contractors may verify the eligibility criteria and ensure fulfilling all the terms and conditions.
17. Any form of canvassing at any stage will disqualify the Bidder from the tender process automatically.

TENDER FORM (COMMERCIAL BID-PART-II)

APPLICATION FORM FOR PROVIDING HOUSEKEEPING SERVICES AT INDIAN BANK STAFF COLLEGE, LUCKNOW INDIRA NAGAR, SECTOR-21, RING ROAD, LUCKNOW -226016,

The details of rates quoted:

For providing following Services :	<u>Bid Amount</u> On Monthly Basis (Inclusive of all taxes and service charges, GST – as applicable etc.)
Housekeeping Services including Caretaking, Sweeping, Mopping, Cleaning & Maintenance of Premises, Electrical Installation/Maintenance, Plumbing, Gardening etc. as per the broad terms & conditions of the Tender.	Rs.....

Break Up

Manpower Cost:

Material Cost (if any):

Service Charges:

(TOTAL: Rupees _____ only)

1	Full Name of the Contractor / Firm: (in block letters)	
2	Full address of the Contractor / Firm : (With Telephone number, Mobile No., E-mail, Fax number)	
3	Year of Incorporation:	
4	Constitution : Sole / Proprietorship / Partnership/Company	
5	Name(s) of the Proprietor(s) / Partner (s)with their full address, telephone number, e-mail number, fax number	

6	Work experience in detail as Caretaker / Housekeeper for last Five years (Certificate to be enclosed)																											
7	Name of the Major clients with their addresses, telephone no./contact details, (enclose certificates/credentials issued by the clients-Acceptable to Bank):																											
8	Details of infrastructure, persons employed, number of offices /branches available with the contractor as housekeeping contractor																											
9	<table border="1" data-bbox="295 1294 1422 1617"> <thead> <tr> <th data-bbox="295 1294 647 1406">Details of Registration, obtained from various authorities</th> <th data-bbox="647 1294 975 1335">Registration No.</th> <th data-bbox="975 1294 1198 1335">With Effect from</th> <th data-bbox="1198 1294 1422 1335">Valid up to</th> </tr> </thead> <tbody> <tr> <td data-bbox="295 1406 647 1447">Labour License (Central)</td> <td data-bbox="647 1406 975 1447"></td> <td data-bbox="975 1406 1198 1447"></td> <td data-bbox="1198 1406 1422 1447"></td> </tr> <tr> <td data-bbox="295 1447 647 1487">E.P.F.</td> <td data-bbox="647 1447 975 1487"></td> <td data-bbox="975 1447 1198 1487"></td> <td data-bbox="1198 1447 1422 1487"></td> </tr> <tr> <td data-bbox="295 1487 647 1527">E.S.I.C.</td> <td data-bbox="647 1487 975 1527"></td> <td data-bbox="975 1487 1198 1527"></td> <td data-bbox="1198 1487 1422 1527"></td> </tr> <tr> <td data-bbox="295 1527 647 1568">Electrical License</td> <td data-bbox="647 1527 975 1568"></td> <td data-bbox="975 1527 1198 1568"></td> <td data-bbox="1198 1527 1422 1568"></td> </tr> <tr> <td data-bbox="295 1568 647 1617">GSTIN</td> <td data-bbox="647 1568 975 1617"></td> <td data-bbox="975 1568 1198 1617"></td> <td data-bbox="1198 1568 1422 1617"></td> </tr> </tbody> </table> <p data-bbox="336 1617 740 1653">(Enclose applicable Xerox copies)</p>				Details of Registration, obtained from various authorities	Registration No.	With Effect from	Valid up to	Labour License (Central)				E.P.F.				E.S.I.C.				Electrical License				GSTIN			
Details of Registration, obtained from various authorities	Registration No.	With Effect from	Valid up to																									
Labour License (Central)																												
E.P.F.																												
E.S.I.C.																												
Electrical License																												
GSTIN																												
10	Name of 2 Referees of repute with address telephone number, Mobile No. (enclose their certificates) if any.	<ol style="list-style-type: none"> <li data-bbox="906 1733 932 1769">1. <li data-bbox="906 1841 932 1877">2. 																										

