



Indian Bank Staff College Kolkata
1ए, रोनल्डशेय रोड, अलीपुर, कोलकाता-700 027

1A, Ronaldshay Road, Alipore, Kolkata – 700 027

दूरभाष सं./ Tel No.: 033-2479 4578

ई-मेल/ Email id: stc.kolkatametro@indianbank.co.in

**e-Tender for Housekeeping & Maintenance Services at Indian
Bank Staff College, Alipore, Kolkata -27.**



TECHNICAL BID

e-Tender Reference No.	GeM BID NO: GEM/2025/B/7053313 Date: 30.12.2025
e-Tender Issuance Date	30.12.2025
Last Date of request for Queries/ Clarifications	08.01.2026, 5:00 PM
Date and time of Pre-Bid Meeting	09.01.2026, 4:00 PM
Last Date for receipt of bids	20.01.2026, 3:00 PM
Date and time of opening of Technical bids	20.01.2026, 3:30 PM

This e-tender document contains 54 Pages.

BID Ref. No.: GEM/2025/B/7053313 Date: 30.12.2025	Indian Bank Staff College Kolkata	e-Tender for House keeping & maintenance Services at Indian Bank Staff College Kolkata-700027.
	1A, Ronaldshay Road, Alipore, Kolkata-27	

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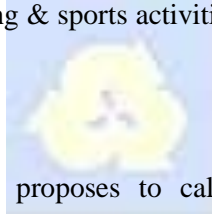
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NOTICE INVITING e-TENDER

INTRODUCTION

Indian Bank Staff College Kolkata is functioning in a 3 storied building at 1A, Ronaldshay Road, Alipore, Kolkata, 700027.

Indian Bank Staff College Kolkata in the building located at 1-A, Ronaldshay Road, Alipore Kolkata has a built up area of 16030 sq. ft, having Ground+3 Upper floors and Terrace. This college is located in the building which also houses other offices of the bank like a branch attached with Currency Chest & an Executive Guest house in the ground floor. There is an open space in the complex for parking & sports activities with an approximate area of 20450 sft.



Indian Bank Staff College Kolkata proposes to call e-tender for the Housekeeping & Maintenance Services at its premises, for which sealed bids through **online mode i.e. Government e- Market (GeM) Portal** are being called for in 2 parts viz. Technical Bid and Financial Bid, from reputed Contractors fulfilling the criteria stipulated in the Notice Inviting Tender (NIT). The document may be downloaded from our Bank's website <https://www.indianbank.in/tender> or GeM portal with Bid Ref. No. [GEM/2025/B/7053313](#)

Nature of Work
Housekeeping & maintenance Services including Caretaking, Sweeping, Cleaning & Maintenance of Premises (Hostel Rooms, Executive suite , Office, Class Rooms, Common Areas, Canteen, Library , Toilets and Bathrooms etc.), Furniture & Fixture, Electrical Installation, Plumbing, Gardening , Maintenance of Aquariums etc.

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Notice Inviting e-Tender

Annual Estimated Cost	Rs. 13 Lakhs
Start date of issue (downloading e-tender)	30.12.2025 The documents shall be downloaded through Indian Bank website https://www.indianbank.in or GeM Portal.
Last date of downloading e-tender	19.01.2026
Site Visit	From 07.01.2026 to 08.01.2026 (Interested bidders are requested to visit the site before pre-bid meeting to get the details of the scope of the work)
Last Date of request for Queries/ Clarifications	08.01.2026 up-to 05.00 PM (Last Date of Receiving request for queries / clarifications before the Pre-bid Meeting)
Pre-Bid Meeting/Venue	09.01.2026 at 11.30 AM through virtual mode. Bidders having queries need to submit their details along with queries if any to stc.kolkatametro@indianbank.co.in before participating in the pre-bid meeting i.e. on or before 08.01.2026, 5:00 PM. Link for virtual pre-bid meeting would be posted in Banks website / GeM portal.
Earnest Money Deposit	Rs. 1.00 lakh can be remitted by way of NEFT/RTGS to Bank's Account as per details given in this e-tender or BG as per enclosed format with minimum validity of 150 days
Validity of Quoted Rates	120 Days
Time & Last Date of submission	20.01.2026 up-to 03:00 PM through online mode only on Government e-Market Place (GeM Portal).
Time & Date of opening of Technical Bid	20.01.2026 up-to 03:30 PM
Time & Date of opening of Financial Bid	To be intimated only to the Tenderers qualifying in Technical bids.
Helpline Number for submission of online Bids	Name: Mr. Paresh Chandra Khilar, Chief Manager Support Contact No. 033 24794578 Support Email: stc.kolkatametro@indianbank.co.in

Indian Bank Invites signed and sealed e-tenders from reputed Contractors fulfilling the eligibility criteria stipulated in NIT for providing Housekeeping & Maintenance Services for Indian Bank, Staff College Kolkata at Alipore, Kolkata.

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The Tender document can also be downloaded from:

Bank's website: <https://www.indianbank.in/tender>

And

Government e- Market Place (GeM) portal: <https://gem.gov.in>

In addition to the above, clarifications, modifications and date of extensions, if any, will be published in the Bank's website and GeM portal only.

- I. The period of contract shall be 2 years; however, the contract will be renewed after one year based on the satisfactory performance of the contractor.
- II. Bank will follow two bidding system. Part-I (TECHNICAL BID) of the bid contains compliance details of the eligibility and terms & conditions set in the Tender document (including annexures) for which proposal / quotation is called for. Bids have to be submitted in online mode only through **Government e- Market Place (GeM Portal)**. Further, Bidders must submit their commercial bid as per the format given in the Tender (as per PRICE BID Part-II) along with the technical bid on the e-procurement (GeM) portal separately. Technical bids submitted by all the bidders will be evaluated and only technically qualified bidders will be called for opening of commercial bids.
- III. Bidders should enroll / register themselves on Government e- Market Place (GeM) portal before participating in the bidding. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents in the portal. Except as provided in this Tender, any document sent by any other mode will not be accepted.
- IV. Documents which are to be uploaded online are required to be duly signed by the Authorized Signatory under the seal of the bidder company/ firm in every page. Any correction should be authenticated by the same signatory. If insufficient or false information is furnished and/or if there is any deviation or non-compliance of the stipulated terms and conditions, the bid will be liable for rejection.
- V. The price quoted should be unconditional and should not contain any string attached thereto. Bid, which do not confirm to our eligibility criteria and terms & condition, will be liable for rejection.
- VI. Tenderers are required to submit the bid in 2 parts namely **Technical bid** and **Price bid**. The Technical bid containing the RFP document (along with addendums, if any), Pre-qualification documents are to be submitted through online mode **along with copy of EMD payment receipt / BG as per enclosed format with minimum validity of 150 days**. The Financial bid shall be submitted in a separate attachment. Bids not following the above procedure will be liable for rejection.

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VII. **Earnest money** amounting to Rs.1.00 Lakh (Rupees One Lakh Only) can be submitted in the form of BG as per enclosed format with minimum validity of 150 days or remitted through **NEFT / RTGS** to our account as per details given below:

Account No: 98741040226

Name of the Branch: Alipore

Address of the Branch: 1A, Ronaldshay Road, Alipore, Kolkata-27

IFSC Code No.: IDIB000A571

VIII. EMD amount will not carry interest. Conditional e-tenders, late e-tenders, e-tenders without proof of EMD or EMD not submitted with Technical Bids, will be summarily rejected. Any e-tender received lately or not meeting all the e-tender conditions / Bids not signed are liable to be rejected.

IX. **Bank is not bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.**

X. Bank reserves the right to terminate the services of the contractor at any point of time by giving three-month notice, if the services are not found to be satisfactory to the bank.

XI. Submission of a e-tender by a tenderer implies that he has read this notice and other contract / e-tender documents and has made himself aware of the scope, specifications, conditions, liabilities and duties bearing on the execution of the contract.

XII. The bidders are requested to visit the sites, before quoting their rates for the work.

XIII. Clarifications, if any, pertaining to this e-tender may be referred to Indian Bank, Staff College Kolkata by mail on stc.kolkatametro@indianbank.co.in on telephone no. **033-24794578**.

XIV. Time wherever mentioned in this Tender is as per Indian Standard Time. The above dates and timelines are tentative and subject to change without any prior notice or intimation. If a holiday is declared on the dates fixed for submission of bids, opening of bids (Technical or Commercial), the same shall stand revised to the next working day at the specified time and place unless communicated otherwise.

Note: Indian Bank does not take responsibility of any bid / offer damaged / lost in transit / delivered at incorrect address prior to its receipt at the Bank's designated office.

Kolkata,
Date: 30.12.2025

ASSISTANT GENERAL MANAGER
Indian Bank Staff College Kolkata

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GLOSSARY OF TERMS

i) Following terms are used in the document interchangeably to mean:

1. Staff College refers to “Indian Bank Staff College located at 1A, Ronaldshay Road, Alipore, Kolkata -700027.
2. Tender, RFP (Request for Proposal) means this tender documents including Corrigendum, addendums, future correspondence etc.
3. Recipient, Respondent, Tenderer, Bidder, Applicant means the respondent to the Tender document.
4. Proposal, Bid / Bids means “Response to the Tender Document” prepared by the Bidder and submitted to “Indian Bank Staff College Kolkata”.
5. Selected bidder and the Indian Bank Staff College Kolkata shall be individually referred to as “party” and collectively as “parties”. The terms, Successful bidder and Indian Bank Staff College Kolkata are also referred as Contractor / Service provider and Purchaser respectively.
6. Unless contrary to the context or meaning thereof, Contract or agreement wherever appearing in this Tender shall mean the contract to be executed between Indian Bank Staff College Kolkata and the successful bidder.
7. Unless the context otherwise requires, reference to one gender includes a reference to the other, words importing the singular include the plural and words denoting natural persons include artificial legal persons and vice versa.

