



STATE BANK OF INDIA
ADMINISTRATIVE OFFICE, KOTTAYAM

**TENDER NOTICE FOR ELECTRICAL OPERATION AND MAINTENANCE CONTRACT
OF SBI ADMINISTRATIVE OFFICE BUILDING, KOTTAYAM**

NIT No: THI /AO KTM/02 / 2025 dt. 02.04.2025

| Name of work | | EMD amount |
|--|--|-------------|
| Electrical Operation & Maintenance Contract of SBI Administrative Office Building, Kottayam. (Two Bid System) | | Rs. 10000/- |
| EMD to be enclosed with the tender. DD/BC drawn in favour of “Deputy General Manager (B & O), State Bank of India “ payable at Kottayam. | To be submitted in separate cover. Without EMD, Tender will be rejected. | |
| Self attested copy of Valid Electrical Contractor License with a scope of “All LV/MV electrical installations and generators above 160 kVA minimum. | Without copy of Valid License, Tender will be summarily rejected. To be submitted along with EMD in separate cover. | |
| Eligibility of Contractor | Bank's empanelled electrical contractor for Operation and Maintenance Category of SBI Thiruvananthapuram Circle with a scope of “All LV/MV electrical installations and generators 160 kVA minimum. | |
| Period of Contract | The contract for services would be for a period of one year from the date of acceptance subject to renewal for a further period of one year on the same Rate, terms and conditions & satisfactory performance | |

SIGNATURE & SEAL OF TENDERER

| | |
|--|--|
| | at the sole discretion of the Bank .However, the contract will not be renewed beyond 2 years. |
| Date of submission of tender | By 3.00PM on 10.04.2025 |
| Date & time of opening of tender | at 3.30PM on 10.04.2025 |
| Tender to be submitted to | DEPUTY GENERAL MANAGER (B&O) STATE BANK OF INDIA ADMINISTRATIVE OFFICE POLACHIRAKKAL CHAMBERS OPPOSITE COLLECTORATE KOTTAYAM-686002 |
| For any clarification and drawings please contact | Electrical Engineer : 9447556127 |
| All the terms and conditions, BOQ, price bid shall be signed, stamped by the Tenderer's and submitted to us. | |

TENDER NOTICE FOR OPERATION & MAINTENANCE CONTRACT OF ELECTRICAL INSTALLATIONS AT ADMINISTRATIVE OFFICE BUILDING, KOTTAYAM

Sealed Competitive tenders are invited for Operation and Maintenance Contract of Electrical Installations & allied equipments (EOMC) at Administrative Office building, Kottayam for a period of one year from 01.05.2025 to 30.04.2026, from Bank's empanelled Electrical contractors **for Operation and Maintenance Category of SBI Thiruvananthapuram Circle** having valid license in their name issued by the Kerala State Electricity Licensing Board as stated above . The contract for services would be for a period of one year from the date of acceptance subject to renewal for a further period of one year on the same Rate ,terms and conditions & satisfactory performance at the sole discretion of the Bank .However, the contract will not be renewed beyond 2 years. The following documents are enclosed which may be well studied before submitting the tender to Deputy General Manager (B & O), State Bank of India, Administrative Office, Kottayam in sealed envelope super scribing the name of the work on or before 3:00 PM on 10.04.2025 The tenders will be opened at 3.30pm on the same day.

Tenderer may submitted by hand , tender being send through courier / post, the tenderer may please ensure that the tender is delivered well with in the last time and date for receipt of tenders at this Office. Bank will not be responsible for delay in delivery of tenders at this office.

The tenderers are requested to visit the site before preparing the quotation to get acquainted with the works involved. All pages should be signed and sealed by the contractor before submission. No variations in the terms and conditions of this tender shall be accepted by the bank.

