



**STATE BANK OF INDIA**

# **ADMINISTRATIVE OFFICE, GWALIOR**

**Part – I  
(Technical Bid)**

**TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR PROVIDING HOUSEKEEPING  
AND CLEANING SERVICES AT ADMINISTRATIVE OFFICE, GWALIOR**

**Name of The Tenderer:** .....

**Address:** .....  
.....  
.....

**GSTIN:** .....

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**NOTICE INVITING TENDER**

State Bank of India, invite e-tenders from Listed Facility Management Contractors for Annual Maintenance Contract for Providing Housekeeping and Cleaning services at Administrative Office, Gwalior.

***(The contractors who receive NIT from this office are only eligible to participate in the tendering exercise).***

The other details of the tender as as under:-

1	Name of the work	Annual maintenance Contract for Providing Housekeeping and Cleaning services at ADMINISTRATIVE OFFICE, GWALIOR
2	Earnest Money Deposit (EMD)	<b>Rs. 4,000.00(Rupees Four Thousand only)</b> in the form of Demand Draft issued by any Nationalized/Scheduled Bank drawn in favour of “ <b>Chief Manager(HR &amp; Admin), State Bank of India ADMINISTRATIVE OFFICE, GWALIOR</b> ”, payable at Gwalior and enclosed with the Technical Bid.
3	Security Deposit (ISD)	The successful Contractor whose tender is accepted by the Bank shall be bound to deposit a sum equivalent to 2% of accepted “Annual Contract Value” including EMD as Security Deposit (SD) in the form of banker’s Cheque/demand draft. The contractor may choose to deposit the said Security Deposit (SD) in the form of Bank Guarantee (BG) of equivalent amount issued by any Nationalized / Scheduled Bank as per the Bank’s approved format.
4	Tenders available on Bank’s website	From 14.05.2024 to 27.05.2024 on Bank’s Website <a href="http://www.sbi.co.in">www.sbi.co.in</a> <LINK> <a href="http://www.sbi.co.in/procurement">Procurement</a> News <a href="https://etender.sbi/">https://etender.sbi/</a>
5	Last date & time for submission of online e-tender	Up to 03:00 PM on 27.05.2024 at <a href="https://etender.sbi/">https://etender.sbi/</a> <b>Note: It is sole responsibility of the bidder to ensure online submission of their bid by stipulated date and time</b>
6	Date and Time opening	Date 27.05.2024 Time 3.30 PM <b>Price Bid: Price Bid to be uploaded Online</b> <a href="http://www.tenderwizard.com/SBIETENDER">www.tenderwizard.com/SBIETENDER</a>
7	Place for submission of EMD and documents related to Eligibility Criteria on or Before 03:00 PM on 16.01.2023	<b>Chief Manager(HR &amp; Admin), State Bank of India ADMINISTRATIVE OFFICE, GWALIOR. City Centre-474011</b>
8	Agency for arranging e-tendering/online bidding	For E-Tender related queries: <b>Service provider:</b> M/s Antares Systems Limited, Registered Office at: - #24, Sudha Complex, 3rd Stage, 4th Block, Bangalore – 560079. Ph: - 080-49352000 / 40482000 Fax: - 080-49352034

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		<p><b>Help Desk:</b> Contact Person: Mr. Abhay Kumar /Mr. Pravesh Mani / Mr. Kushal Bose Mobile no. 7503347659/ 09674758724/ 07686913157(On working days-9 hours–18 hours)E-mail: <a href="mailto:tousik.g@antaressystems.com">tousik.g@antaressystems.com</a> / <a href="mailto:kushal.b@antaressystems.com">kushal.b@antaressystems.com</a>  You are requested to contact the agency for further guidance on e-tendering.</p>
9	Validity for Offer	3 (three) months from the date of opening of bids.
10	Penalty/Liquidated damages	As per relevant clause in the tender document
11	Period of Honoring Payment Certificate	15 days from the date of receipt of bill (excluding Sunday and Public Holidays).
12	Insurance	As per insurance clause of the tender document
13	Period of contract	Initially for a period of ONE (1) Year subject to its renewal for two more similar terms upon satisfactory performance.

**Chief Manager(HR & Admin),  
State Bank of India  
ADMINISTRATIVE OFFICE, GWALIOR**

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**INSTRUCTIONS TO TENDERER**

1. **PURPOSE:** Annual Maintenance Contract for Providing Housekeeping and Cleaning services at ADMINISTRATIVE OFFICE, GWALIOR.

2. **Invitation :** The bidders desirous of taking up the project for supply of above services for SBI are invited to response to this Tender. The criteria and the actual process of evaluation and subsequent selection of the successful bidder (L-1) will be entirely at Bank's discretion. We seek proposal from Bidders who have the necessary experience, capability & expertise to provide Maintenance and Housekeeping services adhering to Bank's requirement outlined in this Tender.

This Tender document is not an offer by State Bank of India, but an invitation to receive responses from the Bidders. No contractual obligation whatsoever shall arise from the Tender process unless and until a formal contract is signed and executed by duly authorized official(s) of State Bank of India with the successful Bidder.

