

State Bank of India,
Administrative Office,
Shimla.

ON BEHALF OF

State Bank of India

TENDERS

FOR

**“PROVIDING OF MANPOWER
AT AWARD STAFF MESS,
AO SHIMLA”**

TENDER DOCUMENTS

Admin. Office on behalf of State Bank of India (SBI) Invites Sealed Tenders From The Bank/SBI Empaneled Contractors of for “Providing of Manpower at Award Staff Mess, A.O, Shimla”.

Details of tenders are as under :-

	Name of work	Providing of Two and half 2.5 Manpower at Award Staff Mess, A.O, Shimla
	Earnest Money Deposit	Rs. 10,000/- (Ten Thousand Only) by crossed Bank draft/ Banker’s cheque drawn in favour of State Bank of India payable at Shimla.
	Security Deposit	5% of the accepted value of the contract including earnest money.
	Cost of tender documents	Nil
	EMD & Tender cost to be submitted at :	SBI Shimla
	Address at which the tender are to be submitted:	State Bank of India. Administrative Office. Human Resource Department. 40, SDA, Kusumpati. Shimla. 175009
	Last Date and Time of online submission of Tenders:	09.02.2024 at 2:00PM
	Date and Time of opening of tender	09.02.2024 at 3:00PM Opened only qualified vendors.
	Validity of offer	90 days from the date of opening of tenders.
	Liquidated Damages	As per penalty clause
	Value of Interim certificate	To be paid monthly
In case the date of opening of tenders is declared as a holiday, the tender will be opened on the next working day at the same time. SBI / SBI have the right to accept/reject any/ all tenders without assigning any reasons.		
For and behalf of State Bank of India		

1. MODE OF SUBMISSION OF TENDER: ON LINE E-TENDER

2. The tender shall be submitted online in accordance with the procedure detailed herein below. Specified documents shall be sealed in envelopes of appropriate size each of which shall be sealed.

An Envelope shall contain covering letter, clarification (if any), technical and commercial terms, duly signed and requisite EMD & Cost of Tender along with an covering letter accepting all standard technical terms & conditions and a declaration for unconditional tender to be deposited at SBI, Admin. Office, Shimla latest by **09.02.2024** upto 02:00 PM.

3. Opening of Tender:

4. Price bids will be opened Offline. (another Envelope)
5. Cover-1 containing the Earnest Money Deposit, covering letter accepting all standard technical terms & conditions and a declaration for unconditional tender will be opened first off LINE.
6. After opening of cover-1 online and after evaluating the clarifications / conditions, if any, stipulated by the contractors, i.e. if the vendor are qualified, cover-2 containing priced BOQ will be opened offline of those qualified vendors.
7. Cover-2 Price Bid
8. In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.
9. SBI / State Bank of India have the right to accept / reject any or all tenders without assigning any reasons.

Yours faithfully,

-----S/d-----

10. Signature of the Tenderer

Chef Manager(HR)
SBI, Admin. Office, Shimla

TENDER FORM/AGREEMENT

PROVIDING OF MANPOWER AT AWARD STAFF MESS, A.O, SHIMLA

Sealed Tenders are invited for the above services for our captioned Providing of Manpower at Award Staff Mess, A.O, Shimla as per the terms and conditions given below. The quotation should be sent to the undersigned marked "Providing of Manpower at Award Staff Mess, A.O, Shimla".

SCOPE OF WORK

The contractor intending to quote for the above Clening, food services will be required to render following services:-

HOUSEKEEPING SERVICES : Dining and mess area of Award staff mess is to be kept neat and clean regularly on day to day basis by the contractor. The entire premises of mess, in and outside shall also be kept clean by the contractor and as well as the contractor will be responsible for keeping the mess area neat & clean. The contractor will carry out day to day maintenance of the mess area such as cleaning of floors/carpets at least twice in a day and sweeping of open areas/cleaning of toilets inclusive of dusting of furniture/fixture items on a daily basis (**Other than Housekeeping vendors**).

