

Corporate Office:
254-260, Avvai Shanmugam Salai, Royapettah,
Chennai-600014

TENDER NO.: 01/2025-26

Dated: 28.01.2026

TENDER DOCUMENT
CONTRACT FOR PROVIDING
HOUSEKEEPING & MAINTENANCE SERVICES
AT
INDIAN BANK
Staff Training Centre, Vijayawada,
Nutan Towers, Mudunuri Vari Street
Gandhinagar, Opp. Jayaram Theatre
Vijayawada-520003, Andhra Pradesh
Tel No.: 0866 - 2571513
Email id: stcvijayawada@indianbank.co.in

INDEX

Sl.No.	SUBJECT	Page No.
1.	Cover page	1
2.	Index	2
3.	Notice Inviting quotation for Housekeeping Services	3
4	Bid details	4 - 5
5	Eligibility Criteria	6
6.	Broad Terms & Conditions of Tender for Housekeeping Services	7-13
7.	Tender Form (Technical Bid)	14-15
8.	Note to Bidders	16
9	Agreement for Housekeeping Services – Draft	17-21
10.	Schedule- I to Agreement for Housekeeping Services	22-24
11.	Schedule- II to Agreement for Housekeeping Services	25-27
12.	Schedule- III to Agreement for Housekeeping Services	28
13.	Commercial Bid Form	29

**NOTICE INVITING QUOTATION
FOR HOUSEKEEPING & MAINTENANCE SERVICES
AT INDIAN BANK**

Staff Training Centre, Vijayawada,

Nutan Towers, Mudunuri Vari Street
Gandhinagar, Opp. Jayaram Theatre
Vijayawada-520003, Andhra Pradesh
Tel No.: 0866 - 2571513

INTRODUCTION:

Sealed quotes are invited under 2 Bid method for the work specified below from interested, reputed, resourceful and experienced Contractors for providing Housekeeping services & maintenance works at Indian Bank, Staff Training Centre (STC) Vijayawada, Nutan Towers, Mudunuri Vari Street, Gandhinagar, Opp. Jayaram Theatre, Vijayawada-520003, Andhra Pradesh.

Nature of Work
Housekeeping Services including Sweeping, Cleaning, Sanitization & Maintenance of Premises, Caretaking.

TENDER FORM:

1. Interested Contractors may collect Tender Form containing the broad terms & conditions etc. from the office of the FACULTY IN-CHARGE (FIC), INDIAN Indian Bank, Staff Training Centre (STC) Vijayawada, Nutan Towers, Mudunuri Vari Street, Gandhinagar, Opp. Jayaram Theatre, Vijayawada-520003, Andhra Pradesh, during the working hours on any weekdays (between 10.00 a.m. to 5.00 p.m.) from 30.01.2026 to 13.02.2026 except Sundays, Second and Fourth Saturdays of the month & holidays and Holidays notified by Central Government/State Government, on payment of Rs. 500/- through Crossed Demand Draft payable at Vijayawada in favor of '**INDIAN BANK, STC Vijayawada**' towards cost of tender document.
2. The Tender Form is also available on the Bank's Website: <https://indianbank.bank.in/tenders/>
3. In Case, Tender Form is downloaded from the Website, bidder has to submit the printed bid along with Bank Draft of Rs.500/- in favour of '**INDIAN BANK, STC Vijayawada**'. The bid will be disqualified without said Bank Draft.
4. **Bidders seeking exemption from paying application money, if any, must submit the valid proof thereof to the Bank's satisfaction, while submitting their Bid.**

BID DETAILS:

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

Sl. No.	Particulars	Period/ Date / Remarks
1	Date of Advertisement in the Newspaper	30.01.2026
2	Date of pre-bid meeting	06.02.2026 at 03.00 PM (In physical mode at STC premises, Vijayawada) – Queries if any in this tender, shall be sent through mail before one day of the Pre-Bid meeting (i.e., 05.02.2026-6pm)
3	Last Date of Submission of Tender Document	13.02.2026 up to 3.30 PM
4	Date & time of Opening of Technical Bid	13.02.2026 at 04.00 PM
5	Communication Address	The FIC& Chief Manager, Indian Bank, Staff Training Centre (STC) Vijayawada, Nutan Towers, Mudunuri Vari Street, Gandhinagar, Opp.JayaramTheatre, Vijayawada-520003, Andhra Pradesh Tel: 0866 – 2571513, 2971513 Email : stevijayawada@indianbank.bank.in
6	Date & Time of Opening of Commercial/Financial Bid	Will be intimated to eligible bidders over mail, after evaluation of Technical bids.
7	Place of Opening of Technical & Commercial/Financial Bid	Indian Bank, Staff Training Centre (STC) Vijayawada, Nutan Towers, Mudunuri Vari Street, Gandhinagar, opp.JayaramTheatre, Vijayawada-520003, Andhra Pradesh
8	Period of Engagement	2 Years* *which may be reviewed at every 6 months interval thereafter, for further renewal or otherwise on mutually agreeable terms.

SUBMISSION OF FORM:

1. The last date of submission of tender is 13.02.2026 before 3.30 pm
2. Acceptance of the Tenders shall solely rest with the competent authority of the Bank, who do not bind himself/themselves to accept the lowest tender. The Bank reserves the right to accept / reject any or all the Bids without assigning any reason, whatsoever at any stage.
3. Incomplete Tender/Bid will be summarily rejected.
4. All other terms & conditions are mentioned in the tender document.

The last date for submission of the Tender Form, duly filled in and complete in all respects, will be on 13.02.2026 up to 03.30 p.m. **in two separate sealed covers for Technical Bid and Commercial/Financial Bid mentioning respective envelopes names, viz. Technical Bid and Financial bid. Both these covers shall be placed in a 3rd cover and addressed to**

The FIC,

Indian Bank, Staff Training Centre (STC) Vijayawada, Nutan Towers, Mudunuri Vari Street, Gandhinagar, Opp. Jayaram Theatre, Vijayawada-520003, Andhra Pradesh

Superscripting “Housekeeping Services including Sweeping, Cleaning, Sanitization & Maintenance of Premises, Caretaking, etc.

**FIC&CHIEF MANAGER
STC, Vijayawada**

ELIGIBILITY CRITERIA

S.No	Eligibility Criteria	Supporting Documents
1	Reputed Contractors having experience in Housekeeping cum maintenance Service during the last 5 years ended as on date of floating this tender	List of previous clients to whom similar nature of works done along with documentary proof such as work orders and work completion certificate
2	The Bidder should be a profit-making firm in the last 3 years ending 31.03.2025	Audited financial statements/Balance sheet for FY2023-24 and FY 2024-25 to be submitted.
3	The Bidder should have an Office set up in Vijayawada/ in and around 20 kms from Vijayawada	Name, Address proof/any other proof to be produced.
4	<p>The bidder should have valid registration with</p> <ul style="list-style-type: none"> a) PAN number b) GST number c) Labour License number d) EPF registration number e) ESI registration number 	A copy of valid certificate to be submitted.