3. **Eligibility Criteria :** Bid is open to all Housekeeping listed contractors of Bhopal Circle, whose previous services were found satisfactory and who received NIT from us for the proposed services. However the **contractors have to submit the following documents showing their satisfactory services and compliance of Government Guidelines along with the EMD on or before 27.05.2024 at 3.00 PM in the office of the Chief Manager(HR & Admin), ADMINISTRATIVE OFFICE, GWALIOR**

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a) Bidders/contractors to submit their Bids online, however EMD and following details alongwith supporting documents to be submitted to the Office of the Chief Manager(HR & Admin) (GB) before the specified time and date. If the Bid is not accompanied by the required documents, supporting eligibility criteria; the same would be rejected. Bidders/contractors meeting the following criteria, the Price Bid of such contractors shall only be opened. Bank's decision in this regard shall be final and no correspondence shall be entertained in this regard.

S.No.	Eligibility Criteria	Documents to be submitted
1	In the last 5 years :  Handled minimum 3(three) single completed annual contracts in commercial complexes for Housekeeping, Maintenance with each contract having value of not less than Rs. 5,00,000/- .	Copy of the work order and Satisfactory completion certificates issued by The Principal Employers specifying the below criteria's for the works carried out during the period from 01/04/2016 to 31/03/2021.
2	Bidder should have Office at in MP/CG.	Address Proof of the firm should be submitted.

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3	Bidders should enclose copies of the Half Yearly Returns submitted to the concerned Licensing Officer	Copies of the Returns.
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The copies of the Documentary evidence must be furnished against each of the above criteria along with an index. All documents must be signed by the authorized signatory of the bidder. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be highlighted.

**4. Disclaimer:** The information contained in this tender document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of State Bank of India (Bank), is provided to the Bidder(s) on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.

(a) This Tender is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of bids. The purpose of this Tender is to provide the Bidder(s) with information to assist the formulation of their proposals. This tender does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigation and analysis and should check the accuracy, reliability and completeness of the information in this tender and where necessary obtain independent advice. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Tender. Bank may in its absolute discretion, but without being under any obligation to do so, add all amend or supplement the information in this Tender. No contractual obligation whatsoever shall arise from the Tender process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Bidder.

(b) The Bank reserves the right to accept or reject any Bid/ offer received in part or in full, and to cancel the bidding process and reject all Bids at any time prior to contract of award, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Bank's action. Bank reserves the right to reject any Bid on security and / or other considerations without assigning any reason.

(c) Bank reserves the right to cancel the entire Bidding / procurement process at any stage without assigning any reason whatsoever.

(d) The bidding document provides overview of the requirements, bidding procedures and contract terms. It includes Introduction, Instructions to Bidder, Terms & Conditions of Contract, Eligibility Criteria, Technical Bid and Financial Bid.

(e) The Bidder is expected to examine all instructions, statements, terms and specifications in the bidding document. Failure to furnish all information required by the bidding documents or

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submission of bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid. SBI has made considerable effort to ensure that accurate information is contained in this tender and is supplied solely as guidelines for Bidders. Furthermore, during the tender process, SBI is entitled to issue corrigendum to tender relevant to the scope of work. Nothing in this tender or any addendum is intended to relieve Bidders from forming their own opinions and conclusions in respect of the matters addressed in the Tender or any addenda.

**5. Clarification and Amendments :** If deemed necessary the Bank may seek clarifications on any aspect from the bidder. However, that would not entitle the bidder to change or cause any change in the substances of the bid already submitted or the price quoted. The bidder may be asked to give presentation for the purpose of clarification of the bid.

**6. Bid Integrity:** Wilful misrepresentation of any fact within the Bid will lead to the cancellation of the contract without prejudice to other actions that the Bank may take. All the bids with accompanying documents will become property of SBI.

**7. Format and Signing of Bid:**

- (i) The bidder should prepare submission as per minimum eligibility criteria, Technical Bid, Price Bid and other requested information.
  - (ii) All pages of the Bid Documents should be serially numbered and shall be signed by the authorized person(s) only. The person(s) signing the bid shall sign all pages of the bid and rubber stamp should be affixed on each page except for an un-amended printed literature. The bidder should submit a copy of board resolution or power of attorney showing that the signatory has been duly authorized to sign the tender document.
  - (iii) Any interlineations, erasers or overwriting shall be valid only if the person(s) signing the bid sign(s) them in full.
  - (iv) In the event of the target date for the receipt of bids being declared as holiday for the Bank, the bids will be received till the target time on the next working day. The Bank may at its discretion extend the bid submission date. The modified target date & time will be notified on the web site of the Bank.
8. The Bidders requiring any clarification on the bidding documents should submit written queries on or before the date prescribed in the NIT.
9. At any time prior to the deadline for submission of bids, SBI may modify or alter the bidding document by issuing an amendment.
10. Any addendum/corrigendum as well as clarifications thus issued shall be a part of the tender documents and it will be assumed that the information contained in the amendment would have been taken into account by the tenderer in its tender submission.
11. Any clarification issued by SBI will be in the form of an addendum / corrigendum and will be available in SBI's website – <https://sbi.co.in> under "procurement news". The amendment will

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be binding on all bidders. SBI, at its discretion may extend the deadline for submission of bids which shall be informed to all through SBI's website- <https://sbi.co.in> (procurement news).

12. The Contractor shall ensure that they are fully conversant with the premises in question as well as with the business activities threat and its related manpower requirements for the work specified.

13. The SBI shall have the right to have any person removed who is considered to be undesirable or otherwise and similarly the Contractor reserves the right to remove the personnel with prior permission of the SBI, except under emergencies / unavoidable circumstances.

14. The Contractor shall exercise adequate supervision to ensure proper performance of Services in accordance with the requirements.