Confidentiality:

*This document is meant for the specific use by the Bidder/s to participate in the current tendering process. This document in its entirety is subject to Copyright Laws. Indian Bank expects the Bidders or any person acting on behalf of the Bidders to strictly adhere to the instructions given in the document and maintain confidentiality of information. **The Bidder/s do hereby undertake that they shall hold the information received by them under this RFP process or the contract “in trust” and they shall maintain utmost confidentiality of such information. The Bidders have to agree and undertake that (a) They shall maintain and use the information only for the purpose as permitted by Indian Bank Staff College Kolkata (b) To strictly allow disclosure of such information to its employees, agents and representatives on “need to know” basis only and to ensure confidentiality of such information disclosed to them. The Bidders will be held responsible for any misuse of information contained in this document or obtained from Indian Bank Staff College Kolkata during course of Tender process, and liable to be prosecuted by the Bank in the event such breach of confidentiality obligation is brought to the notice of the Bank. By downloading the document, the interested parties are subject to confidentiality clauses.***

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INSTRUCTION TO TENDERERS

- 1) The Tenderer should quote the rates in the proper form of the e-tender only on GeM Portal; else e-tenders will be rejected at any stage of the contract.
- 2) The Schedule of quantities given in the e-tender documents are meant to indicate the broad scope of the works and to provide uniform basis for bidding.
- 3) All e-tenders wherein any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected. The acceptance of a e-tender will rest with Indian Bank which does not bind itself to accept the lowest e-tender, and reserves to itself the authority to reject any or all of the e-tenders received without assigning any reason.
- 4) The e-tender shall be a lumpsum contract covering all charges / expenses as stipulated in the bid document. The lowest e-tender (L1) will be selected based on the total amount of House keeping & Maintenance charges quoted for one month and this shall be the accepted value of the work.
- 5) The Contractor shall give a list of his relatives working with Indian Bank along with their designations and addresses.
- 6) The conditions for House keeping & Maintenance Services are given in Part A. The Contractors may inspect the building on working days from 07.01.2026 to **08.01.2026 between 10.00 a.m. & 5.00 p.m.** with the prior permission from AGM & Principal, Staff College Kolkata.
- 7) The Tenderer, whose e-tender is accepted will be required to furnish all the relevant documents **within 14 days** from the date of communication of the award of contract.
- 8) The return of EMD of remaining bidders who were unsuccessful in the e-tender process will be done within a reasonable time from the date of acceptance of e- tender / e-tenders by the L1 bidder.
- 9) **The EMD of Tenderer whose e-tender is accepted, shall be forfeited in case he does not submit the Performance Guarantee within the stipulated period.**
A **Performance Guarantee** (refundable after completion of contract period) in the form of Bank Guarantee with a minimum validity of Contract period + 1 month or can be remitted through **NEFT/RTGS** for an amount equivalent to 5% of the annual value of the contract (Or) Rs.1.00 Lakh, whichever is higher to our account as per details given below:

Account No: 98741040226

Name of the Branch: Alipore

Address of the Branch: 1A, Ronaldshay Road, Alipore, Kolkata-27

IFSC Code No.: IDIB000A571

BID Ref. No.: <u>GEM/2025/B/7053313</u> Date: 30.12.2025	Indian Bank Staff College Kolkata	e-Tender for House keeping & maintenance Services at Indian Bank Staff College Kolkata-700027.
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- 10) The Tenderer shall be bound to perform the work during the contract period at the rates and amounts quoted.
- 11) On acceptance of the e-tender, the name of the authorized representative of the Contractor who would be responsible for taking instructions from the Bank shall be communicated to the Bank.
- 12) In case the contract is awarded, the awardee Contractor has to enter into an agreement with the Bank as per the draft enclosed to the e-tender document.
- 13) GST or any other tax on material or on finished works as applicable at state & central of this contract shall be payable by the Contractor and the Bank will not entertain any claim whatsoever in this respect. Tenderers should have applicable tax registrations GST, PAN, TIN etc. supported by documentary evidences.
- 14) The contractor shall be responsible for all Labour code / labour laws and statutory requirements, insurances, medical treatment to any illness, injury in or outside premises etc. pertaining to his employees and shall be responsible against any claim on this account.
- 15) The contractor must produce latest income tax clearance certificate along with this e-tender.
- 16) Income tax deductions will be made as per the prevailing rates from the contractor's on account bills.
- 17) No mobilization advance or secured advance is to be allowed to the contractor.
- 18) The contractor will be governed by the relevant laws of Govt of India. All payments due to the contractor under the contract will be made in Indian rupee currency.
- 19) No former employee of Indian Bank is allowed to work as a Contractor or as an employee of the Contractor within One year of his retirement / resignation from the Bank's service, without previous permission of the Bank. The Contractor has to give a declaration to this effect. This contract is liable to be cancelled if either the Contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Bank as aforesaid before submission of the e-tender or engagement in the Contractor's service.
- 20) The e -tender shall remain valid for acceptance for a period of **120 days** from the date of its opening. If any Contractor withdraws his e-tender before the said period, then the Bank shall be at liberty to forfeit the Earnest Money Deposit.
- 21) It will be obligatory on the part of the Tenderer to sign on all pages of the e-tender documents for all the component parts and that after the work is awarded, he will have to enter into an agreement with the competent authority in the Bank as given in

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Annexure II on a duly stamped paper.

- 22) Canvassing in connection with e-tender is prohibited and the e-tenders submitted by the Contractors who resort to canvassing will be liable for rejection.
- 23) The rates quoted shall be inclusive of all taxes, duties, levies etc. except GST. The applicable GST will be paid extra by the Bank as per the extant Government guidelines. However, in case of any revision in the tax structure during the currency of the contract, the contractor can raise the bill for the increased tax component, with necessary proof for the same.
- 24) The contractor has to make the payment to their Workers engaged for the above work on or before 8th day of the succeeding month during working hours on working day and the payment shall not be less than the MINIMUM WAGES stipulated by the Ministry of Labour, Government of India, or Government of West Bengal whichever is higher as applicable for the entire work force, from time to time
- 25) The contractors are requested to quote for Housekeeping & Maintenance Services as listed in Technical bid (**Part A thru Part E**) for Indian Bank, Staff College Kolkata on lump-sum basis per month.
- 26) Though Contract has called for two years, the contract will be renewed for the second year depending upon the satisfactory service of the agency / contractor. Bank will make an increase of 5% on the quoted amount for 2nd year on the quoted amount. Bank also reserves the right to terminate the contract and go for fresh e-tender during the currency of contract.
- 27) No enhancement over and above the quoted rate shall be allowed on any account except the enhancement as per the contract for the 2nd year. In case, there is a revision in Minimum Wages (Basic+DA) by more than 5% notified by the competent authority during the currency of the contract period, the contractor can approach the bank for the difference in Minimum Wages above 5% in case of 2nd year of contract. The contractor can claim for difference with sufficient proof for the increase as per Annexure-I of Price Bid.
- 28) No enhancement over and above the quoted rate shall be allowed on any account except the enhancement as per the contract for the 2nd year.
- 29) Where the context so requires, words imparting the singular only also include the plural and vice versa. Any reference to masculine gender shall whenever required include feminine gender and transgender.

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PRE-QUALIFICATION CRITERIA / DOCUMENTS

Indian Bank intends to pre-qualify contractors who have the requisite qualifying experience in House Keeping & maintenance works as specified below:

- 1) Work Experience during the last **05** years ending 31.03.2025 in carrying out similar works and who fulfill the following pre-qualification criteria.
 - a) Three similar* completed works each costing not less than Rs.10 Lakh each per annum, each year
(OR)
 - b) Two similar* completed works each costing not less than Rs.5 Lakh each per annum, each year
(OR)
 - c) One similar* completed work costing not less than Rs.4 Lakh each per annum, each year

*Similar completed work shall mean carrying out **Mechanized / Semi-Mechanized** House keeping & Maintenance work (excluding Service Tax/GST), includes housekeeping and maintenance of buildings, plumbing, sanitary and electrical maintenance, air conditioning work maintenance, carpentry works etc. in any State / Central Government/ Public Sector Undertakings / Statutory bodies / reputed Business / Software parks in single contract. **Attested copies of Work Order, Completion Certificate / performance certificate issued by the clients of the Tenderer should be enclosed, in support of their experience (Form-D).**

- 2) The proprietary Concern / Firm in partnership / Limited Company or Corporation should be registered / incorporated in India (Certificate of incorporate to be submitted).
- 3) The proprietary Concern / Firm in partnership / Limited Company or Corporation should have been a profit making entity during the last 3 years ending 31.03.2025. If the audited balance sheet for FY 2024-25 is not available, Tenderers may also submit the same for FY 2021-22.
- 4) The Tenderer should be registered and have valid GST number obtained from competent authority. (Copy to be submitted)
- 5) Should be an income tax assessee (copy of PAN to be submitted).
- 6) Should have an office at Kolkata (**Telephone No. and detail address to be furnished**) with at-least 20 people on its roll of which at least **10** should be on permanent roll based at Kolkata. The staff to be deployed to Indian Bank should include

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technical, administrative personnel and others as follows (Min requirement) for proper execution of contract:

Sl. No	Description of Manpower	No
1	Supervisor / Manager	1
2	Word boy	1
3	Sweeper	2
	Total	4

- 7) The Tenderer must have an annual turnover of Rs.15 lakh (Rupees Fifteen lakh only) each during the last three years.
- 8) Should possess valid, ESI, PF, Registration Certificate (Remittance challans for the past 6 months should be enclosed along with the technical bid).

NOTE:

- 1) The agency should submit a list of their above employees as per format in **Annexure .**
- 2) Valid ISO certification for Mechanized / Semi-Mechanized Housekeeping services, if available, may be mentioned and attested copies of certificates to be enclosed.
- 3) Pre-qualification criteria as stated above shall be scrutinized against supporting documents.
- 4) The Tenderer would be liable for disqualification if it is found at any stage of the bid process that
 - a. Misleading or false representations have been made or deliberately suppressed any relevant information in the forms, statements and enclosures required in the pre-qualification document.
 - b. Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures / weaknesses, etc.
- 5) Those who are technically qualified after opening of Technical Bids, will be short listed and their commercial bids only opened. Applicants who do not satisfy the above conditions will not be considered.
- 6) Bank reserves the right to reject any or all applications without assigning any reason whatsoever.