11	Latest Income-tax Return (with TAN/PAN number), Professional tax, GST, Municipal Tax Returns, Clearance certificate (enclose Xerox copies)																																																	
12	Audited Balance Sheet and Profit & Loss A/c for the last 03 (three) years (enclose Xerox copy)																																																	
13	Bank A/C Details : Name & Full Address of Contractor's Banker :																																																	
14	<p>The details of rates quoted: The charges for specialized housekeeping services including care-taking, sweeping/mopping and cleaning, maintenance of premises, plumbing, gardening, etc. shall be Rs. _____ (Rupees _____ only) per month (inclusive of all taxes), as per details hereunder:</p> <p>A) Staff Complements:</p> <table border="1"> <thead> <tr> <th><u>SNo.</u></th> <th><u>Category</u></th> <th><u>Skilled/Semi-skilled/Unskilled</u></th> <th><u>No. of Person</u></th> <th><u>Minimum Wages (Per Day) (per person)</u></th> <th><u>TOTAL Monthly Remuneration</u></th> </tr> </thead> <tbody> <tr><td>1.</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____.</td></tr> <tr><td>2.</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____.</td></tr> <tr><td>3.</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____.</td></tr> <tr><td>4.</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____.</td></tr> <tr><td>5.</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____.</td></tr> <tr><td>6.</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____.</td></tr> <tr><td colspan="5" style="text-align: right;">Sub Total</td><td>_____.</td></tr> </tbody> </table> <p>B) Cleaning Materials of Standard Quality [washing of linens (bed sheets, towels, curtains etc.)] (As per point no. 15 of Technical Bid) <u>Cost (Per Month (₹))</u> _____.</p> <p>C) Cleaning Materials of Standard Quality (For Sweeping/ mopping -upkeeping & Cleaning etc.) (As per point no. 15 of Technical Bid) <u>Cost (Per Month (₹))</u> _____.</p> <p style="text-align: right;"><u>Amount (₹)</u></p> <p>D) Service Charges (Gross) Rate %</p> <p>D.1 Employer contribution of EPF _____%</p> <p>D.2 Employer contribution of ESIC _____%</p> <p>D.3 Employer's/Contractor's Service Charges/Margin (Net) _____% (Not less than minimum wages of one person)</p>		<u>SNo.</u>	<u>Category</u>	<u>Skilled/Semi-skilled/Unskilled</u>	<u>No. of Person</u>	<u>Minimum Wages (Per Day) (per person)</u>	<u>TOTAL Monthly Remuneration</u>	1.	_____	_____	_____	_____	_____.	2.	_____	_____	_____	_____	_____.	3.	_____	_____	_____	_____	_____.	4.	_____	_____	_____	_____	_____.	5.	_____	_____	_____	_____	_____.	6.	_____	_____	_____	_____	_____.	Sub Total					_____.
<u>SNo.</u>	<u>Category</u>	<u>Skilled/Semi-skilled/Unskilled</u>	<u>No. of Person</u>	<u>Minimum Wages (Per Day) (per person)</u>	<u>TOTAL Monthly Remuneration</u>																																													
1.	_____	_____	_____	_____	_____.																																													
2.	_____	_____	_____	_____	_____.																																													
3.	_____	_____	_____	_____	_____.																																													
4.	_____	_____	_____	_____	_____.																																													
5.	_____	_____	_____	_____	_____.																																													
6.	_____	_____	_____	_____	_____.																																													
Sub Total					_____.																																													

	D.4 Any Other Charges (please provide details)	_____:
	Gross Service Charges (D)	_____:
E)	GST (@ applicable rate)	_____:
	Grand Total :	_____:
<hr/> (Signature of the Contractor/ Vendor / Authorized signatory)		

UNDERTAKING

I / We certify that I / We have read, understood and accept the contents of the broad terms and conditions incorporated in the Tender Form and 'Note' mentioned hereunder and submit this Tender for consideration. I / We certify that the above statements are true and correct to the best of my/our knowledge and belief.