15. The Contractor shall issue identity cards/ identification documents to all its employees.

16. The personnel of the Contractor shall not be the employees of the SBI and they shall not claim any salary or allowances, compensation, damages or anything arising out of their employment/duty under this Contract. Your firm should give an affidavit on a stamp paper of Rs Hundred that your firm has not been given a warning letter by any branch or office of SBI for unsatisfactory work regarding cleanliness and your employee has never complained against your firm about salary or PF in the past. Your firm has to provide monthly statement of salary and PF of each employee otherwise Bank will not make any payment to your firm in the particular month.

17. The Contractor shall also provide at its own cost all benefits; statutory or otherwise to its employees and the SBI shall not have any liability whatsoever on this account.

18. The details of the machineries proposed to deploy and other technical details can be furnished in the Technical bid.

19. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, conferences or site visits will be reimbursed by the Bank.

20. The Technical Bid and the Price Bid will be opened as per the schedule given in NIT.

21. Tenders received after the due date and time is liable for rejection. SBI reserves its right to reject any / or all the applications without assigning any reasons whatsoever and no correspondence shall be entertained in this regard.

22. All entries in tender documents should be in one ink. All cancellation and insertion should be duly signed by tenderer concerned with proper indication of the name designation and address of the person signing.

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23. Tenderes shall fill in all the required particulars in the blank space provided for this purpose in the tender documents and also sign & stamp in each and every page of the tender document before submitting tender.
24. The rate shall be quoted in Indian Currency Only.
25. In quoting rates, the tenderers are advised to take into account all factors including any fluctuations in market rates. Please note that the rate quoted in the tender shall remain firm and valid for the contract period of '**ONE YEAR**' from the date of commencement of work. During this period no request for enhancement / escalation in rates shall be considered under any circumstances.
26. The rate quoted by the tenderer shall remain firm and shall cover and include cost of all materials required for upkeep of the premises, wages to the labourers, supervisors, equipment deployed, maintenance of the machineries, contractors profit, transportation charges and all statutory levies, applicable taxes, EPF, ESI, and any other statutory component as **per the Central Government Minimum Wages Act** but excluding Goods & Service Tax (GST).
27. In no case, the rates quoted by the L-1 Bidder for a particular month after deduction of TDS shall not be less than sum of minimum wages payable to the workers as per Central provisions, for that particular month. The bidder not adhering to the conditions while quoting the rates, the tender shall be summarily rejected without assigning any reasons and no correspondence in this regard shall be entertained.
28. The bidder quoting unrealistic rates towards cost of consumables shall be liable to deposit a sum equivalent to cost of consumables based on market rates for a particular month as additional security deposit each month.
29. In case of any tie among the tenderers on L-1 amount, SBI reserves the right to evaluate and select the L-1 Bidder on the basis of following in order:-
- (i) Obtaining revised offers on the basis of discount offered in percentage terms in overall quoted value in sealed envelope, which shall be opened in the presence of tenderers.
  - (ii) Even if there is a tie as mentioned above in (ii), bidders shall be finalized on basis of withdrawal of slip based on lottery system.
  - (iii) Decision of SBI in this regard shall be final and binding.
30. The tenderers are advised to inspect the site and acquaint themselves with the actual working and prevailing site conditions before quoting the rates.
31. Please note that it is tenderers' responsibility to provide all items which may not be specifically mentioned in the scope of works but are necessary to complete the work and subject services to the satisfaction of the Bank.

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32. The Bank not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
33. No employee of SBI shall be engaged by the contractor during the course of carrying out the works.
34. The tenderer shall deposit a sum of Rs. 4,000.00(Rupees Four Thousand only) as Earnest Money Deposit. This EMD (Earnest Money Deposit) shall be in the form of demand draft from any nationalized bank or from a scheduled bank drawn in favour of Chief Manager(HR & Admin), Administrative Office, Gwalior.
35. No interest shall be paid on the EMD. The tenders received without EMD and Cost of Tender Document shall be summarily rejected.
36. If any tenderer withdraws his tender before the said period or make any modifications in the original terms and conditions of the tender, the SBI shall, without prejudice to any other right or remedy, be at liberty to cancel such tenders and forfeit full value of the EMD as aforesaid.
37. The contractor has to maintain an attendance register of the persons employed and the same will be inspected daily by the Bank's Officer-in-charge.
38. If any of the labour employed by the contractor is found to be under performing or any mobilization is found or found under the influence of alcohol or any abusive substance / reported while on duty, such person/persons shall not be allowed to work at site anymore and the SBI/Bank reserves the rights to ask contractors for immediately removal such person(s) with suitable substitute immediately.
39. The contractor has to submit the Police verification details of all the people deployed by him at site before commencement of work. In case of any replacement during the pendency of the agreement, submission of police verification documents of such replaced staff is to be made available immediately.
40. The staff deployed at site should be physically fit to handle the works detailed in the scope. The full bio-data of the staff deployed at site like their full address, educational qualification, age proof etc shall be made available before commencement of work. The staff has to be deployed in consultation with the SBI officials after performing the interview of the staff.
41. No alterations or additions are to be made by the Contractors to the tender document. Violation of this instruction will attract rejection of the tender at the discretion of the SBI.
42. Tender shall be quoted on the prescribed format only. The tenders quoted in any other format shall be summarily rejected and EMD of such tenderer shall be forfeited.
43. Quoted rates per unit being different from those prescribed in the tender shall render the bid disqualified without any claim/explanation.