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IMPORTANT INSTRUCTIONS TO APPLICANTS

The applicants who have downloaded the PQ from the web / GeM, should read the following important instructions carefully before submitting the PQ documents:-

- 1) The applicants should see carefully & ensure that the **complete PQ document** contains **54 pages** in total which includes 6 forms (A-F).
- 2) The printout of PQ document should be taken on 'A4' size paper only & the printer settings etc. are such that document is printed as appearing in the web & there is no change in formatting, number of pages etc.
- 3) The applicant should ensure that no page in the down-loaded PQ document is missing.
- 4) The applicant should ensure that all pages in the down-loaded PQ document are legible, clear & are printed /scanned / uploaded in a good quality.
- 5) **The applicant should ensure that every page of the down-loaded PQ document is signed by applicant with stamp (seal).**
- 6) The applicant should ensure that the down-loaded PQ document is properly scanned and sealed before uploading/submitting the same.
- 7) In case of any correction / addition / alteration / omission in the PQ document by the applicant, it shall be treated as non – authenticated and is not acceptable.
- 8) The applicant shall furnish a declaration to the effect that no addition deletion / corrections has been made in the PQ document submitted and it is identical to the PQ document appearing on Website/ online portal.
- 9) The applicant should read carefully & sign the declaration before submitting the PQ document.
- 10) In case of any doubt in the downloaded PQ document, the same should be got clarified from Indian Bank Staff College at 1A, Ronaldshay Road, Alipore, Kolkata - 700027 , Ph No: 24794578 before submitting the PQ document.
- 11) In case of any doubt in the Downloading / uploading e-tender /PQ documents on online portal i.e. GeM, the same should be got clarified from GeM Customer Care.

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LETTER OF TRANSMITTAL
(In the Contractor's Letter Head)

To

Assistant General Manager,
Indian Bank Staff College,
1A, Ronaldshay Road, Alipore,
Kolkata -700027.

Sub: Tender document for House keeping & Maintenance Services contract for Indian Bank Staff College , 1A, Ronaldshay Road, Alipore, Kolkata -700027
Sir,

Having examined the details given in pre-qualification document for the above work, I / we hereby submit the PQ documents (downloaded from web) and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms A to F and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I/We also authorize Officials of Indian Bank to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I/We also submit prescribed declaration in respect of downloaded PQ document. (Applicable only in case of application on downloaded PQ document)
5. I/We submit the following certificates in support of our suitability, technical know-how & capability for having successfully completed the following works

Sl. No.	Name of Work	Certificate from

Enclosures:

Seal of applicant
Date of submission

Signature(s) of applicant(s)

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	1A, Ronaldshay Road, Alipore, Kolkata-27	

DECLARATION

(In the Contractor's Letter Head)

(TO BE GIVEN BY THE APPLICANT WHO HAVE DOWNLOADED THE PQ DOCUMENT FROM THE WEB / ONLINE PORTAL)

It is to certify that

- 1) I / We have submitted the PQ document in the proforma as **down-loaded directly from the web site/online portal & there is no change in formatting, number of pages etc.**
- 2) I / We have submitted PQ document which **are same / identical** as available in the website/online portal.
- 3.) I / We have **not made any modification / corrections / additions etc** in the PQ documents downloaded from web/ online portal by me / us.
- 4) I / We have checked that **no page is missing** and all pages as per the index are available & that all pages of PQ document submitted by us are **clear & legible**.
- 5) I / We have **signed (with stamp) all the pages** of the PQ document before submitting the same.
- 6) I / We have **sealed** the PQ documents properly before submitting the same.
- 7) I / We have submitted the cost of PQ document.
- 8) I /We have read carefully & understood the instructions to all the applicants & to the applicants who have down-loaded the PQ document from the web.
- 9) In case at any stage later, it is found that there is difference in our downloaded PQ documents from the original, BANK shall have the absolute right to take any action as deemed fit without any prior intimation to me / us.

Dated:

Signature(s) of applicant(s)

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FORM 'A'

FINANCIAL INFORMATION

Name of bidder:.....

Financial Analysis-Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last five years duly submitted by the applicant to the Income Tax Department (Copies to be attached) and duly certified by the Chartered Accountant mentioning the membership number issued by ICAI along with the full address.

1. Gross Annual Turnover for last three years ending 31.03.2025

Financial Year	Annual Turn Over in Indian Rupees (or equivalent to Indian Rupees) as per Audited Balance Sheet
2022-23	Rs.
2023-24	Rs.
2024-25	Rs.
Average Annual Turnover over the past three years	Rs.

2. Profit / Loss for last Five years ending 31.03.2025

Financial Information in Rs. Equivalent	For year 2021-22	For year 2022-23	For year 2023-24	For year 2024-25
1. Total Assets				
2. Current Assets				
3. Total Liabilities				
4. Current Liabilities				
5. Net working capital(2-4)				
6. Current Ratio				
7. ACID Test Ratio				
8. Profit before Tax				
9. Profit after Tax				
10. Net Worth				
11. Solvency as mentioned in the Certificate duly certified by the Bank				

Note: Copies of relevant balance sheets, P&L statements, notes to accounts shall be submitted along with the bid.

Signature of Chartered Accountant with Seal


FRN Number-----

UDIN Number----

Signature of Bidder.

Please note: The Company should have been a profit making one during the last 3 years ending 31.03.2025. If the audited balance sheet for FY 2024-25 is not available, Tenderers may also submit the same for FY 2021-22.

FORM 'B'**DETAILS OF ALL WORKS OF SIMILAR CLASS CONTRACTS DURING THE LAST FIVE YEARS ENDED
31.03.2025**


SL NO	Name of Organization & location	Contact person for reference, if any	Area of premises and other details	Scope of work	Cost of Contract (Rs. in lakh)	Date of commenceme nt as per contract	Period of contract	Whether renewed during subsequent periods	Litigation/ Arbitration pending / In progress with details	Any other informa tion
1	2	3	4	5	6	7	8	9	10	11
										

PLEASE NOTE: Details pertaining to the Maintenance (Civil, Electrical, AC and allied works) and Housekeeping services / contracts works to be furnished.

Note: additional information about similar works, if any, may be submitted on separate sheet.

Signature of Applicant(s)

FORM C**DETAILS OF OTHER MAINTENANCE / HOUSE KEEPING CONTRACTS IN HAND AS ON 31.03.2025**

SL NO	Name of Organization & location	Contact person for reference, if any	Area of premises and other details	Scope of work	Cost of Contract (Rs. in lakh)	Date of commencement as per contract	Period of contract	Litigation/ Arbitration pending / In progress with details	Any other information
1	2	3	4	5	6	7	8	9	10
									
<div>Applicant(s)</div> <div>Signature of</div>									

BID Ref. No.: <u>GEM/2025/B/7053313</u> Date: 30.12.2025	Indian Bank Staff College Kolkata 1A, Ronaldshay Road, Alipore, Kolkata-27	e-Tender for House keeping & maintenance Services at Indian Bank Staff College Kolkata-700027.
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FORM 'D'

PERFORMANCE REPORT FOR WORKS REFERRED TO IN FORM 'B' & 'C'

1. Name of the work & Location.
 2. Contract cost
 3. Contract period (From/ to)
 4. Performance report based on Quality of Work,
Time Management, Technical competency
and Resourcefulness
 5. Litigation / Arbitration details, if any
- : Very Good / Good / Fair /
Not satisfactory

DATE:



Authorized Signatory:



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FORM 'E'

STRUCTURE AND ORGANISATION

1. Name and address of the applicant
2. Telephone No./Fax No/E-Mail address.
3. Legal Status (attach copies of original Document defining the legal status)
 - a) A proprietary Concern
 - b) A Firm in partnership
 - c) A Limited Company or Corporation.
4. Particulars of registration with various Government bodies (Attach attested photo-copy)
 - a) Registration Number.
 - b) Organization / Place of registration
5. Names and Titles of Directors and officers with designation to be concerned with this work with Designation of individuals authorized to act for the organization.
6. Has the applicant or any constituent partner in case of partnership firm/ Company, ever abandoned the awarded work before its completion? If so, give the name of the project and give reasons thereof.
7. Has the applicant or any constituent partner in case of partnership firm / Company, ever been debarred / black listed for tendering in any organization at any time? If so, give details:
8. Has the applicant or any constituent partner in case of partnership Firm or any Director in case of a Company or any criminal proceedings presently pending, ever been convicted by a court of law? If so, give details.
9. In which field of Housekeeping / maintenance works, you can claim specialization and interest
10. Any other information considered necessary but not included above.

SIGNATURE OF APPLICANT(S)

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FORM F DETAILS OF KEY PERSONNEL EMPLOYED BY THE FIRM / COMPANY						
SL NO	Designation	Total Number	Names	Qualification	Professional Experience	Length of continuous service with employer
1	2	3	4	5	6	7
						
<p>Note : additional information about Technical personnel , if any , may be submitted on separate sheet.</p> <p>Signature of Applicant(s)</p>						



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PART-A: GENERAL CONDITIONS FOR HOUSE KEEPING & MAINTENANCE CONTRACT

1. The Contractor agrees and undertakes to render the housekeeping & maintenance services for Indian Bank Staff College Kolkata as per its requirements and to its satisfaction.
2. The Contractor and all his employees shall at all times during the continuance of this contract, obey and observe all the directions and instructions which may be given by the STAFF COLLEGE concerning any aspect of house-keeping services.
3. The Contractor undertakes to obtain any licence, permit, consent, sanction etc. as may be required or called for from / by local or any other authorities for doing such work. The Contractor undertakes to obtain such permission / licence, code numbers etc. as may be required under the Contract Labour (Regulation and Abolition) Act, 1970, The Employees Provident Fund and Miscellaneous Provisions Act 1952, The Minimum Wages Act 1948 etc. The Contractor undertakes to produce the permission / licence etc. so obtained and furnish to the Bank copies thereof as and when required. The Contractor shall be responsible for any contravention of the local / Municipal / other laws / rules / regulations. It is reiterated that the minimum wages paid to the workmen shall be as per Central / State Government Minimum wages Act, whichever is higher and which is being updated from time to time.
4. The Contractor undertakes that he/she shall comply with all conditions laid down under all applicable statutes, licences and permissions and undertakes to keep all licences and permissions valid and subsisting during the period of contract failing which this service agreement shall be liable to be terminated or compensation or any payment whatsoever at the sole discretion of the Bank.
5. The Contractor agrees and undertakes to bear all the taxes, rates, charges, levies, claims whatsoever as may be imposed by the State / Central Government or any local body or authority in respect of his contractual obligations. The Contractor agrees to furnish proof of such payments and compliance of the obligation including registration, certificate, clearance certificate etc. that may be required by the Bank from time to time.
6. The Contractor shall indemnify the Bank against any claims, damages, loss or penalty including the costs thereof arising out of any breach or violation of any of the provisions of all the laws including the labour laws as applicable from time to time governing the employees employed by the Contractor.
7. The Contractor shall devote his full attention to the work, including purchase of consumables and shall discharge his obligations under this agreement most diligently and honestly to the full satisfaction of the Bank. The Contractor shall ensure the availability in person of the Supervisor at Indian Bank Staff College premises who is competent to supervise the functioning of all contract labour and fulfill the requirements

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of the Bank.