BROAD TERMS & CONDITIONS OF HOUSE KEEPING SERVICES TO BE RENDERED AT

Indian Bank,Staff Training Centre (STC) Vijayawada, Nutan Towers, Mudunuri Vari Street,Gandhinagar, Opp.JayaramTheatre,Vijayawada-520003,Andhrapradesh

Approximate area on the size of operations:

- 1.1 Built up area around 4287 Sq. ft. approximately,
 - First Floor– 02 Hostel Rooms with attached bathrooms/toilets, corridor and covered space, Lift Area & Stairs leading to various floors Approx area:585 sqft
 - Second Floor – Entrance lobby, Class Room, Computer Lab, Library, Common Toilets, Office, Faculty cabin, Principal/FIC Chamber, Server Room, UPS Room, corridor and covered space.- Approx area:1908 sqft
 - Third Floor- 5 Hostel Rooms with attached bathrooms/toilets: Dining Hall/ Kitchen Area, one store room, Common toilet and Common Corridor. Approx area:1794 sqft
 - Parking Space
- 1.2 Number of weeks when regular trainings will be conducted – Past trend shows 40 weeks of 4/5 days each, in a year. During the rest of the 12 weeks only sporadic schedules may run.
- 1.3 Average Capacity utilization– 75% average. (Ranging from as low as 15 participants in many weeks).
2. The bidder shall submit Technical Bid and Commercial Bid separately in two sealed envelopes. Commercial Bid if found “open” along with technical bid will be summarily rejected.
3. Commercial bids of ONLY those Contractors will be opened who qualify in the Technical Bids. Commercial Bids shall include Housekeeping Charges and Service Charges of the Contractor without applicable GST, which will be paid extra on actual basis. Representative/ representatives of the Bidders may be present during opening of the Commercial Bid on date to be decided by competent authority. However Bids would be opened, even in the absence of any or all the Bidder's representative.
4. In case the lowest rate (L1) quoted by two or more bidders is same / equal, then fresh sealed Price Bids will be obtained from such bidders for revised prices, which will be opened only in their presence to determine the lowest bidder on the date to be decided subsequently.
5. No Bidder shall contact STC Vijayawada / Bank on any matter relating to its Bid, from the time of the bid opening to the time the Contract is awarded. Any effort by a Bidder to influence the STC/Bank in the STC/Bank bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder's bid.

6. General Condition:

House Keeping contract will include all covered as well as open areas of the **Indian Bank,Staff Training Centre (STC) Vijayawada, Nutan Towers, Mudunuri Vari Street,Gandhinagar, Opp.JayaramTheatre,Vijayawada-520003,Andhrapradesh**

- 6.1 Including common area.
- 6.2 All the daily services relating to Indian Bank, STC, Vijayawada, premises will be accomplished before office hours, i.e. by 9.30 a.m., unless specially advised otherwise. Even on Sundays and Holidays, the premises to be maintained clean.

- 6.3 The Contractor will provide a team of adequate number of personnel, not below 3(Three) every day, including a supervisor.
- 6.4 One staff will be for full day office work and for overall supervision, One staff will be for night stay as caretaker of hostel and its facilities and One staff will be for Sweeping, Cleaning and sanitation of office, toilets and bathrooms.
- 6.5 The staff deployed should be trained in House Keeping / Maintenance Services, bear good conduct/ behaviour without any criminal background and fit for the work, physically.
- 6.6 All the workers will wear neat & clean uniform while attending to their duties and display their photo identity cards prominently. The Contractor will provide summer/winter uniform, shoes, etc to their employees as per specification of the Bank, failing which they will be provided with uniform, etc., by the Bank out of the payment receivable by the Contractor.
- 6.7 The Contractor will ensure desired level of cleanliness in the entire complex of the Indian Bank, STC Vijayawada. For this purpose, all Materials, Instruments, Tools, Brushes, Brooms, Wipers, Spongers, Mops etc. will be provided by the Contractor. The Contractor shall provide following machineries: Heavy Duty Wet & Dry Vacuum Cleaner, Shampooing Machine, Glass Cutter, Injector Machining for Sofa/Chair Cleaning, Floor Scrubbing, Cleaning, Polishing Machine, Cutting/Drilling Machines etc. Over and above this, the other equipment's which are required for Housekeeping Maintenance services are to be provided by the Contractor. The supervisor of the Contractor will attend to complaints on urgent basis round the clock. In case, the Supervisor is on leave, a suitable alternative has to be arranged by the contractor without any extra cost.
- 6.8 Toiletries/Cleaning materials in sufficient quantity and of good (ISI) quality (as decided by the Bank) to be provided by the contractor.
 - 6.8.1 Soap, Hand wash
 - 6.8.2 Odonil, Naphthalene, Urinal cubes any other brand product in toilets.
 - 6.8.3 Detergents, Phenyl, Harpic etc
 - 6.8.4 Glass/kitchen cleaners
 - 6.8.5 Mosquito repelling mats & liquids/ Brasso/Silvo/ Polishing Material etc
 - 6.8.6 Cleaning brushes, brooms, moppers etc.
- 6.9 Specialized maintenance/cleaning of all hostel rooms and bathrooms along with furniture/ fixtures, mattresses, bathroom/ hostel room / office room/ class room, linen, electrical fittings, PCs and Laptops, bathroom fittings, buckets, sanitary wares, racks etc. must be ensured.
- 6.10 Bathroom and bedroom linens will be changed at least thrice in a week i.e. on every Monday and mid-week and during training week during commencement of every new programme, or as may be decided by the Bank. The Contractor at his own cost will arrange hygienic Machine washing of all Linen, Curtains, Towels, Hand Towels, Pillow Covers, Blankets, etc.
- 6.11 The overhead water tanks will be cleaned thoroughly using Bleaching Powder/ Detergent/ Cleaning chemicals at least once in a Quarter or need based in a year. Pest Control measures at regular intervals and/or need based has to be ensured.
- 6.12 Provision of the following staff will be ensured:

- a) Supervisor /Floor Manager / Administrator for round the clock to ensure uninterrupted services to the Hostellers / Office Staff/ Faculties.
- b) Sweeper
- c) Housekeeping staff

The number of such persons/employee will not be less than 3 (Three) on any working day.

7 SECURITY DEPOSITS

- 7.1 Within seven (07) days of the receipt of notification of award from the Bank, the successful L1 Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided.
- 7.2 The proceeds of the performance security shall be payable by the bidder as compensation for any loss resulting from the Bidder's failure to complete its obligations under the Contract. The Performance Security deposit shall be denominated in Indian Rupees only, and shall be in the form of Bank guarantee/Fixed Deposit issued by a reputed Bank/Indian bank located in India.
- 7.3 The performance security will be discharged by the Bank and returned to the Bidder not later than 60 days following the expiry obligations, unless specified otherwise in the General Condition.