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44. All the parts of this tender documents i.e. Tender Notice, General rules and Instructions to tenderers, offer letter, General conditions of contract, Annexures etc. shall constitute part of the contract document.

45. The contractor shall follow such Act, rules and regulations of the Local government bodies, State/Central Government labour laws that are in force and that may be framed from time to time for completion of work. SBI shall not be responsible for any infringement of the various statutes in force by the contractor.

46. The contractor shall take, at his own cost the necessary license from statutory authorities in respect of this work. The expenses in completing the formalities in executing the agreement including expenses towards stamp paper, Registration charges, etc., if any, shall be borne by the contractor.

47. STATUTORY DEDUCTIONS towards INCOME TAX, Work Contract Tax and any other statutory deductions as per the law prevalent will be made as per Rules.

48. The contractor shall be responsible to ensure making payment of "Prevailing Minimum Wages" as notified by Chief Labour Commissioner (Central) to their labourers/ employees directly in their Bank accounts and shall produce relevant documents to the SBI for verification every month along with their monthly bills failing which bills may not be paid.

49. The contractor shall be bound to submit original challans and other documents with regard to payment of ESIC/EPF/any other statutory dues /compliances/pay slip along with monthly bill to the SBI, failing which bill will not be entertained.

**50. TECHNICAL BID:**

(I) The Bidders are advised to upload the scan copy of technical bid duly sealed and signed at e-tendering website along with documentary proof of EMD on or before the last date and time of online submission of tender document.

(II) Contractors not submitting any one or more documents mentioned above and elsewhere in this document shall not be eligible to participate in the online price bidding.

51. No Union formation is allowed.

52. The Contractor's supervisor shall be first line of contact for SBI, who shall report to the designated officers of SBI for all requirements.

53. The quantity for manpower and machines mentioned in this tender is minimum indicative. It shall, however, be sole responsibility of the contractor to ensure deployment of additional manpower required, if any, for execution of work and services to the utmost satisfaction of

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client/employer/owner i.e. SBI without any extra charge but within the accepted tender amount only.

54. The personnel who are appointed as Janitors shall be provided with all cleaning and safety material for cleaning purposes by the Contractor.

55. In case any demand is raised by the SBI for providing additional manpower for any extra work /activity other than those pertaining to the scope of work of the captioned project, the contractor shall make arrangements for the same and cost thereof shall be paid by the Bank on the basis of minimum wages plus 10% handing charges.

56. All the chemicals, consumables required for the purpose of providing services should be of standard brands as specified in the tender, and as per the approval of the SBI. No sub-standard material shall be used. The chemicals used for the purpose of cleaning shall be eco-friendly and bio-degradable.

### **SAMPLE BUISNESS RULE DOCUMENT**

#### **ONLINE E-TENDERING FOR PROVIDING HOUSEKEEPING AND CLEANING SERVICES AT VARIOUS BRANCHES OF ADMINISTRATIVE OFFICE, GWALIOR**

##### **(A) Business rules for E-tendering:**

- (a) Only contractors who fulfilled the pre-qualification criteria shall be eligible to participate.
- (b) SBI will engage the services of an e-tendering service provider who will provide necessary assistance, if required by the Bidder, before commencement of online bidding on Internet.
- (c) In case, there is any change in E-tendering service provider, the SBI will inform the qualified bidders suitably at appropriate time.
- (d) Business rules like event date, closing and opening time etc. will be communicated through service provider for compliance.
- (e) Contractors have to send by email, the compliance form in the prescribed format (provided by service provider), before start of E-tendering without which, bidders will not be eligible to participate in the bidding process.
- (f) E-tendering will be conducted on schedule date & time.
- (g) The e-tendering will be treated as closed only when the bidding process gets closed in all respects for the item listed in the tender.**

##### **(B) Terms & conditions of E-tendering:**

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SBI shall finalize the Tender through e-tendering mode for which **M/s. Antares System Limited, Kolkata** has been engaged by SBI an authorized service provider. Please go through the guidelines given below and submit your acceptance to the same along with your Commercial Bid.

(a) E-tendering shall be conducted by SBI through **M/s. Antares System Limited, Kolkata**, on pre-specified date. While the Contractors shall be quoting from their own offices/ place of their choice, Internet connectivity and other paraphernalia requirements shall have to be ensured by Contractors themselves. In the event of failure of their Internet connectivity, (due to any reason whatsoever it may be) it is the bidders' responsibility.

(b) In order to ward-off such contingent situation, bidders are requested to make all the necessary arrangements / alternatives such as back-up power supply etc. whatever required so that they are able to circumvent such situation and still be able to participate in the E-tendering successfully.

© Failure of power at the premises of Contractors during the E-tendering cannot be the cause for not participating in the E-tendering. On account of this, the time for the E-tendering will not be extended and SBI shall not be responsible for such eventualities.

(d) **M/s. Antares System Limited, Kolkata** shall arrange to train your nominated person(s), without any cost to you. They shall also explain you all the Rules related to the E-tendering. You are required to give your compliance on it before start of bid process.

(e) BIDDING CURRENCY AND UNIT OF MEASUREMENT: Bidding will be conducted in Indian currency & Unit of Measurement will be displayed in Online E-tendering.

(f) BID PRICE: The Bidder has to quote the rate as per the Tender Document provided by SBI or their appointed Architects.