8. The Contractor shall provide uniforms to his staff and wearing of neat / good uniforms and safety shoes is compulsory for the staff during their working hours. Prior approval from the Bank may be taken for the colour and pattern of the uniform. The Contractor undertakes to ensure that all his employees shall always appear for work in well-groomed and presentable condition i.e. male staff members should be properly shaved with cut and set hair, clean and properly pressed uniform etc. while Female staff members should be neatly groomed. The cost of the same included in the price quoted.
9. The Contractor shall carryout all the instructions which may be given by the Bank concerning any aspect of housekeeping & maintenance services / related activities.
10. 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.
11. The contract may require the deployment of minimum 4 persons having good character. The Contractor shall ensure that their Key Personnel in the premises i.e. Supervisors, Electricians, Plumbers and other Technicians etc. who are on duty at any point of time always keep a Mobile phone in 'on condition' at Contractor's expense and promptly answer the calls made by competent officials of Indian Bank.
12. The Contractor has to distribute the said labours, so that the College Complex should be clean and tidy at any point of time.
13. The Contractor shall keep and maintain proper books of accounts, supported by vouchers, for inspection by any authorized person of the Bank.
14. The Contractor shall not engage any subcontractor for rendering the services mentioned in this contract, without the prior written consent of the employer, and no undertaking shall relieve the contractor from the full and entire responsibility of the contract or from active superintendence of the works during their process. Prior approval for sub-contractor for AMC should be taken from the Bank.
15. The Bank shall be the sole authority to decide on the quality of service rendered by the Contractor. In case the performance of the Contractor is found unsatisfactory, the Bank shall have the right to terminate the agreement and without any compensation to the Contractor.
16. All questions relating to the performance of the obligations under this agreement and all the disputes and differences which may arise either during or after the agreement period or other matter arising out of or relating to this agreement or payments to be made in pursuance thereof shall be decided by the Bank. The Contractor hereby agrees to be bound by the decision of the Bank.



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17. Nothing contained in this agreement is intended to be nor shall be construed to be a grant, demand or assignment in the premises or any part thereof by the Bank to the Contractor or his employees and the Contractor and his employees shall vacate the same on the termination of the agreement period either by flux of time or otherwise.
18. The Bank shall have the right to withhold any reasonable sum from out of the amounts payable to the Contractor under this contract, if the Contractor commits breach of any of the terms and conditions of this agreement or fails to produce sufficient proof to the satisfaction of the Bank as to payment of all statutory and other dues or compliance with other obligations.
19. The successful Contractor is required to furnish, as per the e-tender terms:
 - A **Performance Guarantee** can be submitted in the form of BG with a minimum validity of Contract Period + 1 month or remitted through **NEFT/RTGS** for an amount equivalent to 5% of the annual value of the contract (Or) Rs.1.00 Lakh, whichever is higher to our account as per details given below:
Account No: 98741040226
Name of the Branch: Alipore
Address of the Branch: 1A, Ronaldshay Road, Alipore, Kolkata-27.
IFSC Code No.: IDIB000A571
20. If the Contractor fails to perform his functions stipulated in this contract properly to the satisfaction of the Bank, the Bank has the right to terminate the contract by giving 3 months notice in writing. In such case, the bank can forfeit the entire Performance Guarantee deposit. In case of any loss, damage, pilferage, theft etc. occurs in the premises or for any of the losses or damages either liquidated or un-liquidated, the Bank can initiate proceedings against the Contractor for the recovery of damages / losses and the Bank can, in addition to all such remedies, forfeit the Performance Guarantee deposit. On the question whether loss or damage is caused or not, the decision of the Bank shall be final. Performance Guarantee deposit or balance of deposit after recoveries shall be returned within three months after termination/ cancellation / end of contract.
21. The Contractor shall indemnify the Bank against any claims, damages, loss or penalties including the costs thereof in case of liability arising out of any accident/incident involving manpower deployed by them.
22. The Contractor shall be solely responsible and liable for all payments due to his employees including salaries, wages, over time wages, if any, statutory payments, contributions to Provident Fund and Employees State Insurance, bonus, leave wages, bonus, gratuity if payable, provision of good uniforms / ID cards / safety shoes and all other payments of whatsoever nature.

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23. The Contractor shall be responsible for fulfilling the requirements of all statutory provisions of The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Gratuity Act, The Employees' Provident Fund & Miscellaneous Provisions Act, 1952, The Employees' State Insurance Act, 1948, The Contract Labour (Regulation & Abolition) Act, 1970 and all other applicable laws and Labor Code at his own cost and risk in respect of all the persons employed by him. The Contractor shall maintain the records required to be maintained under the statutory enactments and an authorized representative of the Bank shall be entitled to inspect the records at any time. In general, the Contractor shall be responsible for strict compliance of all statutory provisions of the relevant labour laws / labour Code applicable from time to time. If, due to any reason whatsoever, the Bank is made liable to pay any liabilities payable by the Contractor under any of the applicable laws, the Bank shall recover the same from the Contractor.
24. If the Contractor is unable to serve effectively as a result of strike or go-slow by his staff, it shall be open to the Bank to terminate the contract forthwith besides claiming damages.
25. The Contractor shall take "Comprehensive All Risk Policy" for the contract value and workmen compensation policy for the workers engaged in the work for this contract and shall provide certified copies of the insurance policies to the Bank.
26. The Contractor shall arrange for suitable substitute if any of his staff is absent.
27. At Ground floor, executive suite, suitable personnel should be posted to attend to the requirement of top Executives / guests as and when required and they should be able to converse fluently in English and Hindi besides Bengali.
28. The Contractor and his employees should use only the space allotted to them by the Bank for their use. Any additional space used will be charged commercially.
29. The Contractor shall use his own books, forms and stationery (for maintaining the records etc) and shall pay for services like telephone, air-conditioners, photocopier, fax, etc. if availed from the Bank.
30. The Contractor shall co-ordinate with other persons / firms / Annual Maintenance Contractors etc. engaged by the Bank for any specific work for smooth execution of the same.
31. The Bank agrees to provide certain items and facilities as described below:
 - a. Premises and furniture for staff to do their work
 - b. Electrical bulbs, tubes, fuses, switches in their rooms etc.
 - c. Electricity
 - d. Water

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32. The contractor shall ensure that adequate quantity of water, diesel etc. is made available to meet the daily as well as special requirements on account of functions etc. In case of inadequate supply of water from the Kolkata Metropolitan Corporation / relevant authorities, the Contractor shall coordinate with the water supplier agreed / approved by the Bank to ensure adequate supply. It shall be the responsibility of the Contractor to ensure that the ordered quantity of water is received in time and fully unloaded.
33. Annual Maintenance Contract for machines, Diesel Generators (DG), lifts, ACs, Water filters, UPS, CCTV / PA System (PAS)/ Fire Alarm System (FAS)/Access Control System and other machines /gadgets will be at Bank's cost. However, general cleaning of plant and machineries, preventive maintenance viz., replacing small spare as required to make the equipments operational as required and directed by the Bank, shall be under contractor's scope.
34. The Contractor undertakes to have a control over the maintenance of all the items and in case of any loss or damage to Bank due to improper operation / maintenance of the equipments, the Contractor is solely responsible and the cost incurred for repairing works of any kind in nature viz., electrical / civil / cleaning etc., which was damaged / on account of contractor's personnel as decided by the Bank will be deducted from the monthly bills submitted by the contractor. Hence, Contractor is advised to be at most care during works at site.
35. The Contractor has to bear day-to-day expenses towards disinfectants, room refresher sprays etc.
36. Ensuring availability of liquid soaps (with good density/semi solid) in wash basins, naphthalene balls in all cupboards, toilets etc as required and toilet papers in urinals and toilets and refilling the same as and when required. Spruce up and disinfect all the toilets and shower areas including wash basins with phenyl daily and provide bathroom air freshener, fragrant like air pocket, Odonil and liquid soap in all the toilets / Wash basins regularly. Keep the bathing cubicles wherever provided in good condition.
37. The Supervisor should be present round the clock. Required number of log books of good quality paper to the satisfaction of Bank should be provided by the contractor for all maintenance activity / cleaning as required for the contract.
38. The Contractor has to make available the services of the carpenters for all maintenance works but not limited to periodic checking of all the cupboards, almirah for any faults / loose connections / handles etc., as required to keep the carpentry works in usable conditions.
39. The Contractor has to make proper arrangements for disposal of waste and refuse. The waste and refuse shall be put inside polythene bags of prescribed colour and of not less than the prescribed thickness before arranging to shift the same out of Indian



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Bank Staff College Complex. Solid waste shall be segregated and removed before letting out waste water from work area / kitchen to the drain. Disposal of waste should satisfy the requirements of Building codes & standards. All the items disposed by the contractor shall be in accordance with local bodies / Corporation norms and compliance shall be taken care by the contractors on disposing and no additional cost will be paid for disposing of wastes out of the premises Compound.

40. The Bank shall pay the cost of materials only, if any, for the repair works and prior permission of the Bank shall be taken before incurring such expenditure. The Contractor shall furnish necessary vouchers, supporting the expenditure incurred by them for repairs. The contractor shall keep the equipments and other items provided to him by the Bank in usable condition and to carry out day to day maintenance or minor repairs / replacement and the equipments / items provided to the contractor if any by the Bank shall be returned in good workable condition.
41. Machines/equipments brought by the contractor should always be in working conditions and the same shall be checked in front of designated Official of the bank and get certified as proof of the ownership of the agency. Calibration certificates of machineries if any / applicable to be renewed frequently as per norms and copy of the same to be submitted to bank and shall be maintained.
42. If any defects occur in the machinery, the same shall be substituted with a working machine. If the machine needs to be taken out without substitution, any designated officer as nominated by Indian Bank shall approve the machinery out pass and the same should be returned within 3 days.
43. The Contractor shall ensure that all security requirements are complied with by their staff. The contractor shall ensure that all necessary assistance is rendered by their staff to the security personnel deployed by the Security Agency engaged by Indian Bank.
44. The security guards deployed by the Security Agency engaged by Indian Bank shall permit any items / materials to be taken out of Bank only with necessary gate-passes. The contractor shall ensure that their staff subjects themselves for security check up including physical frisking, whenever required, without any protest.
45. The Contractor will be responsible for any pilferage, loss, theft, damage of furniture, electrical equipments / components / spares which are under their possession or any other article from the premises, if found guilty. Cost for items which found lost / theft / damaged etc. as detailed above will be borne by the contractor and purchase cost of the same will be deducted from the monthly bills submitted by the contractor.
46. The Contractor shall, abide by the rules and regulations of the local authorities, sales tax authorities, income tax authorities etc. besides the provisions under various labour laws and Acts of the State and Central Governments in force from time to time.