I/we further declare that I/we am/are not defaulter of any Bank (Commercial/Other) or financial institution as also I/We are not debarred/castigated by any Office/Company/Bank for Housekeeping services.

(Signature of the Contractor/ Vendor / Authorized signatory)

Full Name: _____

Address: _____

 (SEAL)

DATE:

Note:

1. All sealed tenders must be submitted within the stipulated period. i.e., from 10.00 Hrs (10.00am) of 29.04.2022 to 17.00 Hrs (5.00 PM) on 13.05.2022.
2. Use the proper application form applicable for House Keeping.
3. Interested Contractors may obtain further information / clarification from the Principal & AGM, Indian Bank Staff College, Indira Nagar, Sector-21, Ring Road, Lucknow-226016 before submission of the tender.
4. Duly filled in Tender Form (**Commercial**) for Housekeeping / Caretaking Services, supported by all the required testimonials, should be submitted in a sealed envelope superscribing the envelope "**Tender for Housekeeping Services (Commercial-PART-II)**" within the stipulated dates and times. One Contractor can

- submit only one Tender Form.
5. Place of opening of Tender will be at the premises of INDIAN BANK STAFF COLLEGE LUCKNOW, Indira Nagar, Sector -21, Ring Road, Lucknow-226016.
 6. Application should be submitted in two separate sealed envelopes superscribing as “**Tender for House-keeping Services (Technical Bid)**” and the other envelope as “**Tender for House-keeping Services (Commercial Bid-PART-II)**” between 29/04/2022 (date) and 13/05/2022 (date) during working hours. Both the sealed envelopes should be sent/ submitted in a common envelop superscribing “**TENDER FOR HOUSEKEEPING SERVICES AT INDIAN BANK STAFF COLLEGE LUCKNOW**” at the above mentioned (point no 5) address as to reach on or before 17.00 hrs. on 13.05.2022. Tenders received late shall not be accepted / allowed and will be summarily rejected.
 7. Tender forms will be available at Indian Bank Staff College, Lucknow, Indira Nagar, Sector-21, Ring Road, Lucknow-226016 from 29.04.2022 to 12.05.2022 during the working hours (between 10.00 A.M. and 5.00 P.M.). The tender forms are also available at the Bank’s website: www.indianbank.in
 8. **Earnest money for Rs 50,000/- in the form of DD/IOI Favoring “Indian Bank Staff College, Lucknow” payable at Lucknow must be attached with Technical Bid Only. Technical bid must also be accompanied by a Draft or Bankers’ Cheque of Rs.2000.00 favoring “Indian Bank Staff College, Lucknow” payable at Lucknow towards cost of bid documents.**
 9. Technical Bids duly filled in and supported by all the required testimonials and DD /IOI / Bankers Cheque must be submitted in a separate sealed envelope superscribing the envelope “**Tender for Housekeeping Services – Technical Bid - PART-I**” within the stipulated date and time i.e., by 17.00 HRS on 13.05.2022.
 10. The Tender (Technical bids) will be opened on 17.05.2022 at 15.30 hours (03.30PM) in the presence of Tenderers/ Bidders or their duly authorized representatives, if available.
 11. No further discussion / addition of information / documents will be granted to the tenderer/bidder, after it is submitted or whose quotation are disqualified.
 12. INDIAN BANK reserves the right to accept or reject any or all the offers without assigning any reasons.
 13. No postal communication shall be entertained for obtaining of tender documents.
 14. Tender documents are not transferable.
 15. The Bank reserves the right to cancel / postpone the date of receipt and or opening of the tenders.
 16. Before submission of the tender, contractors may verify the eligibility criteria and ensure fulfilling all the terms and conditions.
 17. Any form of canvassing at any stage will disqualify the Bidder from the tender process automatically.