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

1. Terms & conditions.
2. Format of agreement.
3. Price bid page

Kottayam
02.04.2025

The Deputy General Manager (B & O),
State Bank of India,
Administrative Office, Polachirackal Chambers,
Opp. Collectorate, Kottayam

TERMS AND CONDITIONS

1. The period of contract shall be one years from 01.05.2025 to 30.04.2026. and subject to renewal for a further period of one year on the same Rate ,terms and conditions & satisfactory performance at the sole discretion of the Bank .However, the contract will not be renewed beyond 2 years.
2. Bank has the discretion to terminate the contract at any point of time by giving one month notice for any reason whatsoever.
3. A non interest bearing Security Deposit equivalent to quoted charges including GST for one months has to be deposited with the Bank and will be released on the successful completion of the contract period.
4. The Bank does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all the tenders received without assigning any reason.
5. The Contractor agrees that its personnel shall comply with security regulations in effect from time to time. The Contractor alone shall be fully responsible for safety and security & insurance or life insurance of their personnel who are working at site.
6. Minimum wages as per Govt. Guidelines should be paid.Contractors should consider the same while quoting the rates. Payment to the workers should be paid through their Bank Account only.
7. Changes in statutory tax component will be paid as per prevailing rates
8. For any loss to the Bank that may arise due to the gross misconduct / negligence / non compliance to tender terms and conditions from the contractor, equivalent deductions will be made in part or full from the security deposit or monthly charges payable to the contractor.
9. The work to be awarded is operation and maintenance of electrical and allied equipments attached to Administrative Office Building, Kottayam of the Bank situated at Polachirakkal Chambers, Opp. Collectorate at Kottayam for which purpose the contractor shall procure and make available a qualified electrician (hereinafter referred to as a technician).
- 10.All the eight pages of this tender document to be read, signed and sealed by the bidder should be submitted in two covers;

Cover-I : a). Attested copy of Valid Contractor License in the name of the bidder.
 b). EMD for ₹.10,000/-.
 c). Pages 1 to 8 of the tender document,Duly signed and sealed by the contractor.

Cover-II : Page No.9 – Price Bid duly filled, signed and sealed by the contractor.

- 11.The bidders have to submit Earnest Money Deposit (EMD) for ₹. 10,000/- (Rupees Ten thousand) favouring Deputy General Manager (B & O) , State Bank of India

payable at Kottayam and to be submitted along with tender. The offers from bidders who have not enclosed the EMD along with the tender will be summarily rejected.

12. All the bidders should submit an attested copy of the valid Electrical Contractor License having a scope of "All LV/MV installations and generators above 160 kVA (minimum) or more" issued by the Kerala State Electricity Licensing Board, along with the tender.
13. The technician appointed by the bidder should possess minimum qualification of ITI / Wiremen permit Holder / Diploma in Electrical Engineering from an institution recognized by Government of Kerala. It is the duty of the bidder to ensure proper qualification (ITI / Wiremen or Diploma) of the technicians they have appointed and shall be open for verification by Bank's Officials if required.
14. The technician(s) should also have adequate knowledge and minimum three year experience in operating DG sets, UPS, ductable and split AC units, maintenance of LT switches panels and other electrical fixtures including lights and fans and to be ensured by the Bidder.
15. The technician should be available at the Administrative Office from 9:30 am to 6:00 pm every day exclusive of Sundays, 2nd & 4th Saturdays of every month. The technician should report at Administrative Office at 9:30 am so that the functioning of Administrative Office can commence at 10.00 am and he should be present throughout during the working hours of the Office and upto 6pm. The technician should be present at the Administrative Office prior to 9.30 am and after 6 pm or such extended period in contingencies including holidays and as decided by the Bank's authorised official/s at Administrative Office.
16. The technician should perform the work relating to operation and general maintenance of all electrical equipment available at Administrative Office, Kottayam including air-conditioners, Diesel generator, UPS, lights & fans etc. with due diligence and skill so that the functioning of the Administrative Office is not interrupted. The technician should Coordinate with all AMC providers and arrange their service as and when required
17. The technician appointed by the bidder for the operation and maintenance of electrical equipments at Administrative Office, Kottayam should be provided with all safety gears such as Safety Shoes, Rubber Gloves etc. and it is the duty of the Bidder to instruct and ensure that the technician complies to all safety measures as per relevant standards while carrying out his duties. The bidder should ensure these during his periodical visits.
18. The technician should be provided with all tools and tackles required for performing his duties. The tools and tackles should be conforming to relevant Safety Standards.
19. The Bank will not be liable for any accident/s including electrocution arising out of mishandling of electrical equipments by the technician / non compliance to safety measures and due to engagement of persons who are not competent and qualified to do the work of a technician, by the Bidder and Bank will not be liable for any compensation in this regard.