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47. The Contractor must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful Tenderer shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems.
48. The Contractor is liable for payment of penalty, at the discretion of the Bank, upto a maximum of Rs.10,000/- per day for poor services, inadequate staff, failure to control insects & bedbugs, cockroaches/rats, poor washing of Chair towels, all maintenance activity such as Civil, plumbing, electrical, AMC services etc and / or for non compliance of any terms of the contract and the same shall be recoverable from the bills payable to the Contractor.
49. Income tax and other statutory levies, if any, will be deducted by the Bank from the bills payable to the Contractor as per Income Tax Rules and other statutes applicable from time to time.
50. The Contractor shall maintain a register of complaints and redress the complaints and get signed by the College authorities.
51. The Bank reserves the right to terminate the contract without assigning any reason therefore.
52. The rates quoted by the Contractor shall be firm and no escalation will be entertained during the period of contract.
53. All disputes and differences arising out of or in any way concerning the contract shall be settled after holding necessary discussions between the parties. However, in the event of any dispute / difference remaining unsolved, the same shall be referred to a sole Arbitrator to be appointed by the Bank for this purpose. The decision of the Arbitrator shall be final and binding on both parties. In case of any dispute, the jurisdiction shall be the Courts at Kolkata.

“Submitting to arbitration may be considered as an additional remedy and it does not preclude the Parties to seek redressal / other legal recourse”
54. All litigations in respect of this contract are subject to the jurisdiction of the Courts in Kolkata only.
55. Quantity of cleaning material shall be assessed based on Part-E: physical Data of the Premises based on their experience and amount to be quoted accordingly.
56. The maintenance bills will be paid by the Bank monthly within 15 days from the date of submission of bill by the contractor. Along with monthly invoices; all the relevant

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documents have to be submitted. The same will be processed and payment will be released as above.

57. The tentative date for commencement of work under this contract shall be **7 days from the date of award of contract**, within which the contractor is required to mobilize his men and materials.

58. The following activities shall also form a part of the contract:

- Lifting, carrying and disposing the dead birds/animals, rats, insects and any other wastes not described etc. if found in and around the office building.
- Removal of beehives and cobwebs/honey webs from the office building and its premises.
- Cleaning and sweeping of open area including building external, balconies, basement and roof tops with brooms.

59. The successful Tenderer should get the approval of Indian Bank on the following:

- Cleaning materials – type / Brand.
- Cosmetics like soap, power etc - type / Brand.
- Type / brand of bare minimum machinery & equipment proposed to be deployed for mechanized cleaning activities (The same are in addition to the regularly used mops/ brooms/ Buckets etc.).
- Format of cleaning Schedule – Daily, weekly, Fortnightly, etc. that is to be maintained and duly acknowledged by designated official of Indian Bank.
- Format of stock statement should be duly acknowledged by designated official of Indian Bank.
- AMC service provides under the contract.
- **“The Principal, Staff College Kolkata will be the Nodal Officer. The contractor should report to him only and act as per his directions.”**



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PART-B: FREQUENCY OF HOUSEKEEPING JOBS AT INDIAN BANK,
STAFF COLLEGE KOLKATA PREMISES

Please note:

1. Consumables like Room freshener, insect spray etc. should be of ISI Mark or of standard Make.
2. Supply of Material and Consumables: The stores are to be replenished at least 5 days in advance.
3. Supply of Cleaning Equipment, Tools etc: The Successful Tenderer shall arrange all tools and tackles for cleaning, sweeping, wiping, scrubbing, polishing and washing in and around the area. The successful Tenderer shall also arrange for equipments / material that may be required for providing housekeeping and maintenance services at their own cost. All the required machineries, tools and tackles are in Contractors scope.
4. Proper stock statements/ cleaning schedules etc. have to be maintained as per the approved format of the Bank

a. Jobs to be done daily

- Cleaning, sweeping, mopping and wiping of floors, staircase on daily basis including Saturdays or as required by officer-in-charge. Cleaning activity shall start in the morning at 7.00 AM so as to complete all the dusting/cleaning/mopping work before 9.00 AM.
- Provide toiletries kit, procured at Bank's Cost, to each participant at the beginning of each Programme or on each Monday, whichever is earlier.
- Continuous mopping to be done at reception floor and other floors during office hours (10.00 AM to 6.00 PM).
- Thorough cleaning of all toilets using required detergent, by placing naphthalene balls and air purifier in all urinals, wash basins and WC area. Cleaning and perfuming of all common toilets and urinals, wash basins shall be normally done 5 times a day (8.00, 11.00 AM, 2.00, 4.00 & 6.00 PM) with detergents and more frequently on other occasions/areas as per the requirement informed by the Bank officials from time to time.
- Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows Venetian blinds, racks, sofas, Computers, telephone, curtains, wall mounted fans, ceiling fans etc., with dry/wet cloth, feather brush and duster.
- Special scented purifiers shall be sprayed at least twice daily in all rooms, cabins, bathrooms, reception conference hall etc. Special care to be taken for daily spraying of perfumes in the Principal's chamber, faculty rooms, classrooms, Library etc. and dining Hall.
- Open space inside the boundary to be swept and cleaned daily morning.
- Daily upkeep / cleaning of sports materials, TV, Radio, VCR and all electric and electronic items like computers, DVD player etc. and control over magazines,

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newspapers and other Bank materials. Operating (ON/OFF) the Smart Boards/ Digital boards / TVs and trouble shooting in co-ordination with the vendors. Co-ordination with vendors for recharging the set-top box of satellite TV etc., (payment for set-top box recharge will be borne by the bank).

- Daily maintenance of office rooms at the beginning of the day.
- Maintenance of sanitary and water supply installations and fountains.
- Check water purifiers/ RO/ in order to ensure uninterrupted water supply availability for drinking and cooking, round the clock.
- Cleaning of all furniture like tables, chairs and side racks in classrooms, rooms of faculties, Office every day.
- Cleaning of all the plumbing fixture viz., health facet, all water taps, WC fixtures, Urinal fixtures / hand dryers in all floors and Wings.
- Maintaining proper readings with respect to electricity, water level etc. at periodical intervals.
- Cleaning of Flap Barrier to be done with at most care.
- Keeping / re-filling hand wash as required on daily basis in all the rest rooms / toilets etc.,
- Spray of scented Mosquito and cockroach killer on all floors as and when required. Mosquito/cockroach killers shall be of ISI mark.

b. Jobs to be carried out Weekly

- Acid (as approved by Bank) cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol or any other chemicals, automatic moppper/scrubbing machine to be used at least once in a week.
- Cleaning of fabric upholstered sofa sets with vacuum cleaners and leatherette Upholstered sofa set and chairs with soap solution/cleaning agent of approved make / quality.
- Cleaning of brass letters by brasso (polish).
- Cleaning of all carpeted areas, dust from doors, partitions, Venetian / vertical blinds, fabrics (curtains), sofa sets, cushioned chairs etc. with vacuum cleaner once a week.
- Cleaning of all floor mats once a week.
- Cleaning of all pedestal / wall mount fans at all floors & wings wherever installed within the premises.
- Cleaning of Roof Top Solar Panels with water / water wash at the terrace of the premises and record should be submitted to the Bank.
- Cleaning of all electromechanical plant and machineries in the premises.
- Mechanical washing and scrubbing of floor area with detergents, dust removing chemicals and polishing of the floor areas, etc.
- Removal of cobwebs, dusts, termites, pests, etc.
- Windows sponging and cleaning with Jet Pressure Machine.
- Keeping ceiling and table / pedestal fans, air – conditioning grills dust free.
- Cleaning of dustbins and buckets with detergents.

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- Up keep of partition glasses and panes with utmost care and by application of glass cleaning chemicals.
- Acid / Harpic cleaning of sanitary wares.
- Polishing & oiling of door closers, door handles, and other brass fittings with Silvo / Brasso / lubricants. Dusting & cleaning of Murals, Sceneries, Photo- frames, idols, etc.
- Polishing of taps and other steel fittings in the toilets with Silvo / Brasso.
- To spray Finit etc. in hostel rooms, class rooms, office rooms, auditorium, conference hall, dining room etc. to keep all such areas insects/mosquito free. The contractor will provide the Finit pump and the spraying material at his own cost. Provide Pest control services for cockroaches, bed bugs and other insects of the entire building on weekly basis at contractor's own cost.
- Shampooing / Spraying / Disinfecting all Carpets/ Chairs/Sofas with Injector machine, Wet/Dry Vacuum Cleaner.
- Provide Work Schedule of Weekly Services, which will be authenticated at the end of the day by the Bank officials.
- Cleaning of Kitchen /overhead water tanks on Quarterly basis.

c. Jobs to be carried out Fortnightly Basis

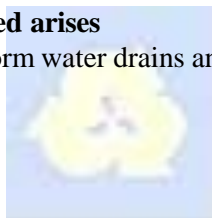
- Cleaning of carpets in rooms by vacuum cleaners without damaging the carpet.
- Polishing of brass items with approved brass cleaning material.
- Dusting of false ceiling etc, with soft broom and cloth.
- Cleaning of sofa sets with soap water/vacuum cleaners.
- Washing and cleaning of parking areas and roads within the premises.
- Lobby and all toilets floors and other areas, as may be directed by office In-charge, shall be cleaned with floor scrubbing machine.
- Removal of cobwebs in the common areas/basement

d. Jobs to carried out monthly basis

- All floors in common area including staircases shall be cleaned thoroughly with floor scrubbing machine with soap and water to remove all stains etc. After cleaning the floors with soap and water, the floors shall be properly wax polished.
- Total office area floors to be cleaned with floor scrubbing machine, wherever required, as per directions of officer-in-charge.
- Curtains/ chair towels must be laundered once a month.
- Fans, AC units, water coolers, refrigerators and electrical points to be cleaned once a month.
- All overhead tanks and sumps to be cleaned once a month.
- Monthly cleaning to be made for all the light fittings, fans, AC grills etc.
- Pest- treatment particularly the cockroach treatment to be done for the entire office complex and the same treatment to be repeated on rest of the week also to avoid growth of cockroaches.

e. Jobs to be done as and when need arises

- Cleansing of open drains / storm water drains and ensuring smooth flow. Open drains



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which are meant as storm water drain shall be kept neat and tidy.