(g) VALIDITY OF BIDS: The Bid price shall be firm for a period specified in the tender document and shall not be subjected to any change whatsoever.

(h) Procedure of E-tendering:

**Online e-tendering:**

(i) The Technical as well as Price Bids will be available on the Bank's website during the period specified in the NIT.

(ii) Online e-tendering for Price Bid submission through SBI's approved Service Provider shall be open to the bidders qualified by the SBI as per Technical Bid Evaluation and Eligibility criteria mentioned herein above.

(IV ) The Price-Bid shall be made available online by the Service Provider wherein the contractors will be required to fill-in their Item-wise rates for each item.

(iv) The Contractors are advised not to wait till the last minute to submit their online item-wise quote in the price bid to avoid complications related with internet connectivity, network problems,

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system crash down, power failure, etc.

(v) It is mandatory to all the bidders participating in the price bid to quote their rates for each and every item.

(vi) In case, contractor fails to quote their rates for any one or more tender items, their tender shall be treated as **“Incomplete Tender”** and shall be liable for rejection.

(I) LOGIN NAME & PASSWORD: Each Bidder is assigned a Unique User Name & Password by **M/s. Antares System Limited, Kolkata**. The Bidders are requested to change the Password after the receipt of initial Password from M/s. e-Procurement Technologies Limited, Ahemdabad. All bids made from the Login ID given to the bidder will be deemed to have been made by the bidder.

(J) BIDS PLACED BY BIDDER: Bids will be taken as an offer to execute the work as specified. Bids once made, cannot be cancelled / withdrawn and the Bidder shall be bound to execute the work at the quoted bid price. In case the L-1 Bidder backs out or fail to complete the work as per the rates quoted, SBI shall at liberty to take action as deemed necessary including de-panelling such contractors and forfeiting their EMD.

(K) At the end of the E-tendering, SBI will decide upon the winner. SBI decision on award of Contract shall be final and binding on all the Bidders.

(L) SBI shall be at liberty to cancel the E-tendering process / tender at any time, before ordering, without assigning any reason.

(M) SBI shall not have any liability to bidders for any interruption or delay in access to the site irrespective of the cause.

(N) Other terms and conditions shall be as per your techno-commercial offers and other correspondences till date.

(O) **OTHER TERMS & CONDITIONS:**

(i) The Bidder shall not involve himself or any of his representatives in Price manipulation of any kind directly or indirectly by communicating with other suppliers / bidders.

(ii) The Bidder shall not divulge either his Bids or any other exclusive details of SBI to any other party.

(IV ) SBI decision on award of Contract shall be final and binding on all the Bidders.

(iv) SBI reserve their rights to extend, reschedule or cancel any E-tendering within its sole discretion.

(v) SBI or its authorized service provider **M/s. Antares System Limited, Kolkata** shall not have any liability to Bidders for any interruption or delay in access to the site irrespective of the cause.

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(vi) SBI or its authorized service provider **M/s. Antares System Limited, Kolkata** is not responsible for any damages, including damages that result from, but are not limited to negligence.

(vii) SBI or its authorized service **M/s. Antares System Limited, Kolkata** will not be held responsible for consequential damages, including but not limited to systems problems, inability to use the system, loss of electronic information etc.

**Note:**

All the Bidders are required to submit the following Process Compliance Statement duly signed to M/s. Antares System Limited, Kolkata.

All the bidders are requested to ensure that they have a valid digital signature certificate well in advance to participate in the online event.

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## **GENERAL CONDITIONS OF THE CONTRACT**

### **1. DEFINITIONS:**

In the contract, the following expressions shall, unless the context otherwise requires, have the meaning hereby respectively assigned to them.

**'The Contract'** means the documents forming the tender and acceptance thereof and the formal agreement executed between SBI on behalf of SBI and the contractor, together with the documents referred to therein including these conditions and other instructions issued by the Employer from time to time and all these documents taken together, shall be deemed to form one contract and shall be complementary to one another.

**'Employer / Bank'** means SBI and State Bank of India having its ADMINISTRATIVE OFFICE, Gwalior respectively.

**'Competent Authority'** means authority nominated to exercise power of approval, sanction and acceptance concerning administrative, financial and technical aspects of transactions done on behalf of the Bank.

**'The Contractor or Contractors'** means the firm, company or person engaged by the SBI to carry out the work. It shall also include their legal representative(s), successors or assigns.

**'Site'** means various Branches/Offices list below comes under Administrative Office, Gwalior where the works are to be carried out.

**'Contract value'** means the value of the entire work as stipulated in the work order conveying acceptance of the tender subject to such additions thereto or deductions there from as may be made under the provision herein after contained.

**'The schedule of quantity'** means the schedule of quantity as specified and forming part of this contract.

**'Works'** or 'work' means the work(s) described in the "Scope of Work" and/or to be executed in accordance with the contract and includes labour, materials, apparatus, equipment of all kinds to be provided, the obligations of the contractor hereunder and work to be done by the contractor under the contract.

**'Month'** means calendar month.

**'Week'** means seven consecutive days.

**'Day'** means a calendar day beginning and ending at 00 hrs. and 24 hrs. respectively.

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Where the context so requires, words imparting the singular only also include the plural and vice versa; and, any reference to masculine gender shall include feminine gender and vice versa.

## **2. LANGUAGES:**

The language in which the contract documents shall be drawn shall be English.