20. The technician should conduct and behave himself honestly and faithfully and be

courteous to the Officers and other staff members of the Administrative Office, customers of Bank and officials/staff of other Banks having access to Administrative Office.

21. The technician should log reading of KSEB meter, voltage, current etc. prior to and after the commencement of the functioning of the Office i.e., well before 10.00 am & after 5:00 pm every day in the log book maintained for the purpose.
22. The technician should log reading of oil temperature, voltage, current cooling water temperature, running hour meter, energy meter reading and such other particulars once in two hours during such time when the diesel generator is in operation and also every day after office hours / last run of the generator which ever is later.
23. The technician should take rounds and note the voltage load current etc. of the UPS and other equipments kept in Administrative Office once in morning session & after noon session.
24. He should submit all the log registers every day, to the banks engineer for verification & approval.
25. Abnormalities/aberrations if any noticed in the electrical and allied equipments should forthwith be reported by the technician to the Engineering section and immediate corrective action should be taken as per the guidance of the Banks engineer or other designated officials by the Bank. Details relating to the time/duration of abnormality and corrective action taken should be logged in the log book.
26. In addition to the above the scope of work include;
 - Operation, diesel purchase & filling (labour only) & maintaining log book for the 160 kVA Diesel Generator. (Standby power source for the whole AO Building).
 - Operation and minor maintenance of multiple UPS Systems in the AO Building.
 - Operation and minor maintenance of large number of air conditioners in the AO building.
 - Coordination of activities with agencies like KSEB, BSNL, Contractors, AMC providers etc in consultation with Bank's Engineer.
 - Day to day operation & maintenance which include identification and clearing of minor faults, replacement of damaged lights & fans etc.
 - Arranging Public Address System for meetings.
 - As a reserve to meet the emergency electrical needs of our nearby branches like Collectorate Branch, Civil Station Branch, Kottayam Branch, Kottayam Town Branch etc. on their request.
 - In case of any major work arises in the installation at the AO premises ,The AMC contractor should immediately rectify the complaints including arranging of materials as advised by the Employer and Cost for materials or any additional specialized labour required ,bank will be paid suitably in such instance
 - Contractor shall be competent enough to liason with Department of Electrical Inspectorate and shall do such type of work for the installation at AO premises if situation demands without any delay. bank will be paid suitably in such instance
27. In the event of the work being awarded the contractor shall enter into an agreement with the Bank as per annexure I enclosed

Annexure – I

This memorandum of agreement made at Kottayam in theof for the year Two Thousand twenty two between State Bank of India, a body corporate constituted under the State Bank of India Act, 1955 and having it's Local Head Office at Poojappura, Thiruvananthapuram and branches/offices at various places including the Administrative Office at Kottayam (hereinafter referred to as 'the Bank' which expression shall where the context admits its successors and assigns) and in the State of Kerala (hereinafter referred to as the Contractor which expression shall where the context admits include his heirs, administrators and assigns) on the other part.

Whereas the Bank is desirous of entrusting the work relating to the operation and maintenance of electrical and allied equipments at its Administrative Office, Kottayam as per the terms and conditions enclosed.(hereinafter referred to as the 'said work').

And whereas the contractor has agreed to execute the said work subject to the said terms and conditions.

Now it is hereby agreed by and between the parties as follows:

1. The said work has been awarded to the contractor upon his specific representation and assurance that the contractor does not require to obtain license or registration under the Contract Labour (Regulations & Abolition) Act, 1970 (hereinafter referred to as the said Act) in relation to the works undertaken by him including the said work as he has been employing/engaging workmen/employees to execute works less in number than prescribed requiring license /registration under the said Act.
2. In the event of the Contractor being found to be obliged to comply with the provisions of the said Act, the contractor shall indemnify the Bank against any loss or damages that the Bank may suffer or incur due to violation of any provisions of the said Act or Rules or any undertaking in this behalf by him
3. In consideration of the sum of Rs...../-+GST Tax (Rupees plus GST only) per month and ₹150./- + GST per hour for overtime works to be paid at the time and manner set forth hereunder and subject to the terms and conditions herein contained, the contractor will execute the said work.
4. The documents annexed hereto shall be read and construed as forming part of this agreement.
5. The period of contract shall be one year from 01.05.2025 to 30.04.2026 subject to renewal every year based on satisfactory service rendered by the Contractor.
6. Contractor should comply all statutory employ benefit schemes like ESI,EPF, Bonus and Minimum wages act during the contract, Any type of penalty imposed by government authority will be the sole responsibility of contractor.
7. The contractor or his supervisor shall periodically visit Administrative Office, Kottayam at least once in a week and ensure that the said work is executed to the satisfaction of the Bank and as per instructions of the Banks engineer.