- Removal of the blockages in sullage/sewage pipe lines, man holes, septic tanks wherever the need arises either by manual / mechanical cleaning without any extra cost to the Bank. The cleaning to be done till the office compound and for cleaning work from compound wall to Corporation pipe line, Bank will bear the expenses.
- Removing the submersible collection sump pumps in the basement, cleaning & re-fixing the same for proper removal of slush from the basement.
- Cleaning the 'rain water harvesting' pits and keeping them in good condition.
- Cleaning of Kitchen Exhaust Duct as per the requirements (at least 3 times in a year) up to the terrace.
- Extraction of dust / debris from Air-Conditioning system ducts in all floors / wings of the building once in a year. The purpose is to clean the dust, debris from Air conditional systems in all floors etc. to give purified air inside the office. The contractor may opt with any method to meet our requirement.
- Rat menace to be eliminated through proper treatment in consultation with Bank Officials.

f. Others

- Pest control treatment is to be done by the Contractor every quarter in the entire complex.
- Provide at least 4 nos. of medium size naphthalene balls in each cupboard of rooms and toilets at their cost all the time.
- The kitchen, dining hall etc. should always be kept clean and hygienic.

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PART-C: JOBS REQUIRING SPECIAL ATTENTION

MAINTENANCE OF FACULTY ROOMS / DINING HALL/CLASS ROOMS

1. The entire area & fittings in faculty rooms, dining hall, Class rooms including the places below chairs, tables and all corners etc. should be thoroughly checked up before and after every Program and to be maintained orderly. If any damage / loss is caused, the same should be reported immediately.
2. Suitable disinfectants, sprays to be applied wherever necessary.
3. In the rooms of Executives/ Executive toilets/ Board room/ Conference Halls, the cosmetics like soaps, cleansing liquids, Talcum Powders/ Perfumes shall be of Brand/ quality approved by Indian Bank.
4. The Contractor personnel should have knowledge of operating firefighting equipments (extinguisher) during emergencies.
5. UPS room (Third floor) & Terrace area, to be taken with special care and periodical cleaning is to be done.

		
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PART-D: SCHEDULE OF WORKS TO BE CARRIED OUT FOR
MAINTENANCE OF ELECTRICAL INSTALLATIONS,
DIESEL GENERATORS ETC. AT INDIAN BANK STAFF COLLEGE
KOLKATA.

1. To carry out regular operations and maintenance of all electrical equipments but not limited to, HT & LT Panels; Sub-distribution Panels; MCBs; MCCBS; Relays etc., as required.
2. Annual Preventive Maintenance on HT/LT Electrical Installation viz., but not limited to the following which shall be carried out (Annual Maintenance Contract) under the scope of this contract.
 - a) Single Panel / Three Panel Service works, Relay / Testing etc., once in a year.
 - b) All required safety PPE / tools & tackles should be provided by the contractor.
 - c) Necessary permission shall be obtained from Bank before carrying out the work.
 - d) All Electrical Panels/ Air-Conditioner panel / all sub distribution boards etc., tightness checking etc.,
 - e) Maintenance of all Earth pits, measurement of earth pit resistivity periodically and maintaining records.
 - f) Maintenance of Roof Top Solar Panels/Inverters.
 - g) Lightening Arrestors.
 - h) Cost of spares will be borne by the bank. No additional labour charges will be paid for the above works and deemed to be including under this scope of Contract/Work and should be quoted in the price bid under AMC Charges.
 - i) Submission of all AMC records to the Bank.
3. To carry out maintenance of earth pits and neutral / body earth of sub-station, M V Panel, Generators with AMF Panel and their routine maintenance. All the earth pits should be checked / measured for earth pit resistivity value periodically and record should be maintained properly as per CEA norms and produced when Electrical inspectorate viz., CEIG/CEA is demanded.
4. To carry out routine operation, periodical maintenance of raising mains, floor panels, UPS panels, floor DBs (LDB, PDB, UPSDB) ETC.
5. To carry out operation and general maintenance of AC System, Split / Window AC units, Generators, lighting switch boards, lifts etc. at various blocks / floors and routine inspection and preventive maintenance.
6. To carry out general maintenance of rotating machinery viz., pumps / motors by cleaning / lubricating periodically for Air-Conditioning System Plant / water system etc., / Firefighting plant etc. oil and lubrication under contractor scope.

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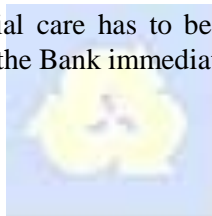
7. To carry out operation and general maintenance and cleaning of 750 KVA DG set and routine maintenance as per manufacturers' specifications and to make available diesel for emergency operation of Genset. Cost of Diesel & transportation cost will be borne by the Bank. However, the coordination, transportation arrangements etc. shall be made by Bidder. The bidder shall make sure that sufficient fuel availability is there for emergency requirements.
8. To carry out operation & cleaning of lighting at rooms, lecture halls, Meeting rooms etc.
9. To maintain & cleaning all electrical installations like light fittings, ceiling fans, plugs, geysers etc. and other office equipments in entire complex.
10. To attend breakdown calls at all switch boards, lighting / power switch boards.
11. To maintain necessary registers / log books for breakdown calls, stock maintenance etc. as a part of ISO audit requirements.
12. To maintain necessary log book for generator, diesel etc.
13. General maintenance of all lifts, electrical switches, Lightning arrestors etc. existing and to be installed in future.
14. Contractor's staff should also receive breakdown calls for AC units / water coolers/ etc. and coordinate with the concerned Agencies for restoration of service.
15. The Contractor should station Supervisors/Electricians as and when required (Licence Holders). They should be efficient / experienced to operate points / generators and allied works, as per Indian Electricity rules.
16. The Contractor should provide necessary technical staff for day-to-day maintenance.
17. The Contractor should also provide staff during leave vacancies of the above staff.
18. The concerned attendant and the electricians should be available during the Annual Inspection by Central Electricity Authorities / State Electricity Board / Local bodies / Authorities and should co-ordinate for their conveyance during inspection etc. as required, no additional cost will be paid in this regard except mandatory fee.
19. The Contractor should maintain the installations as per statutory requirements (Indian Electricity Rules, WBEB Regulations and Central Electricity Authority's Regulations) and strictly follow all safety rules. The technical Staff should wear safety shoes compulsorily.
20. The Contractor should arrange for carrying out necessary periodic safety inspection on electrical installation of College by the respective electrical inspectorate (CEA/CEIG/State



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Electricity Board) shall done by the contractor under their scope and deemed to be included in the quoted price. However mandatory fee will be borne by the Bank.

21. All the installation rooms should be cleaned periodically and kept neat and tidy. All preventive measures should be taken to keep the installations always in good working condition.
22. If any damage is caused to electrical installations / equipments / other ancillary equipments due to negligence / mishandling by Contractor's staff, the same should be made good at Contractor's cost or rectification cost incurred by the bank will be deducted from the monthly bill of the contractor.
23. The necessary stock of electrical spares etc. provided by the Bank shall be maintained properly by the Contractor and duly accounted for.
24. Necessary diesel / lube oil will be supplied for generator maintenance and the Contractor should arrange to transport diesel supplied from the nearest petrol bunk and transport charges will be reimbursed.
25. Periodical reports should be submitted for all preventive maintenance / AMCs.
26. All liasoning works with the Electricity Board/KMC/Govt agencies shall be under contractor scope and contractor shall make necessary arrangements to co-ordinate with above Govt depts to rectify any kind of electrical system supply faults at RMG/Single panel etc. No conveyance / transport will be provided additionally to the contractor in this regard.
27. Monthly cleaning to be made for all the light fittings including fans, roof top solar plant etc.
28. Connecting the Audio Video equipment as required for all gatherings / meetings as directed by Officer In-charge / designated officer. Connecting the Audio Video equipment as required will be done by Bank's IT team/vendors. The contractor's staff to arrange/assist to the IT Person in making arrangements including lifting, placing, rearranging the furniture etc. to conduct the meet.
29. Co-coordinating with Satellite TV provider for recharge of Set-top box and ensure uninterrupted operation of TV at all rooms / cabins/ dinning hall in co-ordination with College authorities. Payment for recharging Set-top box will be borne by the Bank.
30. Due to saline atmosphere, special care has to be taken for external MS/GI items and any rusting has to be reported to the Bank immediately.



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PART-E: PHYSICAL DATA OF PREMISES OF INDIAN BANK
STAFF COLLEGE KOLKATA

AREA OF INDIAN BANK STAFF COLLEGE BUILDING


Area	In sq.ft.
Ground floor	450 sft
I Floor	5870
II Floor	5080
III Floor	5080
Terrace Floor including Head room	4000
Total	20480

Rough estimate of size of operations and some details of previous years:

- Approximate Area: Ground Floor to Third Floor.
- Ground Floor – Executive Suite, Reception Counter, Corridor-450 sq feet.
- First Floor – Main Lecture Room, Dining Hall, Common Toilets, Office, Faculty Rooms (2), AGM & Principal Chamber and one room for trainee : Aprox. area : 5870 sqft.
- Second Floor- Hostel Rooms: 12 and Common Corridor and common bathrooms. Aprox. area: 5080 sqft.
- Third Floor- Hostel Rooms: 8 rooms, one Room with attached bathroom, Common Corridor, Common Bathrooms, Computer Lab, Server Room, UPS Room. Aprox. area: 5080 sqft.
- Roof- Overhead Tanks and one Yoga Room. Aprox. area: 4000 sqft.
- Garden and Parking Space
- Hostel Size–21 Rooms for residents, One Executive Guest room and one Yoga Room.