## **3. INSPECTION OF SITE:**

The tenderers are advised to inspect the building and finishes (glass, aluminum composite panel, crystalline glass, Italian marble, granite, tiles, carpets, stainless steel cladding, veneers, laminates etc.) before quoting their rates. It is expected that the tenderers will provide high quality services without damaging the existing finishes provided in the various areas of the premises.

## **4. CONTRACTOR TO INFORM HIMSELF FULLY:**

The service contractor shall be deemed to have carefully examined the work, site conditions including labour availability, various conditions, job requirements, schedules of equipment and shall be deemed to have visited the site of work, to have fully informed himself regarding the local conditions and carry out their own investigations to arrive at the rate(s) to be quoted in the tender. In this regard, they will be given necessary information available with the Employer. If the contractor shall have any doubt as to meaning of any portion of the conditions, or the scope of work or any other matter concerning the contract, he shall in good time, before submitting his tender, ascertain the particulars thereof by contacting the concerned officials before tendering. Once the tender is submitted, the matter will be decided according to contract conditions. For clarifications / Doubts, the contractors shall contact the local SBI's Engineer posted at Gwalior

## **5. WORK TO BE CARRIED OUT:**

The work to be carried out under the contract shall, except as otherwise provided in these conditions, include all labour, materials, tools, plants and equipment which may be required for carrying out the work satisfactorily.

## **6. SUFFICIENCY OF TENDER:**

The Contractor shall have deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rate(s) and price(s) quoted in the Schedule of Quantity, which rate(s) and price(s) shall, except as otherwise provided, cover all his obligations under the Contract and all matters and things necessary for carrying out the work.

## **7. AWARD OF CONTRACT:**

(i) The SBI will award the contract to the successful lowest tenderer whose tender has been determined to be substantially responsive and has been determined as successful evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

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(ii) The SBI reserves the right to increase or decrease the quantum of service to be provided and also reserves the right to cancel or revise any or all the tenders or part of tenders without giving any reasons thereto with no cost to the SBI.

(IV) The SBI reserves their rights to split the scope of work to different agencies within its sole discretion.

(iv) If the scope of work under this tender covers more than one sites / offices / complexes / colonies / Apartments having separate Price Bids, the SBI may entrust the work to more than one bidder within its sole discretion and no claim compensation for the same shall be entertained.

(v) The successful bidder(s) shall be bound to execute separate agreement for each site. Also, the SBI reserve their rights to withdraw/cancel/delete any work of any site in part or whole any time during the currency of contract by giving one month's notice in writing without assigning any reasons therefore and the contractor shall have no right to make any representation for the same.

#### **8. SIGNING OF CONTRACT DOCUMENTS:**

The successful tenderer shall be bound to implement the contract by signing an agreement and conditions of contract with the respective establishments of SBI within 15 days from the receipt of intimation of acceptance of the tender by the SBI. However, the written acceptance of the tenders by the Bank will constitute a binding agreement between the Bank and successful tenderer whether such formal agreement is subsequently entered into or not.

#### **9. WORK ORDER:**

Within the validity period of the tender, the Employer shall issue a work order by registered post / courier or otherwise hand over personally to the contractor to enter into an agreement for carrying out the work as per the terms of the tender. The work order shall constitute a binding contract between the Employer and the Contractor.

#### **10. CONTRACT DOCUMENTS:**

On receipt of work order from the Employer, the successful tenderer shall be bound to implement the contract and within 14 days thereof, he shall sign an agreement on a non-judicial stamp paper of appropriate value. The contractor shall be furnished, one certified copy of the contract documents as may be forming part of the tender papers. None of these documents shall be used for any purpose other than that of this contract.

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**11. EARNEST MONEY DEPOSIT (EMD)**

The tenderer shall furnish EMD of Rs. 4,000.00(Rupees Four Thousand only) in the form of Demand Draft / Banker's Cheque / Pay Order drawn in favour of SBI payable at Gwalior. No tender shall be considered unless the EMD is so deposited in the required form along with the tender.

No interest shall be paid on EMD.

The EMD of the unsuccessful tenderer shall be returned within 30 days without interest after the decision to award the work is taken.

All compensation or other sums of money payable by the contractor to the Employer under the terms of this contract may be deducted from the Earnest Money Deposit if the amount so permits or from any sums payable to the contractor and the contractor within ten days after such deductions shall make good the amount so deducted.

**12. FORFEITURE OF EMD:**

Bank reserves the rights to cancel the order and forfeit the EMD if,

- a. Security Deposit is not submitted within the stipulated time;
- b. Agreement is not entered within stipulated time;
- c. If the tenderer revokes his tender during the period he is required to keep his tender open for acceptance by the Employer or
- d. The tender is accepted by the Employer but the contractor fails to enter into a formal agreement or
- e. Fails to commence the work within the stipulated time.
- f. If a Bidder makes any statement or encloses any form which turns out to be false / incorrect at any time prior to signing of contract.

**13. SECURITY DEPOSIT:**

- (I) The successful bidder should submit a Security Deposit for 5% of awarded Annual contract value in the form of FDR/TDR issued by any Nationalized Bank in favour of "SBI A/c M/s ..... (Name of the Contractor firm)" payable at Gwalior within fourteen days from the date of acceptance of the tender for due performance of the Contract.
- (II) The contractor may choose to deposit the prescribed Security Deposit by way of Bank Guarantee issued by a Scheduled Bank in India other than SBI in the format approved/provided by the SBI. The Bank Guarantee should be valid for initial contract period of 1 (One) year from the date of commencement of contract. The Bank guarantee should also contain a claim period of three months from the last date of validity. The BG shall be further renewed on yearly basis subject to renewal of the contract by the SBI.