8. If the contractor fails to execute the said work or commits/cause to commit any breach of the conditions forming part of this agreement the contractor shall forfeit his claim for money payable to him under these presents. In such event(s) it shall be lawful but not obligatory for the Bank to terminate this agreement summarily without prejudice to its rights and remedies against him.
9. The technician(s) engaged by the contractor for the said work shall produce identification to the satisfaction of the Chief Manager (GB) or Chief Manager (HR& Admn:), Administrative Office, Kottayam.
10. The technician(s) engaged by the contractor shall not be deemed to be employee of Bank under any circumstances and the Bank shall not be liable to pay wages or any other emoluments to the technician(s).
11. Bank also shall not be liable to pay any damages/compensation to the Technician(s) under any circumstances
12. The contractor shall ensure that the technician(s) engaged by him has necessary permission, license and registration if any required under law.
13. The contractor shall at his own cost take necessary registration, insurance if any required and also comply with requirements under various statutes in respect of the said work.

Annexure :

1. Terms and Conditions related to the work.
2. Letter reference no.....dt..... from the Contractor regarding their willingness.

In witness the parties have set their hands on the day and year first above written

Signed by the Contractor

Signed on behalf of the Bank by.....
of its Administrative Office, Kottayam

In presence of :

1.

2.

PRICE BID

FOR ELECTRICAL OPERATION AND MAINTENANCE CONTRACT (EOMC) OF SBI ADMINISTRATIVE OFFICE, KOTTAYAM

| Sl. No. | DESCRIPTION OF ITEM | AMOUNT (in Rs.) |
|---------|---|----------------------------------|
| 1 | Monthly charges to be paid at the end of every month including Manpower cost and Administrative charges (Technician should be minimum Semi skilled category) | ₹.....+GST per Month |
| | In Words: Rupees.....Per month | |

Terms & Conditions :

1. The contract is for a period of one year starting from 01.05.2025 to 30.04.2026.
2. **Services of technician on Bank holidays and beyond specified working hours on Bank working days, the contractor will be paid @ Rs. 150/- (Excluding GST) per hour.**
3. The amount will be paid on monthly basis at the end of every month on signing the agreement and submission of bill.
4. Technician should be minimum Semi skilled category
5. **Minimum wages ,ESI,EPF, Bonus or any other applicable statutory component shall be considered while quoting the rates. If the quoted rates in not comply with the Applicable ,Prevailing Minimum wages ESI,EPF, Bonus acts, Such tenders will treated as invalid tenders and will not considered for further processing irrespective of the rates quoted and further correspondence in this regard will not be entertained.**
6. **Any modification or conditional tender will be treated as invalid tender.**

All the eight pages of this tender document to be read, signed and sealed by the bidder should be submitted in two covers;

- Cover-I : a). Attested copy of Valid Contractor License in the name of the bidder.
b). EMD for ₹.10,000/-.
c). Pages 1 to 8 of the tender document,Duly signed and sealed by the contractor.

Cover-II : Page No.9 – Price Bid duly filled, signed and sealed by the contractor.

Both cover I & II to be submitted in a third cover addressed to “ The Deputy General Manager (B & O), State Bank of India, Administrative Office, Polachirakkal Chambers, Opposite Collectorate, Kottayam – 686002” on or before 3.00pm on 10.04.2025 by direct submission or through ordinary post or courier. The cover containing the tender document should be superscribed with “ Tender for the Electrical Operation & Maintenance Contract at SBI Administrative Office, Kottayam”.