DETAILS OF COMPLEX

Infrastructure	No./Nos.
Principal's Cabin	1
Faculty Rooms	2
Dining Hall	1
Lecture Hall – 1st Floor	1
Lecture Hall – 2 nd Floor	1
Hostel Rooms	21
Library	1
Executive Room – Ground Floor	1
UPS Room	1
Common Bathrooms / Toilet Complex – 1 st Floor	1
Common Bathrooms / Toilet Complex – 2 nd Floor	1
Common Bathrooms / Toilet Complex – 3 rd Floor	1

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Annexure - I

Deployment of Contract Manpower

Sr No	Description	No. of employees Per Day (A)	Total No. of Man days per month $B = A * 26$	Min. Wages per employee per day (C)	Total Amount (D) = B * C	
	Housekeeping					
1.	Semi-skilled	1	26			
2.	Unskilled	3	78			

- Vendor will ensure that the allocated manpower will be utilized for the respective purposes.
- Separate allocation of duty will be ensured by the vendor and there will be no intermingling.
- **Wages** (not less than the minimum wages (Central / State Govt. whichever is higher) under the Minimum Wages Act 1948.

In addition to the above 4 manpower, successful vendor has to submit the name of additional 1-2 persons & will be treated as pool which will be utilized in case of leave absence of the worker. The total strength shall be 4 on each working day.

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Annexure - II

DRAFT AGREEMENT FOR HOUSE KEEPING & MAINTENANCE CONTRACT FOR INDIAN BANK STAFF COLLEGE KOLKATA

This House Keeping & maintenance Agreement executed on..... between Indian Bank Staff College Kolkata , unit of Indian Bank, a body corporate constituted under Banking Companies (Acquisition & transfer of undertakings) Act, 1970 having its Corporate Office building at 254-260 Avvai Shanmugam Salai, Royapettah, Chennai-600 014 hereinafter called the Bank on the one part, which term shall mean and include its successors and assignees and..... represented by.....hereinafter called the contractors on the other part, which term shall mean and include its successors and assignees.

WHEREAS Indian Bank Staff College Kolkata is housing its Staff College at 1A, Ronaldshay Road, Alipore, Kolkata.

WHEREAS The Bank has decided to entrust the work of House keeping & maintenance of the above premises to outside agency.

The Bank has called for e-tenders from eligible entities vide e-tender reference No.....dated.....and from out of the Tenders received the e-Tender submitted by the Contractor for Rs.....(Rupees.....only) is accepted by Bank.

The Bank and the Contractor have decided to enter into a House Keeping & maintenance Contract and that they intend to reduce to writing the terms and conditions of the said contract as hereinafter appearing:

Now, this deed of agreement witnesseth that in consideration of the above premises, the parties hereby covenant with each other to observe and perform and adhere to the following terms and conditions that is to say:

The terms and conditions of the e-tender documents shall form part of this agreement.

BID Ref. No.: <u>GEM/2025/B/7053313</u> Date: 30.12.2025	 	
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- a) The contractor shall provide House Keeping & maintenance Services as per the conditions mentioned in the e-Tender document, including special attention to the Hostel rooms, executive suite, etc.
 - b) The contractor agrees to provide the maintenance services for the electrical installations, operations / maintenance of generators, operation of lifts, operation of lighting at rooms, halls, etc. as per the terms and conditions mentioned in the e-tender document
 - c) The Bank agrees to pay the contractor on time as on performance of the work to the satisfaction of the Bank.
 - d) The contractor is liable for the following:
 - i) The contractor shall fully indemnify the bank for any default or non-observance by the contractor or any of his representatives of any terms of this contract and any other provisions of the applicable enactments and the rules / notifications framed there under.
 - ii) The contractor shall, whenever required by the bank, produce for inspection of all forms, registers and other records required to be maintained under various statutes.
 - iii) In the event of cessation of the contract due to any reason whatsoever, the Performance Guarantee deposit will be refunded only after due satisfaction of the Bank about the full compliance by the contractor of the contractual, statutory and other legal obligations.
 - iv) The contractor shall provide their workmen with necessary safety appliances at his own cost.

BID Ref. No.: <u>GEM/2025/B/7053313</u> Date: 30.12.2025		
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- v) The contract will be for a period of 2 years from _____ to _____.
The contract will be renewed every year (max 1 term) depending upon the satisfactory service of the agency/contractor. Bank will make an increase of 5% on the quoted amount for 2nd year. The yearly increment will be based on initial contract amount for 2nd year.
- vi) The agreement can be terminated by either party by giving not less than three months notice in writing to the other party. Notwithstanding anything contained in any other clause, the Bank can terminate the contract forthwith, without assigning any reasons.
- vii) On expiry / termination of the contract, the contractor shall handover the assets of the bank, subject to normal wear and tear, peacefully and obtain acknowledgement from the Bank

IN WITNESS WHEREOF the parties hereto have hereunto set their hands the day and year first above written.

<p>Signed and delivered by the hands of Shri _____ its _____ and constituted attorney in the presence of:</p> <p>1.</p> <p>2.</p>	<p>Signed and delivered by the hands of Shri _____ partner of _____ in the presence of:</p> <p>1.</p> <p>2.</p>
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Annexure - III

BANK GUARANTEE FORMAT

To

The Indian Bank,
Staff College, Alipore,

Kolkata

Dear Sirs,

WHEREAS, THE INDIAN BANK, having its Corporate Office at 254-260, Avvai Shanmugam Salai, Chennai 600014 (hereinafter called “**the Employer**”) have issued bid documents for House Keeping & maintenance **Services for their Staff College Building at 1A, Ronaldshay Road, Kolkata -27** and whereas -----is one of the Tenderer (hereafter called “**the Tenderer**”).

AND WHEREAS under the terms and conditions of the said bid documents, the Tenderer is required and has undertaken to furnish a Bank Guarantee of **Rs. 1.00 lakh (Rupees One Lakh Only)** as Earnest Money Deposit as contained in the said e-tender document.

We, -----, having registered office at----- and branch office at ----- (hereinafter called “**the Bank**”) hereby unconditionally and irrevocably undertake to pay to the Employer immediately upon receipt of the first written demand such amount or amounts as may be demanded by the Employer from us under this Guarantee not exceeding a sum of **Rs. (Rupees.....)** in aggregate without demur or reference to the Tenderer and agree that the Employer’s demand shall be final and binding on the Bank under all circumstances.

We hereby affirm that we are the Guarantor and responsible to you on behalf of the Tenderer up to an aggregate sum of..... **(Rupees)** such sum or sums being payable in Indian currency and we undertake to pay on your first written demand and without any demur and/or condition, and sum or sums with the aggregate limit of Rs..... **(Rupees)**

We agree that no change or addition to or modification of the terms of the e-tender or of the works is to be performed there under or of any of the e-tender documents which may be made between you and the Tenderer shall in any way release the Bank from any liability under this Guarantee, and we hereby waive notice of any such change, addition or modification.

BID Ref. No.: <u>GEM/2025/B/7053313</u> Date: 30.12.2025		
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We further agree that the Employer shall have the right to invoke a claim up to the last claim date of this Bank Guarantee and that the Employer shall remain the sole judge of the validity of the claim and the Bank agrees not to contest any claim.

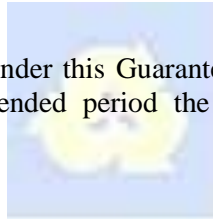
We further agree that any change in the Tenderer's constitution or their liquidation or dissolution shall not discharge the Bank's liability under this Guarantee.

We further agree that the right of the Employer to make a claim shall not be vitiated by any dispute raised or pending with any Statutory Authority, arbitrator, tribunal or any other body or person.

It is agreed that the Employer's claim shall remain valid even if the Employer has not issued a prior notice or has not proceeded against a Contractor before making such claim.

This Guarantee is confirmed and irrevocable and shall remain valid up-to and including ----- and shall remain valid up-to such extended period which may be mutually agreed to.

Unless a demand or claim under this Guarantee is made on the Bank in writing on or before ----- or such extended period the Bank shall be discharged from all liability under this Guarantee.



BID Ref. No.: GEM/2025/B/7053313 Date: 30.12..2025	<div style="text-align: center;">  Indian Bank </div> <div style="text-align: center;">  ALLAHABAD </div>	
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Annexure - IV

SELF-DECLARATION – BLACKLISTING

**The Assistant General Manager
Indian Bank,
Staff College, Kolkata**

Dear Sir,

Sub: Tender document for House Keeping & maintenance Services contract for Indian Bank, Staff College Premises at Alipore, Kolkata -27.

Ref: Your GeM Bid Ref. , dated: XX.XX.2025

We hereby certify that, we have not been disqualified / debarred / blacklisted from any Governments, Semi-governments, PSUs, Banks, Financial Institutions etc in last 5 years as on tender issue date.



Place:

Signature of Authorized Official

Date:

Name and Designation with Office Seal

BID Ref. No.: <u>GEM/2025/B/7053313</u> Date: 30.12.2025	 	
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Annexure - V

CERTIFICATE

(Certificate on non-participation of near relatives in the Bank)

I.....,son/daughter.....
 of..... resident of
hereby certify that none of
 my relative(s) is employed in Indian Bank. In case, and at any stage, it is found that the information
 given by me is false/incorrect. Bank shall have the absolute right to take any decisions including
 termination of the contract as being fit without any prior intimation to us.

Signed.....

For and on behalf of the bidder

Name (in capital letters)

Position.....

Date.....

BID Ref. No.: <u>GEM/2025/B/7053313</u> Date: 30.12.2025		
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Annexure - VI
Draft INDEMNITY Bond

KNOW all men by these presents that I/We, Shri/Smt,
 son/daughter/wife of Shri, residing
 at, as Proprietor/Partner/Director of
, having office at
, a contractor/Vendor and have submitted an offer in
 response to Tender Notice No. dated being the indemnifier do
 hereby execute indemnity bond in favour of Indian Bank having its HeadOffice at 66, Rajaji
 Salai Chennai 600001 and Corporate Office at 254-260, Avvai Shanmugam Salai, Royapettah,
 Chennai 600014 and having Staff College at 1-A, Ronaldshay Road, Alipore, Kolkata 700027
 on this.....day of 2025

WHEREAS the Bank invited tender for.....AND

WHEREAS.....submitted tender amongst others for the said work.

AND WHEREAS the Bank after observing all formalities in the matter, accepted the RFP
 submitted by.....and informed them by its letter dated
AND WHEREAS pursuant to acceptance of the RFP given by the said
 Contractor, the Bank and the said Contractor have entered into an Agreement
 on.....for.....

AND WHEREAS it is one of the terms of the said tender-Contract that the Contractor shall
 give an indemnity in the manner hereinafter appearing.