MANPOWER

Banks required two and half manpower and all the workmen provided by the contractor should turnout, at all times, in Uniform/Livery as prescribed by the Bank from time to time. The expenditure on Uniform and its upkeep will be borne by the contractor.

SCOPE OF WORK: The Scope of will also include the following:-

Maintain the register containing the name, address, character certificate, latest photograph, telephone number of the workers engaged by him.

Maintain duty register including the shift duty of the attendants.

Get the antecedents of the person engaged by him checked by police and should get his medical checkup completed periodically.

Issue uniforms and Identity cards to all his staff.

Clean and spray the room with room freshener on the change of occupancy or as per requirement. The charges will be borne by the contractor.

Provide the Menu Card prescribed by the Bank.

Ensure that payment of wages to the workers as per the provisions of the Labour Contract Act is complied with.

Take the standard feedback form duly completed from each guest prior to his departure (in duplicate) and submit one copy of the same to the Estate Manager (Shimla)

Contractor should maintain Consumable/linen items purchased register as per standard format.

II. GENERAL TERMS AND CONDITIONS

The contractor shall be solely responsible for Services and cleanness of mess .

The contractor will be responsible for safety of the workers engaged by him for the above Award staff mess. Bank shall not be liable for any claim on account of any accident/mishap. He will also be responsible for safety of all the staff and all the items provided by the Bank within the premises of the award staff mess area, for day-to-day running of the mess.

The contractor will be responsible for the integrity and conduct of his employees and in the event of any complaint, the contractor will be required to replace them and compensate the Bank for any loss.

The contract can be terminated by the Bank by giving 15 days notice without assigning any reason and no claim whatsoever shall be entertained on this account.

The offers should be accompanied by a Demand Draft for Rs 10,000 /- favoring State Bank of India, Shimla as earnest money deposit (EMD) which will be refunded to the unsuccessful bidders and same shall be adjusted against the security for the successful bidder against the required security of Rs.40,000/-

The contractor shall keep all his staff insured, against all risk policy during the currency of the contract at his own expenses and policy thereof is to be deposited with the Bank within 15 days of Award of work.

All taxes, excluding GST, related to the, Providing of Manpower at Award Staff Mess, A.O, Shimla whatsoever, shall be borne by the contractor.

All accounts and usual records/register will be maintained by the contractor and he will be responsible for maintenance of accounts of Staff fee and a visitor's register will be maintained by him to the satisfaction of Bank/Staff.

Mess will inspected periodically by the Bank Officer from Estate Department and the contractor shall co-operate during inspection. Particulars of the helpar, waiters etc. are to be provided to Bank before issue of work order.

The offer shall remain valid for 60 days from the date of opening of tenders.

Services of helpar, waiters etc. will be provided round the clock by the contractor. It is to be ensured that efficient and excellent services/room services are provided by contractor. Bed tea, breakfast, lunch, dinner of good quality as per Annexure "A" is to be provided at Bank's approved rates.

Any other misc. work connected with up keep of mess is to be provided by the contractor

Any bid which deviates from the above terms and conditions will be rejected.

The bank reserves the right to reject any or all the tender at any time or relax/withdraw any of the terms and conditions contained in the tender documents without assigning any reason whatsoever.

Crockery/utensils will be provided by the Bank, however, contractor to ensure proper care and avoid theft and breakage.

Inventory of infrastructure provided by the Bank will be maintained by the contractor. At the time of handing over the same it will be given by the contractor to Bank, complete in all respects in good conditions.

The contract shall be for a period of Only one- year w.e.f. the date of award of work. The bank shall have full discretion to terminate the contract at any time. Besides, if the job entrusted under the contract is declared illegal or prohibited at a later date by operation of law, in that situation the contract will come to an end forthwith no circumstances, compensation shall be payable by the bank to the contractor, and the contract labourers employed by the contractor shall not have any right or claim of any kind against the Bank.

The Contractor shall be liable to comply with all applicable laws, rules and regulations in respect of all the labour laws and statutory requirements, including fire safety regulations and other regulations which are in vogue or will become applicable in future.