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14. The contractor's authorized representative shall be in attendance in the premises during all working hours for supervising the work. For any negligence of the service employed by the contractor or for any loss or damage caused or occasioned by himself, his agents or workmen in respect of the property of SBI, the contractor shall be personally responsible and shall make good the loss forthwith.

15. All activities of work done under this contract shall be entered in a register on a daily basis so that complete record of all the works performed is maintained and signed with date by both parties viz., persons authorized for and on behalf of SBI / SBI and the contractor each day on completion of work.

16. Without prejudice to any rights or remedies under this agreement if the contractor dies, the SBI authorities shall have the right to terminate this agreement without any liability whatsoever as regards execution of the work for the balance contract period after the death of the contractor.

#### **17. INSURANCE OF WORKS:**

(a) Before taking up the work, the Contractor shall, obtain and submit to the Employer (Bank/SBI), a third-party insurance policy in original, issued by any Public-Sector Insurance Company.

(b) The Policy should be issued in the joint names of Employer and contractor with Employer's name appearing first. Minimum 5 employee/worker/persons should be covered under the insurance at a time for insured sum of of Rs 5 lac each, for any type of accident / incidence.

© The contractor shall, from time to time, provide documentary evidence as regards payments of premium for all insurance Policies for keeping them valid till the completion of the work.

(d) Without prejudice to any of its obligations and responsibilities specified above, the Contractor shall, within 10 days from the date of work order, submit documentary evidence as required by the Employer in support of having obtain requisite insurance cover.

(e) No work shall be taken up by the Contractor at site unless the Insurance Policies as mentioned above are obtained.

(f) Also, no payment shall be made to the Contractor on expiry of insurance policies unless renewed by them and renewed policy is submitted with the SBI. Nothing extra shall be payable on this account.

#### **18. ASSIGNMENT, SUBLETTING AND CONTRACTOR'S SUPERINTENDENCE:**

The whole of work included in the contract shall be carried out by the contractor and he shall not directly entrust and engage or indirectly transfer assign or under let the contract or any part or share thereof or interest therein without the written consent of the Employer and no undertaking shall relieve the contractor from the responsibility of the contractor from active superintendence of the work.

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**In case of breach, the SBI shall be at liberty to serve notice and rescind the contract along with forfeiting of the EMD (i.e. security deposit) and invoke the bank guarantee / performance guarantee if required.**

**19. PROTECTION OF WORKS AND PROPERTY:**

The contractor shall continuously protect the Employer's properties from damage or loss arising in connection with contract. He shall make good any such damage, injury, loss resulting due to his fault or negligence except due to causes beyond his control. In case the contractor fails to make good the losses caused to the bank due to his fault or due to negligence of his staff, SBI reserves the right to invoke the security deposit as stated above to cover such losses.

The contractor shall take all precautions for safety and protection of his employees on the works and shall comply with all applicable provisions of government and local bodies safety laws and building codes to prevent accidents, or injuries to persons or property in or adjacent to his place of work. The contractor shall take insurance covers as specified elsewhere in the contract at his own cost. The policy shall be taken in joint names of the Employer and the contractor.

**In case of flooding of site on account of rain or any other cause and any consequent damage, whatsoever, no claim financially or otherwise shall be entertained notwithstanding any other provisions elsewhere in the contract.**

**20. CONTRACTOR TO SUPPLY TOOLS & PLANTS ETC.:**

(a) Schedule of major equipment to be kept at site should be attached:

(b) The list of major equipments to be deployed by the contractor should be enclosed.

© The equipments to be kept on site should be absolutely new and the contractor should submit the copies of the purchase bills to Bank.

(d) The contractor should ensure that the equipment provided on site are functioning at all times.

**21. WAGES TO BE PAID:**

The Bank will pay the Contractor the said contract amount, (hereinafter referred to 'the Contract Sum') or such other sum as shall become payable hereunder at the times and in the Price Bid and the said conditions.

The payment will be made as per actual manpower deployed for the Housekeeping works and on satisfactory completion of the work and on submission of the bill.

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All payments by the Bank under this contract will be made only at respective branches in Indian Rupees and shall be within 2 to 3 weeks from the submission of bills including period of checking subject to bills being complete in all respects as mentioned in the tender and, in the format, to be mutually agreed.

All taxes prevailing during the currency of contract shall be payable by the Facility Management (FM) Service Contractor within the accepted tender amount only and the Bank will not entertain any claim whatsoever in this respect except GST.

That the terms of this contract have been read by the FM Service Contractor and fully understood by him/ them. The FM Service Contractor shall not be entitled for the payments for the quantities beyond the tendered quantities unless ordered for, by specific instructions with prior approval from the Bank.

The rate quoted shall be inclusive of bonus, house rent allowance, Employees provident fund, overtime, conveyance, food expenses etc. and the Employer shall not be responsible for any payment towards the above components.

The following components should necessarily be present in the pay structure applicable to the house keeping staff and the break-up of same should be submitted by the Contractor in their price bid:

Basic Pay:

- D.A.
- EPF
- ESIC
- Bonus
- Any other statutory compliances in details

Please note that all the above components should be necessarily present in the pay structures to be adopted /paid to all the categories of staff viz. Facility manager, Manager, Supervisors, attendants (both male and female). The contractor may like to add any other component as they may desire to the above list to have better staff.