NOW THIS BOND OF INDEMNITY WITNESSTH AS FOLLOWS:

In consideration of the Bank having agreed to award the aforesaid contract to us more
 particularly described and stated in the aforesaid Agreement dated and the related RFP
 documents, we do hereby agree and undertake that we, being the indemnifier shall, at the time
 hereinafter save and keep the Bank harmless and indemnified including its respective Directors,
 officers and employees and keep them indemnified from and against

1. Any third party claims, civil or criminal complaints/ liabilities, site mishaps and
 other accidents or disputes and/or damages occurring or arising out of any mishaps
 at the site due to faulty work, negligence, and/or for violating any law, rules and
 regulations in force, for the time being while executing work order dated given to me
 / us.
2. Any damages, loss or expenses due to / resulting from any negligence or breach of
 duty on the part of me / us or any sub-contractor / s if any, servants or agents.
3. Any claim by an employee of mine/ours or of sub-contractors if any, under the
 Workmen Compensation Act and Employer Liability Act or any other law, rules and
 regulations in force for the time being and any acts replacing and/ or amendments

BID Ref. No.: <u>GEM/2025/B/7053313</u> Date: 30.12.2025	 भारतीय बैंक इलाहाबाद Indian Bank ALLAHABAD	
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- thereof as may be in force at the time and under any law in respect of injuries to persons or property arising out of and in the course of execution of the contract work and / or arising out of and in course of employment of any work men / employee.
4. Any act or omission of mine/ours or sub-contractors if any, ours/theirs servants or agents which may involve any loss, damage, liability, civil or criminal action.
 5. We further agree and undertake that we shall during the contract period, ensure that all permissions, authorizations, consents are obtained from the local and or municipal and / or governmental authorities, as may be required under the applicable laws, regulations, guidelines, notifications, orders framed or issued by any appropriate authorities.
 6. If any, additional approval, consent or permission is required by us to execute and perform the contract during the currency of the contract, we shall procure the same and / or comply with the conditions stipulated by the concerned authorities without any delay.
 7. Our obligations herein are irrevocable, absolute and unconditional in each case irrespective of the value, genuineness, validity, regularity or enforceability of the aforesaid agreement or the insolvency, bankruptcy, re-organization, dissolution, liquidation or change in ownership of the bank or indemnifier.
 8. Our obligation under this bond shall not be affected by any act, omission, matter or thing which would reduce, release us from any of the indemnified obligation under this indemnity or diminish the indemnified obligations in whole or in part, including in law, equity or contract (whether or not known to it, or to the bank).
 9. This indemnity shall be governed by and construed in accordance with the laws of India. We irrevocably agree that any legal action suit or proceedings arising out of or relating to its indemnity may be brought in the Courts, Tribunals at Kolkata. Final judgment against us in any such action, suit or proceedings shall be conclusive and may be enforced in any other jurisdiction by way of suit on the judgment/decree, a certified copy of which shall be conclusive evidence of the judgment/decree, or in any other manner provided by law. By the execution of this indemnity, we irrevocably submit to the exclusive jurisdiction of such Court/Tribunal in any such action suit or proceeding.

IN WITNESS WHEREOF

(Name of Contractor) has set his /
 their hands on this..... day of .. 2025

SIGNED AND DELIVERED BY THE AFORESAID(Name of Authorized person)

IN THE
 PRESENCE OF
 WITNESS

BID Ref. No.: <u>GEM/2025/B/7053313</u> Date: 30.12.2025	 	
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Annexure VII

(Declaration to be submitted by the bidders in their Letter Head)

I / We have read and examined the Tender Ref No:Dated..... , schedules, specifications applicable, Conditions of contract and other documents and rules referred to in the conditions of contract and all other contents in the RFP documents for the work.

I / We hereby submit my / our bid for the execution of the work specified for Indian Bank's Staff College at 1A, Ronaldshay Road, Alipore, Kolkata-70027, within the time specified in Schedule and in accordance in all respects with the specifications and instructions in writing and with such materials as are provided for, by, and in all respects in accordance with such conditions so far as applicable.

I / We agree that the bid submitted by me /us shall be valid for one hundred & twenty (120) days from the date of the opening of Technical Bid thereof and not to make any modifications in its terms and conditions. A sum of Rs. 1,00,000/- (Rupees One lakh only) is enclosed in the form of demand draft towards EMD.

If I / We fail to furnish the Security Deposit equivalent to 10 % of the Tender Cost of Fixed Deposit or by way of Bank Guarantee as mentioned elsewhere within prescribed period, I / we agree that Indian Bank shall, without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely.

Further, if I/we fail to commence work as specified, I/we agree that Indian Bank shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the security deposit. Further I / we agree that in case of forfeiture of earnest money I / we shall be debarred from participation in the re-tender process of the work.

I/We hereby declare that my/our Firm/Company has not been blacklisted or otherwise debarred during the last five years by Indian Bank or by any other Public Sector Undertaking or by any Government for any failure to comply with the terms and conditions of any contract or for violation of any Statute, Rule or Administrative Instructions.

I/We hereby declare that no contract entered into by my/our Firm/Company with Indian Bank or with any other Public Sector Undertaking or with any Government has been terminated before the expiry of the contract period at any point of time during the last five years.

I / We hereby declare that I/We have not been convicted at any time by a Court of Law of an offence and sentenced to imprisonment.

I/we hereby declare that I/we shall treat the RFP documents and other records connected with the work as secret / confidential documents and shall not communicate the information derived there from to any person other than a person to whom I/we am / are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Date

Signature of Contractor

BID Ref. No.: <u>GEM/2025/B/7053313</u> Date: 30.12.2025	 	
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Annexure VIII

CERTIFICATE REGARDING PAYMENT OF BONUS

To,

The Principal
Indian Bank
Staff College
Kolkata

Dear Sir,

1. This is to certify that we have disbursed the salary for the month of.....
Previous month) as per Minimum Wages Act to all the employees as per the copy
of Attendance register submitted to you.
2. We also enclose copy of the receipts for payment of EPF and ESI made for our
employees.
3. We have also paid bonus to the eligible employees.

Company Seal & Signature of the Authorised Representative

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Annexure IX

Declaration For MSE Benefits

(To be submitted on the letter head of the bidder signed by Director/Authorised person)

To,
The Principal
Indian Bank
Staff College
Kolkata

Dear Sir,

Sub: Request for Proposal for Housekeeping & Maintenance of Premises at Indian Bank Staff College Kolkata

Dear Sir,

This has reference to our bid submitted in response to your Request for Proposal (RFP) Ref. No. RFP No. Dated floated for the **Housekeeping & Maintenance of Premises at Indian Bank Staff College Kolkata**. We have carefully gone through the contents of the above referred RFP and hereby undertake and confirm that, as per the Govt. of India guidelines, we are eligible to avail the following MSE benefits in response to your RFP floated, as referred above.

a) Exemption on submission of bid security(EMD)

In case, at any later stage, it is found or established that, the above undertaking is not true then the Bank may take any suitable actions against us viz. Legal action, Cancellation of Notification of Award/contract (if issued any), Blacklisting & debarment from future RFP/s etc.

Yours Sincerely

For M/s _____

Signature

Name:

Designation: Director/Company Secretary

Place:

Date:

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Annexure-X

Tentative List of the Materials / Consumables / Machnies

SN	Material Description	Qty. & Terms
1.	Harpic	10 ltrs.
2.	Phenyl	10 ltrs.
3.	Hard Broom	2 Kg
4.	Soft Broom	6 Nos.
5.	Odonil	20 packets
6.	A- 1 Sunny Fresh	10 packets
7.	Air Pockets	20 Nos.
8.	Colin 500 ml	2 Bottles
9.	Toilet Brush	4 Nos.
10.	Hand Brush	4 Nos.
11.	Scotch Brush	2 Nos.
12.	Acid	2 ltrs.
13.	Bleaching Powder	2 Kg.
14.	Room Freshner	4 Bottles
15.	Mop with Stick	5 Nos.
16.	Hand Wash	3 Bottles
17.	Floor Duster	6 pieces
18.	Table Duster	6 pieces
19.	HIT Spray – Black (625 ML)	4 nos.
20.	Big Wiper	2 pieces
21.	Small Wiper	2 pieces
22.	LIZOL (1 – LTR)	5 nos.
23.	BRASSO	1 ltr.
24.	Soap	5 pieces
25.	NAPTHELLENE BALLS	0.5 kg
26.	Surf	2 Kgs.
27.	CAUSTIC SODA	1 kg
28.	Belcha	2 Pieces
29.	Bucket	2 Nos
30.	Dust Bin Bag(Big)	3 packets

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List of the Equipment & Machinery at site

SN	Material Description	Qty. & Terms
1	CARPET SHAMPOO MACHINE	1 no.
2	SINGLE DISC SCRUBBER (FLOOR POLISH)	1 no.
3	VACCUM CLEANER ROOTS	2 nos.
4	HAND POLISHERS STAIR CLEANING MACHINE	1 no.
5	FLOOR SIGN BOARDS (YELLOW)	3 nos.

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Date: 30.12.2025		

Annexure-XI

Check List

S.No	Document to be enclosed	Remark
1	Work Experience/completion Certificates.	Yes / No
2	Copy of Certificate of Incorporation / Registration issued by the Registrar of Companies or Registrar of Firms or letter of Proprietorship	Yes / No
3	Copy of Certificate registered with appropriate authority for GST	Yes / No
4	Copy of PAN card.	Yes / No
5	Audited Balance Sheet for 5 years	Yes / No
6	Income Tax returns for 5 Years	Yes / No
7	Copy of Certificate from EPF Organization	Yes / No
8	Copy of Certificate from ESI Corporation.	Yes / No
9	Copy of Certificate registered with the Govt. under Contract Labour (Regulation & Abolition) Act 1970.	Yes / No
11	BG for Rs.1.00 lakh favoring INDIAN BANK towards EMD	Yes / No
12	Letter of Transmittal & Declaration	Yes / No
13	Ensure filling up all the forms (Form A to F) as per enclosed format	Yes / No
14	Ensure filling in the Financial Bid in full	Yes / No
15	Annexure-III: Deployment of Contract Manpower	Yes / No
16	Annexure-IV: Self Declaration - Blacklisting	Yes / No
17	Certificate as Per Annexure V	Yes / No
18	Declaration as per Annexure VII	Yes / No
19	Certificate Regarding Payment of Bonus Annexure VIII	Yes / No
20	Declaration for MSME Benefits Annexure IX	Yes / No
21	Copy of ISO Certification (optional)	Yes / No