8 USE OF CONTRACT DOCUMENTS AND INFORMATION

- 8.1 The Bidder shall not, without prior written consent of the Indian Bank, STC Vijayawada, disclose the Contract or any provision thereof or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Indian Bank, STC Vijayawada, in connection therewith, to any person, other than a person, employed by the Bidder in the performance of the Contract. Disclosure to any such employed person shall be made in confidence & shall extend only so far as may be necessary for purposes of such performance. The confidentiality provisions contained here above shall survive termination of contract.
- 8.2 KYC compliance is mandatory for all persons employed by the contractor and deployed for the services.
- 8.3 Subject to General Condition, if the Bidder fails to deliver any or all of the Services or fails to perform the Services within the time period(s) specified in the Contract, the Indian Bank, STC Vijayawada shall, without prejudice to its other remedies available to it under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to percentage up to a maximum damage realisation. Bank may even consider termination of the contract pursuant to General Conditions.

9 DAILY SERVICES

- 9.1 Removal of waste material / garbage from the dustbins / room buckets, mugs, collecting of garbage from the rooms and entire floor including toilets, common areas etc. and disposing same (with local municipal facilities / arrangements).
- 9.2 Dusting and vacuum cleaning of furniture, cup-boards, telephone instruments, doors, computers/laptops, windows, ventilators, blinds and glass partition using glass cleaning chemicals to keep all such articles dust free, to be done during the morning time.
- 9.3 Specialised cleaning and scrubbing of toilets, washbasins, sanitary fittings, using detergents, cleaning agents, deodorants and disinfectants, at least twice a day.
- 9.4 Cleaning/sweeping of premises /mopping of floor area, lobby/corridor/staircase by detergents, disinfectants, etc. in the morning or as and when required, during the day.
- 9.5 Provision of toiletries in the toilets in the morning after daily check up.
- 9.6 Vacuum cleaning / washing of carpets, wherever provided at the institute.
- 9.7 Provide toiletries kit, procured at Bank's Cost, to each participant at the beginning of each Programme or on each Monday, if given by Bank.
- 9.8 Check water purifier/ RO/ in order to ensure uninterrupted water supply availability for drinking and tea/snacks/cooking, round the clock.
- 9.9 Serving of food, water & refreshments to the participants/guests/Staffs/faculties.
- 9.10 Dusting & Cleaning of office furniture.
- 9.11 Provide Work Schedule of Daily Services, which will be authenticated at the end of the day by the Bank Officials.
- 9.12 One staff will be for full day office work and for overall supervision, one staff will be for night stay as caretaker of hostel and its facilities and one staff will be for Sweeping, Cleaning and sanitation of office, toilets and bathrooms.

10 WEEKLY SERVICES

- 10.1 Washing and scrubbing of floor area with detergents, dust removing chemicals and polishing of the floor areas, etc.
- 10.2 Removal of cobwebs, dusts, termites, pests, etc.
- 10.3 Windows sponging and cleaning with Jet Pressure Machine.
- 10.4 Keeping ceiling and table / pedestal fans, air – conditioning grills dust free.
- 10.5 Cleaning of dustbins and buckets with detergents.
- 10.6 Up keep of partition glasses and panes with utmost care and by application of glass cleaning chemicals.
- 10.7 Specialised/Harpic cleaning of sanitary wares.
- 10.8 Polishing & oiling of door closers, door handles, and other brass fittings with Silvo / Brasso / lubricants. Dusting & cleaning of Murals, Sceneries, Photo-frames, idols, etc.
- 10.9 Polishing of taps and other steel fittings in the toilets with Silvo / Brasso.
- 10.10 To spray Finit/ Hit etc. in hostel rooms, class rooms, office rooms, Class rooms/ 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, termites, other insects, rodents and birds of the entire premises on weekly basis at contractor's own cost.
- 10.11 Shampooing / Spraying / Disinfecting all Carpets/ Chairs/Sofas with Injector machine, Wet/Dry Vacuum Cleaner.

- 10.12 Provide Work Schedule of Weekly Services, which will be authenticated at the end of the day by the Bank officials.
- 10.13 Cleaning of Kitchen /Overhead water tanks on Quarterly basis.
- 10.14 One staff will be for full day office work and for overall supervision, one staff will be for night stay as caretaker of hostel and its facilities and one staff will be for Sweeping, Cleaning and sanitation of office, toilets and bathrooms.

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

The wages to the labour shall be either the Central Govt. minimum wages norms or State Govt. minimum wages norms, whichever is higher, from time to time. The contractor shall produce necessary documents (Bank Statements, Copy of Wage register etc. to be submitted) in this regard along with their monthly bills.

- 12 The period of contract will be for **(02) Two years**, which may be reviewed at every 6 months interval thereafter, for further renewal or otherwise on mutually agreeable terms.
- 13 The Contractor shall obtain necessary license, permit, consent, sanction, etc from the competent authority as may be required or called for by local or any other authority for doing such work. The Contractor shall comply with all applicable laws, rules and regulations in force.
- 14 The Contractor shall bear all taxes/TDS, rates, charges, fees, levies or claims, whatsoever, as may be imposed by the State, Central Government or any local body or authority. The Contractor shall furnish such proof of payment of compliance or the obligations including registration certificates, receipts, licenses, clearance certificates etc., as may be required by the Indian Bank, STC, Vijayawada, from time to time.
- 15 The Contractor shall keep the Bank indemnified against all the claims and liabilities of whatsoever nature and howsoever arising, suffered or incurred by the Bank or any legal requirements arising from any breach by contractor of their obligations. The Indemnity provisions contained hereabove under shall survive termination of contract. The Contractor shall comply with all applicable laws, rules & responsibilities in force from time to time.
- 16 The Contractor shall devote his full attention to the work of Housekeeping and Caretaking etc. purchases, installation and repairs and shall discharge his duties / obligations under this agreement most diligently and honestly.
- 17 The contractor will provide one staff for full day office work and for overall supervision, one staff will be for night stay as caretaker of hostel and its facilities and one staff will be for Sweeping, Cleaning and sanitation of office, toilets and bathrooms.
- 18 The Contractor shall provide uniforms, shoes, gloves, apron etc. to his staff engaged for the above services, as per Bank's specification at his own cost and expenses and all the staff will wear neat & clean uniforms while on duty. The Contractor shall further ensure that the employees are in uniform, whenever in service and in case of default in this regard, a penalty of Rs.200/- per occasion would be imposed on the Contractor. The Contractor shall engage the services of only able, efficient, healthy, honest, and well behaved persons for Reception, Caretaking, cleaning, Plumbing, Electrical Maintenance, Gardening etc., at his/her cost and responsibility in the conduct of Housekeeping services, who shall be considered, for all legal and contractual purpose, as the employees of the

Contractor himself. The Contractor will provide necessary identity & address proof for the staff engaged to fulfil the govt. norms.