The Contractor shall accept and bear full and exclusive liability for the payments of any or all taxes etc. now in force or hereafter imposed, increased and revised from time to time by the Central or State Government or by any other authority with respect to or covered by wages, salaries, or other compensations paid or payable to persons engaged by the Contractor.

The Contractor shall fully comply with all the applicable laws, rules and regulations relating to contract labour (Regulation of abolition) Act 1970 and contract labour (R&A) central rule 1971 P.F. Act including the payment of P.F. contribution, Payment of Bonus Act, Minimum Wages Act, Workmen's Compensation Act, ESI, Contract Labour (R&A) Act, Essential Commodities Act, Migrant Labour Act and/or such other Act or laws or regulations passed by the Central, State, Municipal and Local Government agency or authority including TDS as per I.T. Act, applicable from time to time. The contractor shall deposit a certificate every month alongwith the bill having paid all wages, ESI and EPF contribution in the department as applicable.

The Contractor shall be responsible for proper maintenance of all Registers, Records and Accounts so far as these relate to the compliance of any statutory provisions/obligations. The contractor shall be responsible for maintaining record pertaining to payment of wages Act and also for depositing the P.F. contributions, if required, with authorities concerned.

The Contractor shall bind himself/his executor or administrator and shall indemnify and hold harmless the Bank in respect of this contract, including all claims, damages proceedings, costs, charges and/or any expenses whatsoever which may be imposed, enforced or brought against the Bank or any of its directors, officers or employees for reasons of or consequent upon any breach or default on the part of the contractor in respect of violation of any of the provisions of Laws/Acts/Rules or regulations having the force of law or any award or decision by any competent tribunal, court or authority in respect of the workmen or any one, employed/engaged by the contractor in connection with this contract. Such indemnity bond has to be furnished/executed on a non-judicial stamp paper worth the applicable stamp duty affixed thereon. The cost of such stamp paper, demi paper etc. shall be borne by the Contractor.

The Contractor shall be responsible for all the claims for its contract labours and the said labourers of the Contractor shall not make any claims whatsoever against the Bank. The Contractor's workmen will not have any right whatsoever to claim employment or get absorbed in the Bank.

The Contractor shall engage fully trained and adequately experienced workmen, who are medically fit. They should be free from all infectious diseases.

The contractor shall provide weekly off/holidays to his workmen as per labour laws but it will be his responsibility to ensure uninterrupted services to bank on all days.

The contract shall be terminated by efflux of time limited under this contract or earlier by 15 days notice by the Bank.

The contractor will have to attend the staff/service related complaint immediately. In case of failure on part of contractor, the Bank is at liberty to impose penalty @ Rs.1000/- per instance of complaint on account of delay in attending the complaint/rectifying the defects and Bank will deduct the penalty either from the bills submitted by the contractor or at its discretion from the Security deposit for any damage caused to bank's property by the contractor or for unsatisfactory work.

All the disputes in regard to this agreement will be referred to a sole arbitrator to be appointed by the Bank.

NO OF PERSONS REQUIRED

Assistant for Cook: - 1 person
Service for mess area:-1 person
Cleaner/ washing :- (Half) .5 person

SIGNATURE AND SEAL OF CONTRACTOR

PRICE BID

STATE BANK OF INDIA

Administrative Office

40SDA, Kusumpati, Shimla

TENDER FOR NO OF PERSONS REQUIRED

Providing of Two and half 2.5 Two and Half Manpower at Award Staff Mess,
A.O, Shimla.

Price Bid

SUMMARY OF PROJECT COST

S. No.	Description	Amount
1	Cost of Two Manpower Full day	
2	PF @ 13% of item No 1	
3	ESI @ 3.25% of item No 1	
4	Sub-total item no 1,2 &3	
5	Cost of Half day Manpower	
6	PF @ 13% of item No 1	
7	ESI @ 3.25% of item No 1	
8	Sub-total item no 5,6 &7	
9	Contractor's Profit and Supervision charges	
10	Total Monthly Charges (In Figure) Sub Total	
11	Total Annual Charges (In Figure) Sub Total	

Total Annual Charges (In Words):- ₹

SIGNATURE OF CONTRACTOR WITH SEAL
NAME
ADDRESS