- 19 The Contractor will pay salary, allowances, compensation, etc. to his/her employees as per rule under Minimum Wages Act under Labour Law/Bonus/EPF /ESI etc. as applicable at his/her end. The Contractor has to ensure to register the employees under NPS and ensure deposit of EPF, ESI etc. As per extant labour laws and keep a record of it for the checking / inspection by any of the Government Agency, Inspector, Bank Official or any Authority as and when required. The Bank will nowhere be responsible for lapses found, if any, and the Bank will not be responsible for payment of anything to the employee of the Contractor.
- 20 In case the Contractor or any of his employees fail to fulfil his/their obligations for any day or any number of days to the satisfaction of the Indian Bank, STC Vijayawada , for any reason whatsoever, the Contractor shall pay by way of liquidated damages to be decided by the Bank for the entire number of such days and the Indian Bank, STC Vijayawada, without prejudice to its other rights and remedies, shall be entitled to deduct such damages from the moneys, if any, payable by it to the Contractor.
- 21 The Contractor will maintain its gadgets & equipment's, machines etc. in good working condition with all safety measures at his own cost and expenses.
- 22 The Contractor shall return all articles, gadgets & equipment's etc. provided by the Bank, in similar condition as received, on expiry of the contract (by completion of the contract period or termination of the same due to any reason whatsoever).
- 23 The Contractor shall not assign or sub-contract the contract to other parties. In case of violation/contravention of any of the terms and conditions mentioned herein, the Bank reserves the right to terminate this agreement forthwith without giving any notice to the Contractor and without prejudice to its right to recover damages and other charges / cost to the Bank from amount payable to him or otherwise.
- 24 The Contractor shall pay a security deposit equivalent to 10% of the annual approximate cost of contract as approved or a performance guarantee for a similar amount, in lieu thereof, from a Bank acceptable to the Bank prior to commencement of service under this agreement. The Bank shall be entitled to adjust or appropriate, said security deposit or the proceeds of guarantee towards loss or damage caused by the Contractor or his employees or the amount of value of shortage or breakage or damage in the implements / equipments and any other item entrusted to or caused to other assets of the Bank by the Contractor or his employees or any other liability of the Contractor. The security deposit that may be made with the Indian Bank, STC Vijayawada, shall not carry any interest.
- 25 The day-to-day cleanliness and maintenance of the premises will be the exclusive responsibility of the Contractor. The number of persons to be provided by the Contractor per day should not be less than 3(Three) (excluding Plumber, Electrician).In case of emergency/eventuality the Contractor should arrange additional/ replacement manpower. In case it is found that the workers including the Contractor engaged, are less than 3 on any day, a penalty of Rs.200/- per day per worker would be imposed and deducted from the monthly amount payable to the Contractor and the FIC, Indian Bank, STC Vaijayawada, shall be the exclusive authority in the matter.
- 26 The staff deployed will be trained in caretaking technique; bear good conduct and shall be physically fit for the work. The Contractor's employees will be allowed entry into the specified areas of the premises of the Indian Bank, STC Vijayawada, with the specific permission of the FIC or any officer authorized in this behalf and with valid photo identity card issued by the Contractor and displayed prominently.
- 27 **PRE BID MEETING:** A Pre-bid Meeting shall be held with the intending Contractors at 03.00 PM

on 06.02.2026 to clarify doubts, if any, raised by them on the tender. No separate communication shall be sent for this meeting. (for change of pre bid meeting date if any) The requests for clarifications may be submitted in writing (through e mail) prior to the day of the pre-bid meeting.

28 Miscellaneous

- 28.1 The Bank reserves the right to alter any of the above terms & conditions or terminate the agreement/contract executed with L1 at any time by giving one month notice in writing.
- 28.2 The Bank shall not be liable / responsible for any incident/ occurrence/ casualty/death/ injury/damage caused to the person/deployed by the Contractor or by his sub-contractor for rendering services as per this agreement due to the negligence or any reason whatsoever.
- 28.3 The Contractor shall indemnify the Bank for any incident/ occurrence/ injury/ damage/loss etc., caused to the employees of the Bank/Participants/ Faculties etc., due to negligence on the part of the Contractor or his employees/ persons/ agents etc.
- 28.4 Bank reserves the right to seek further information/documents apart from the documents/information submitted by the contractor in the Technical Bid document.

TENDER FORM (TECHNICAL BID)

1	Full name of the Contractor / Firm : (in block letters)Mr / Mrs / M/s.	
2	Full Name of contact Person with address of the Contractor / Firm : a) Telephone number, b) Mobile number c) Fax number d) e-mail id	
3	Experience in years. (please mention the year of establishment)	
4	Constitution : Sole / Proprietorship / Partnership / Pvt Ltd	
5	Name(s) of the Proprietor(s) / Partner (s)with their full address, telephone number, e-mail number, fax number	
6	Work experience in detail as Contractor /Housekeeper in the last 3years(Certificate from the previous employer to be enclosed)	
7	Names & Identity proof no. (such as Aadhar no./ PAN No. etc) of persons to be employed including the Contractor himself / herself, if already team available [optional]	a) b) c)
8	Details of Registration, Trade License, Labour Registration doc., other license held / obtained from the various authorities (enclose self attested applicable Photostate copies of the relevant certificate)	1. 2. 3. 4.
9	Name of 2 referees of repute with address telephone number (enclose their certificates) if any.	1. 2.

10	Latest Income Tax returns for(FY2022-23, 2023-24 and 2024-25)Income-tax returns(with TAN/PAN number), Professional tax, GST, Municipal Tax Returns, Clearance certificate (enclose self-attested copies of the relevant certificate)	
11	Audited Balance Sheet and Profit & Loss A/c for the last 03 (three) years FY 2022-23, 2023-24 and provisional Balance sheet for FY 2024-25) (enclose Xerox copies)	
12	Bank A/C Details	
13	Name & Full Address of Contractor's Banker	
14	GST number	
15	PAN number	
16	Deployment of Contract Labour	
Name of Post		No. of Person to be engaged
Supervisor / Office boy / housekeeping		1
Housekeeping & Night Caretaker		1
General Maintenance Staff / Sweeper / Cleaner		1

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

(Signature of the authorized signatory)

Full Name:

Address:

(SEAL)DATE:

Note to bidders:

1. Sealed Tenders must be submitted within the stipulated period.
2. Interested Contractors may obtain further information/clarification from the **Indian Bank, Staff Training Centre (STC) Vijayawada, Nutan Towers, Mudunuri Vari Street, Gandhinagar, Opp.JayaramTheatre,Vijayawada-520003,Andhrapradesh** on the Pre-Bid meeting date only, before submission of the tender.
3. One Contractor can submit only one Tender Form.
4. Place of opening of Tender will be at the premises of **Indian Bank, Staff Training Centre (STC) Vijayawada, Nutan Towers, Mudunuri Vari Street, Gandhinagar, Opp.JayaramTheatre,Vijayawada-520003,Andhrapradesh**
5. Tender form will be available at the cost of Rs.500/- at Indian Bank, **Indian Bank, Staff Training Centre (STC) Vijayawada, Nutan Towers, Mudunuri Vari Street, Gandhinagar, Opp.JayaramTheatre,Vijayawada-520003,Andhrapradesh** or at the Bank's Website <https://indianbank.bank.in> between 30.01.2026 to 13.02.2026 during working hours.
6. No earnest money will be required to be deposited at the time of submission of the Tender Form.
7. Technical Bids of this Tender will be opened on **13.02.2026 at 16.00 hours (04.00 P.M.)** at Indian Bank, STC Vijayawada.
8. No further discussion / addition of information / documents will be granted to the tenderer / bidder, after it is submitted or whose tender are disqualified.
9. INDIAN BANK reserves the right to accept or reject any or all the offers without assigning any reasons.
10. No postal communication shall be entertained for obtaining of tender documents.
11. Tender documents are not transferable.
12. The Bank reserves the right to cancel / postpone the date of receipt and or opening of the tenders.
13. Before submission of the tender, contractors may verify the eligibility criteria and ensure fulfilling all the terms and conditions.
14. Any form of canvassing at any stage will disqualify the Bidder from the tender process automatically.

AGREEMENT FOR HOUSE KEEPING SERVICES - Draft
(In Rs. 200/- stamp paper- after award of work)

This agreement is executed at Vijayawada on _____ between _____ (carrying on the business of house-keeping services hereinafter called and referred to as "Contractor" which term shall include his / their successors / assigns) of the First Part and INDIAN BANK, a body Corporate constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970, having its Corporate Office at 254-260, Avvai Shanmugam Salai, Royapettah, Chennai- 600014 represented by its Official at Indian Bank, Staff Training Centre (STC) Vijayawada, Nutan Towers, Mudunuri Vari Street, Gandhinagar, Opp. Jayaram Theatre, Vijayawada-520003, Andhra Pradesh

(Hereinafter referred to as "Bank" which term shall include its successors/ assigns) of the Second Part.

WHEREAS the Bank is desirous of availing specialized house-keeping services in Indian Bank, Staff Training Centre (STC) Vijayawada, Nutan Towers, Mudunuri Vari Street, Gandhinagar, Opp. Jayaram Theatre, Vijayawada-520003, Andhra Pradesh

, for a period of twelve / twenty four months or such extended period of services of any contract for specialized house-keeping in the Indian Bank, STC Vijayawada (hereinafter referred to as INDIAN BANK, STC Vijayawada) and,

WHEREAS the Contractor has agreed and undertake to render house-keeping and maintenance services as per requirement and to the full satisfaction of the Bank as per the terms and conditions and as per the scope of work to be assigned by the Bank mentioned herein below.

NOW THIS AGREEMENT WITNESSETH:

1. The Contractor agrees and undertakes to render the Specialized House-Keeping Services for the INDIAN BANK, STC Vijayawada as per requirement and satisfaction of the INDIAN BANK, STC Vijayawada from time to time. The specialized Housekeeping services to be rendered have been set out in Schedule – I, and as per the terms and conditions as detailed in Schedule – II, and shall receive payment thereof, as detailed in Schedule – III which will form part of this agreement.
2. The contractor undertakes to abide by the terms and conditions stated herein in schedule I, II & III hereto.
3. The charges for housekeeping services shall be paid on monthly basis or as may be agreed upon between the parties hereto from time to time. (within the date to be specified)
4. The Contractor undertakes to obtain any license, permit, consent, sanction, etc. as may be required or called for from / by local or any other authorities for doing such work. The

Contractor shall comply with all applicable laws, rules and regulations in force. The Contractor undertakes to obtain such permission / License as may be required under the Contract Labour (Regulation and Abolition) Act, 1970. The Contractor undertakes to produce the license / permission etc. so obtained to the Bank or furnishes copies thereof as and when required by the Bank. The Contractor also undertakes to keep and get renewed such license, permission, etc. from time to time. The Contractor shall be responsible for any contravention of the local, municipal / central / state or any other laws, rules, regulations, etc.

5. The Contractor agrees and undertakes to bear all taxes, rates, charges, fees, levies or claims, whatsoever, as may be imposed by any Authority Whichever. The Contractor agrees to furnish such proof of payment of compliance or the obligations including registration certificates, receipts, licenses, clearance certificates etc. as may be required by the INDIAN BANK, STC Vijayawada, from time to time.
6. The Contractor shall keep the INDIAN BANK, STC Vijayawada, indemnified against all the claims and liabilities, if any arising, suffered or incurred by the Bank as arising from the breach of the terms mentioned in clauses 4 & 5 as aforesaid. Further The Contractor shall also keep the Bank indemnified against all the claims and liabilities of whatsoever nature and howsoever arising, suffered or incurred by the Bank arising from any breach by contractor of their obligations under this agreement. The Indemnity provisions contained here above under shall survive termination of this agreement.
7. The contractor shall engage his own persons to provide services under the contract and shall pay / bear all their remuneration / salaries / allowances / compensations etc., and the Bank is no way related / responsible to such engagement as well as payment of any of the expenditure relating to remuneration / salaries / allowances / compensations etc., whatsoever.
8. The contractor will provide one staff for full day office work and for overall supervision, one staff will be for night stay as caretaker of hostel and its facilities and one staff will be for Sweeping, Cleaning and sanitation of office, toilets and bathrooms.
9. (a) The Contractor shall provide summer and winter uniforms to his staff, as per Bank's specification at his own cost and expenses and all the staff shall wear the same in clean condition while on duty.
(b) The Contractor shall issue necessary identity card to the person to be deputed to the INDIAN BANK, STC Vijayawada, to carry out the obligations under this agreement indicating therein their employee number and other details.
10. The Contractor and his employees at all time, during the period of this agreement, obey and observe all directions and instructions which may be given by the INDIAN BANK, STC Vijayawada, concerning any aspect of housekeeping services. In case of deficiency in

services as contemplated in schedule I, the INDIAN BANK,STC Vijayawada, shall be entitled to deduct such amount as deemed appropriate as may be decided by the Principal/FIC (whose decisions shall be final) in respect of the default, from the amount payable to the contractor. The employees of the Contractor, their management, control, duty rosters, administration, etc. will be dealt with and decided exclusively by the Contractor being their employer and engaged by them.

11. In case the Contractor or any of his employees fails to fulfill his/their obligation for any day or any number of days to the satisfaction of the INDIAN BANK,STC Vijayawada, for any reason whatsoever, the Contractor shall pay by way of liquidated damages, a sum of Rs. 200.00 (Rupees Two hundred only) per day for the entire number of such days and the INDIAN BANK,STC Vijayawada, shall without prejudice to its other rights and remedies shall be entitled to deduct such damages from the money, if any, payable by it to the Contractor.
12. That the Contractor's employees will be allowed entry into the specified areas of the premises of the INDIAN BANK,STC Vijayawada, with the specific permission of the Principal/FIC or any officer authorized in this behalf and with valid photo identity card issued by the Contractor and displayed prominently. The INDIAN BANK,STC Vijayawada, reserves the right to grant permission or to refuse permission or to withdraw it where it has been granted earlier without assigning any reason. The Contractor shall ensure that his employees attend to their assigned duties and do not wander or roam around and not to pose disturbance to the INDIAN BANK,STC Vijayawada its staff, guests or participants and exhibit / produce the Identity card on demand.
13. Annual maintenance of the equipments and gadgets, etc (if any) owned by the INDIAN BANK,STC Vijayawada that will be provided to the Contractor, though the AMC cost will be borne by the Bank, the contractor shall bear all additional cost /expenses required for the upkeep of the equipments/gadgets.
14. The Contractor shall keep and maintain regular and proper books of accounts, other records supported by vouchers so that the same may be available for inspection by any authorized person.
15. The Contractor will ensure that there is all round improvement/maintenance in the cleanliness and hygienic conditions of the premises.
16. The Contractor shall not assign or sub-contract this contract without written approval of the Bank under any circumstances. In case of violation / contravention by the Contractor and or any of the terms and conditions contained herein and schedule hereto, the INDIAN BANK, STC Vijayawada, shall have the right to terminate the agreement forthwith without giving any notice to the Contractor and without prejudice to its right to recover damages caused to the INDIAN BANK, STC Vijayawada, from amount payable / otherwise.

17. All questions relating to the performance of the obligations under this agreement and to the quality of materials used in house- keeping and all the dispute and differences which shall arise either during or after the agreement period or other matters arising out of or relating to this agreement or payments to be made in pursuance thereof shall be decided by the FIC of the INDIAN BANK, STC Vijayawada, whose decision shall be final and binding on the contractor. The Contractor hereby agrees to be bound by the decision of the Principal/FIC.
18. The Contractor shall bear all the costs and expenses in respect of all charges, stamp duties etc relating to this agreement.
19. The Contractor shall maintain good standard of services as indicated. The performance of the contractor will be reviewed on monthly basis and in case the services are not found up to the mark the contract will be terminated even before the expiry of contract period by giving one month's (30 days) notice.
20. Washing of Linen includes washing of curtains, Bed sheets, Bed covers, Pillow covers, blankets, towels, Sofa covers, etc wherever provided.
21. The Contractor will be responsible for proper maintenance and safety of all furniture & fixtures, materials, goods, stocks, books, periodicals, vehicles lying in INDIAN BANK, STC Vijayawada, premises, etc. The cost of missing items / shortages of stocks / materials etc. will be deducted from the monthly payments / any others sum / deposit due to the contractors.
22. The contractor shall pay a security deposit of Rs. ** _____ (Rupees _____ only) or a performance guarantee for a similar amount in lieu thereof from a bank acceptable to the INDIAN BANK,STC Vijayawada, prior to commencement of service under this agreement. The INDIAN BANK,STC Vijayawada, shall be entitled to adjust or appropriate the said security deposit or the proceeds of guarantee towards loss or damage caused by the Contractor or his employees or the amount of value of shortage or breakage or damage in the items/furniture & fixtures etc. entrusted to or caused to other assets of the INDIAN BANK,STC Vijayawada, by the Contractor or his employees or against any other liability of the Contractor. The security deposit that may be made by the Contractor with the INDIAN BANK,STC Vijayawada, shall not carry any interest.

** Equivalent to 10% of the annual approximate cost of contract as approved.

23. The employees of the Contractor, their management, control, duty rosters, administration, etc. will be dealt with and decided by the contractor being their employer and engaged by them.

24. The agreement shall be deemed to have come into force only for a period of Two years (02 years) with effect from _____ and shall remain valid upto _____ and it may be extended for such other extended period for future and on such terms and conditions as may be mutually agreed upon by the parties hereto. The performance of the contractor shall be reviewed at every 6months interval. On expiry of the tenure of the agreement or on termination of the contract for any reason whatsoever as per the terms and conditions, the Contractor shall deliver the articles or other equipment's or any other property of the Bank in its / his possession in good condition.
25. The agreement shall be terminated as provided in clauses above (without notice) or by the efflux of time or earlier by one month's (30 days) notice or at the discretion / at the option of the INDIAN BANK, STC Vijayawada, as the case may be. The Contractor shall also have the option to terminate the agreement after giving three months (90 days) notice to the INDIAN BANK, STC Vijayawada.
26. On termination of the contract by the INDIAN BANK, STC Vijayawada, for any reason whatsoever, the INDIAN BANK, STC Vijayawada, shall be entitled to engage the services of any other person, agency or Contractor to meet its requirement, without prejudice to its rights including claim for damages against the Contractor.
27. The day to day cleanliness and maintenance of the premises will be the exclusive responsibility of the Contractor. Minimum number of persons to be employed should not be less than 3 (Three) per day. Timings in respect of services etc. indicated above shall be decided by the Principal / FIC from time to time and conveyed to the Contractor accordingly.
28. Nothing contained in this agreement is intended to be nor shall be construed to be a grant, demise or assignment in the law of premises or any part thereof by the INDIAN BANK, STC Vijayawada, to the Contractor or his employees and the contractor and his employees shall vacate the same and handover all the Bank's furniture, fixtures, goods, materials, etc. in good condition on the termination of the agreement period either by efflux of time or otherwise.
29. The INDIAN BANK, STC Vijayawada, shall have the right to withhold reasonable sums from the amounts payable to the contractor under this contract or the security deposit or the proceeds of guarantee 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 INDIAN BANK, STC Vijayawada, of payment of all statutory and other dues or compliance with other obligations.
30. The Schedules I, II and III to this agreement shall form part of and be read as part of this agreement. In witness where of the parties hereto have executed those on the day, month and year above mentioned.

SCHEDULE – 1

SCOPE OF WORK IN SPECILIZED HOUSE KEEPING TO BE ENSURED BY THE CONTRACTOR

GENERAL

1. House Keeping contract will include all covered as well as open areas of the Indian Bank, STC Vijayawada, Nutan Towers, Mudunuri Vari Street, Gandhinagar, Opp. Jayaram Theatre, Vijayawada- 520003, Andhra Pradesh.
2. All the daily services relating to this premises will be accomplished before office hours, i.e. by 9.30 a. m., unless specially advised otherwise. Even on Sundays and Holidays. The premises shall be kept neat and clean
 - a. The Contractor will provide a team of adequate number of personnel, not below 3 (three) every day. Penalty for not maintaining minimum numbers will be Rs.200/- per person/per day.
 - b. The contractor will provide one staff for full day office work and for overall supervision, one staff will be for night stay as caretaker of hostel and its facilities and one staff will be for Sweeping, Cleaning and sanitation of office, toilets and bathrooms.
 - c. The staff deployed should be trained in House Keeping / Management Services, bear good conduct/ behaviour without any criminal background and fit for the work.
 - d. All the workers will wear clean uniform while attending to their duties and display their photo identity cards prominently. The Contractor will provide summer/winter uniform, shoes, etc to their employees as per specification of the Bank, failing which they will be provided uniform, etc by the Bank out of the payment receivable by the Contractor.
 - e. The Contractor will ensure desired level of cleanliness in the entire complex. For this purpose, all materials, Instruments, Tools, Brushes, Brooms, Wipers, Spongers, Mops etc. will be provided by the Contractor. The Contractor shall provide, but not limited to the following machineries: Wet & Dry Vacuum Cleaner, Shampooing Machine, Glass cutter, Injector Machining for Sofa/Chair Cleaning, cleaning Machine, Floor Scrubbing, Cleaning, Polishing machine, Cutting/Drilling Machines etc. Over and above this, the other equipments which are required for Housekeeping Maintenance services are to be provided by the Contractor. The supervisor of the Contractor will attend to complaints on urgent basis round the clock.
 - f. Toiletries/Cleaning materials in sufficient quantity and of good quality (as decided by the Bank) to be provided by the Contractor.
 - (a) Soap, Handwash
 - (b) Odonil, Naphthalene, Urinal cubes any other brand product in toilets.
 - (c) Detergents, phenyl, harpic etc.,
 - (d) Glass/kitchen cleaners
 - (e) Mosquito repelling mats & liquids/ Braso/Silvo/ Polishing Material etc

(f) Cleaning brushes, moppers etc.,

- g. Specialized maintenance/cleaning of all hostel rooms and bathrooms along with furniture/fixtures, mattresses, bathroom/ hostel room / office room/ class room, linen, electrical fittings, PCs and Laptops, bathroom fittings, buckets, sanitary wares, racks etc. will be ensured at the cost of bank.
- h. Bathroom and bedroom linens will be changed at least twice in a week i.e. on every Sunday and mid-week of training duration's week and at commencement of every new programme, or as may be decided by the Bank. The Contractor at his own cost will arrange hygienic Machine washing of all Linen, Curtains, Towels, Hand Towels, Pillow Covers, Blankets, etc.
- i. The overhead water tanks and the underground water tanks will be cleaned thoroughly using Bleaching Powder/ Detergent/ Cleaning chemicals at least once in a Quarter or need based in a year. Pest Control measures at regular intervals and/or need based has to be ensured.
- j. Provision of the following staff will be ensured:
 - (a) Supervisor / Floor Manager / Administrator for round the clock to ensure uninterrupted services to the Hostellers / Office Staff/ Faculties
 - (b) Sweeper
 - (c) Housekeeping & maintenance
 - (d) Plumbing, Electrical (as & when required-To report to the STC within one hour of call)

The number of such persons/employees will not be less than 3 (three) on any working day.

DAILY SERVICES

- 1. Removal of waste material / garbage from the dustbins / room buckets, mugs, collecting of garbage from the rooms and entire floor including toilets, common areas etc. and disposing same (with local municipal facilities / arrangements).
- 2. The contractor will provide one staff for full day office work and for overall supervision, one staff will be for night stay as caretaker of hostel and its facilities and one staff will be for Sweeping, Cleaning and sanitation of office, toilets and bathrooms.
- 3. Dusting and vacuum cleaning of furniture, cup-boards telephone instruments, doors, computers/laptops, windows, ventilators, blinds and glass partition using glass cleaning chemicals to keep all such articles dust free , to be done during the morning time.
 - a. Acid cleaning and scrubbing of toilets, washbasins, sanitary fittings using detergents, cleaning agents, deodorants and disinfectants, at least twice a day.
 - b. Cleaning/sweeping of premises /mopping of floor area, lobby/corridor/staircase by detergents, disinfectants, etc. in the morning or as and when required, during the day.
 - c. Provision of toiletries in the toilets in the morning after daily check up.
 - d. Vacuum cleaning / washing of carpets, wherever provided at the institute.
 - e. Provide toiletries kit, procured at Bank's Cost, to each participant at the beginning of each Programme or on each Monday, whichever is earlier.

- f. Check water purifier/ RO/ in order to ensure uninterrupted water supply availability for drinking and cooking, round the clock.
- g. Serving of food, water & refreshments to the participants/guests/staffs/faculties.
- h. Dusting & Cleaning of office furniture.
- i. Provide Work Schedule of Daily Services, which will be authenticated at the end of the day by the Bank officials.

WEEKLY SERVICES

- a. The contractor will provide one staff for full day office work and for overall supervision, one staff will be for night stay as caretaker of hostel and its facilities and one staff will be for Sweeping, Cleaning and sanitation of office, toilets and bathrooms.
- b. Mechanical washing and scrubbing of floor area with detergents, dust removing chemicals and polishing of the floor areas, etc.
- c. Removal of cobwebs, dusts, termites, pests, etc.
- d. Windows sponging and cleaning with Jet Pressure Machine.
- e. Keeping ceiling and table / pedestal fans, air – conditioning grills dust free.
- f. Cleaning of dustbins and buckets with detergents.
- g. Up keep of partition glasses and panes with utmost care and by application of glass cleaning chemicals.
- h. Specialised/Harpic cleaning of sanitary wares.
- i. Polishing & oiling of door closers, door handles, and other brass fittings with Silvo / Brasso / lubricants. Dusting & cleaning of Murals, Sceneries, Photo-frames, idols, etc.
- j. Polishing of taps and other steel fittings in the toilets with Silvo / Brasso.
- k. 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, termites, other insects, rodents and birds of the entire premises on weekly basis at contractor's own cost.
- l. Shampooing / Spraying / Disinfecting all Carpets/ Chairs/Sofas with Injector machine, Wet/Dry Vacuum Cleaner.
- m. Provide Work Schedule of Weekly Services, which will be authenticated at the end of the day by the Bank officials.
- n. Cleaning of Kitchen /overhead water tanks on Quarterly basis.

SCHEDULE – II

TERMS & CONDITIONS

1. In consideration of services to be rendered by the Contractor, the monthly charges for Housekeeping as agreed shall be paid on monthly basis, subject to production of bills/vouchers etc. to the satisfaction of the Indian Bank, STC Vijayawada, The charges / payments shall be made at the rate as agreed upon (inclusive of Service Charges of the Contractor excluding GST, as applicable, which will be paid extra on actual basis).
2. The period of contract will be for **(02) Two years** which may be reviewed thereafter, for further renewal or otherwise on mutually agreeable terms.
3. The Contractor shall obtain necessary license, permit, consent, sanction, etc from the competent authority as may be required or called for by local or any other authority for doing such work. The Contractor shall comply with all applicable laws, rules and regulations in force.
4. The Contractor shall bear all taxes, rates, charges, fees, levies or claims, whatsoever, as may be imposed by the State, Central Government or any local body or authority. The Contractor shall furnish such proof of payment of compliance or the obligations including registration certificates, receipts, licenses, clearance certificates etc., as may be required by the Indian Bank, STC Vijayawada, from time to time.
5. The Contractor shall keep the Bank indemnified against all the claims and liabilities or any legal requirements. The Contractor shall comply with all applicable laws, rules & responsibilities in force from time to time. Further, The Contractor shall also keep the Bank indemnified against all the claims and liabilities of whatsoever nature and howsoever arising, suffered or incurred by the Bank arising from any breach by contractor of their obligations under this agreement. The Indemnity provisions contained hereabove under shall survive termination of this agreement.
6. In case the Contractor or any of his employees fail to fulfil his/their obligations for any day or any number of days to the satisfaction of the Indian Bank, STC Vijayawada, for any reason whatsoever, the Contractor shall pay by way of liquidated damages to be decided by the Bank for the entire number of such days and the Indian Bank, STC Vijayawada, without prejudice to its other rights and remedies, shall be entitled to deduct such damages from the moneys, if any, payable by it to the Contractor.
7. The Contractor will maintain its gadgets & equipments, machines etc. in good working condition at all times with all safety measures at his own cost and expenses.
8. The Contractor shall return all articles, gadgets & equipments etc. (if any) provided by the Bank, in similar condition as received, on expiry of the contract (by completion of the contract period or termination of the same due to any reason whatsoever).
9. The Contractor shall not assign or sub-contract the contract to other parties. In case of violation/contravention of any of the terms and conditions mentioned herein, the Bank reserves the right to terminate this agreement forthwith without giving any notice to the Contractor and without prejudice to its right to recover damages and other charges / cost to the Bank from amount payable to him or otherwise.

10. The Contractor shall pay a security deposit equivalent to 10% of the annual approximate cost of contract(all bidders have to submit) as approved or a performance guarantee for a similar amount, in lieu thereof, from a bank acceptable to the Bank prior to commencement of service under this agreement, duly assigned in favour of the Bank. The Bank shall be entitled to adjust or appropriate, said security deposit or the proceeds of guarantee towards loss or damage caused by the Contractor or his employees or the amount of value of shortage or breakage or damage in the implements / equipments and any other item entrusted to or caused to other assets of the Bank by the Contractor or his employees or any other liability of the Contractor. The security deposit may be made with the Indian Bank, assigned to, Indian Bank, STC Vijayawada.
11. The day-to-day cleanliness and maintenance of the premises will be the exclusive responsibility of the Contractor. The number of persons to be provided by the Contractor per day should not be less than 3 (three). In case of emergency/eventuality the Contractor should arrange additional/ replacement manpower. In case it is found that the workers including the Contractor engaged, are less than 3 on any day (excluding Plumber, electrician), a penalty of Rs.200/- per day per worker would be imposed and deducted from the amount payable to the Contractor and the Principal/FIC, Indian Bank, STC Vijayawada, shall be the exclusive authority in the matter.
12. The contractor will provide one staff for full day office work and for overall supervision, one staff will be for night stay as caretaker of hostel and its facilities and one staff will be for Sweeping, Cleaning and sanitation of office, toilets and bathrooms.
13. The staff deployed will be trained in caretaking technique; bear good conduct and shall be physically fit for the work. The Contractor's employees will be allowed entry into the specified areas of the premises of the Indian Bank, STC Vijayawada, with the specific permission of the Principal/FIC or any officer authorized in this behalf and with valid photo identity card issued by the Contractor and displayed prominently.
14. The Bidder shall not, without prior written consent of the Indian Bank, STC Vijayawada, disclose the Contract or any provision thereof or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Indian Bank, STC Vijayawada, in connection therewith, to any person, other than a person, employed by the Bidder in the performance of the Contract. Disclosure to any such employed person shall be made in confidence & shall extend only so far as may be necessary for purposes of such performance. The confidentiality provisions contained hereabove shall survive termination of agreement.
15. The relationship between the Bank and contractor is on principal to principal basis. Nothing contained herein shall be deemed to create any association, partnership, joint venture or relationship or principal and agent or master and servant or employer and employee between the Bank and contractor hereto or any affiliates or subsidiaries thereof or to provide any party with the right, power or authority, whether express or implied to create any such duty or obligation on behalf of the other party.
16. The Contract shall be interpreted in accordance with the laws of India. Any dispute arising out of this contract will be under the jurisdiction of Courts of Law in Vijayawada, Andhra Pradesh. Compliance with labour and tax laws, etc. will be the responsibility of the contractor at their cost.

17. Miscellaneous

- a. The bank reserves the right to alter any of the above terms & conditions or terminate this agreement/contract at any time by giving one month notice in writing.
- b. The bank shall not be liable / responsible for any incident/ occurrence/ casualty/death/ injury/damage caused to the person/deployed by the Contractor for rendering services as per this agreement due to the negligence or any reason whatsoever.
- c. The Contractor shall indemnify the Bank for any incident/ occurrence/ injury/ damage/loss etc., caused to the employees of the Bank/Participants/ Faculties etc., due to negligence on the part of the Contractor or his employees/ persons/ agents etc.

SCHEDULE – III

TERMS OF PAYMENTS

The charges for specialized housekeeping shall be paid on monthly basis by 7th of the succeeding month or 5 working days from date of receipt of invoice whichever is later. The charges / payments shall be at the rate of Rs. _____ (Rupees _____) inclusive of all taxes, service charges, etc. per month.

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COMMERCIAL /FINANCIAL BID FORM
(To be submitted separately in a separate sealed cover)

FORM FOR PROVIDING HOUSEKEEPING SERVICES AT
Indian Bank, Staff Training Centre (STC) Vijayawada, Nutan Towers, Mudunuri Vari
Street, Gandhinagar, Opp. Jayaram Theatre, Vijayawada-520003, Andhra Pradesh

The details of rates quoted:

For providing following Services :	Bid Amount On Monthly basis (excluding GST-which will be paid @ applicable rate)
Housekeeping Services including Caretaking, Sweeping, Cleaning & Maintenance of Premises, Electrical Installation/Maintenance, Plumbing, and Sanitary, etc. as per the broad terms & conditions of the Tender.	Rs.....

Break Up

Manpower Cost:

Material Cost :.....

Service Charges:

Total Amount per month:

(TOTAL: Rupees only)

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

(Signature of the Contractor)

Full Name
Address

DATE: (SEAL)