The contractor shall compulsorily submit the detailed pay structures he proposes to give to each of his category (along with components as instructed above and also adding any other component he desires to give over and above, to any or all of the categories along with the price bid. The tenders quoted without complying payment of Minimum wages along with EPF/ESI/DA, etc. shall be summarily rejected/disqualified without assigning any reasons and any communications in this regard shall not be entertained.

## **22. PROCUREMENT OF CLEANING AND OTHER MATERIALS:**

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All the cleaning materials and consumables (as per list enclosed in the BOQ of the tender) required for the work shall be supplied by the Contractor within their quoted rates only. All the cleaning materials shall be of make of Hindustan Unilever or other equivalent make approved by the Bank.

23. **UNIFORM:**

The contractor shall provide New Uniform (with Company's name badge) including Safety Shoes, Helmet, Safety Belt, Hand Gloves etc. to all its employees deployed in the premises within the quoted rate(s) and no extra payment shall be made to contractor on this account.

**24. PAYMENT OF BILLS BY THE BANK:**

Neither any advance nor any loan from any bank or financial institution shall be recommended on the basis of Work Order or Award of work.

The payment of your monthly bills in respect of the captioned Contract shall be paid by the State Bank of India on the recommendations of SBI only after all documents as indicated below are submitted along with the bill:

- (a) PF challan for the previous month.
- (b) A separate sheet mentioning the names of the staff deputed at SBI Site,
- (c) Wages/Salary amount credited in the Bank's account of individual,
- (d) Amount of PF & ESI Deposited in their respective account. The statement should have the PF number of the staff and the agency shall fix its official seal and signature on the statement.
- (e) A separate covering letter undertaking that the PF amounts have been credited rightly as per the statement enclosed should also be submitted.
- (e) ESIC challan for the previous month along with separate sheet mentioning the names of the staff deputed at SBI Site (name of site to be mentioned) and the amount credited against their account with the ESIC office.
- (g) The statement should have the ESIC number of the staff and the agency shall fix its office seal and signature on the statement. A separate covering letter undertaking that the ESIC amounts have been credited rightly as per the statement enclosed should also be submitted. For staff who are out of the ESIC ambit, clear details of number of people covered under ESIC and Workmen compensation policy shall be indicated.
- (h) The original wages register, signed by your employees deputed to SBI sites, in token of receipt of payment for the previous month, should be submitted for certification of SBI representative, as the principal Employer, every month.

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- (i) GST Paid Original Bills/Invoices in support of claims of all the material (including cleansing materials supplied to the residents, material used for Common areas as wells as Plumbing, Electrical and any other material supplied/used in the maintenance during the month) duly counter signed by the Officer-in-charge/Engineer from SBI confirming the procurement and use of all such material at site.

- 24. Whenever under the contract any sum of money shall be recovered from, or payable by the contractor, the same shall be paid by the contractor on demand. The SBI may also deduct such amounts from any dues of the contractor, or from any sum which at any time there after becomes due to the contractor under his contract or under any other contract or from his security deposit, in respect of this work or in respect of any otherworks.
- 25. If State Bank of India engages workers to complete any part or whole of the work as per this contract for any period, due to failure of the contractor to engage adequate number of workers, in that event, contractor has to reimburse to SBI, the extra cost involved on this account.

**27. WORK ON SUNDAY AND HOLIDAYS:**

The contractor has to arrange for engaging his workers on Sunday and holidays, for thorough deep cleaning of the internal and external areas as required by the employer. No Extra payment on this account will be made by the Employer. However, there will be one weekly holiday for each employee on rotation basis.

**28. ADDITIONAL WORKS:**

Should any new areas of work transpire, which the Employer considers are not envisaged, as being part of this tender, the prices for the new scope of work shall be mutually decided and agreed upon between the Employer and the contractor based on actual rate analysis on established norms. In the event of non-agreement of the rates, the Employer reserves the right to get the same carried out through any other agency so appointed for.

**28. COMPLIANCE WITH ALL STATUTORY REQUIREMENTS:**

The Contractor shall comply with all statutory requirements prescribed by the local as well as state / central government authorities from time to time and submit required proof of compliance to the Employer as and when required by the Employer. The contractor shall produce all the relevant statutory documents for inspection by the Employer and the government authorities.

The contractor shall give all notices required under the said Act, Rules, Regulations and Bye-laws etc. and pay all fees payable to such authority/authorities for carrying out the work towards the cost, if any, shall be deemed to have been included in his quoted rates, taking into account all liabilities for licenses, fees etc. and shall indemnify and protect the Employer and its Employees against such liabilities and / or claim arising out of violation of any such laws, ordinances, orders, decrees and shall defend all actions arising from such claims or liabilities.

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If the contractor performs any act which is against the law, rules and regulations, he shall meet all the costs and consequences arising there from and shall indemnify the Employer against any legal actions arising there from.

### **30. OTHER COMPLIANCES:**

The Contractor should ensure compliance of the following for smooth execution of work:

- Identity card should be issued by the contractors to the contract staff deputed on State Bank of India site.
- All contract staff deputed by the contractor at SBI site should have in possession Identity card issued by the contractors.
- The Payment slips should be issued by the contractors to the staff deputed on SBI site.
- **All Contract staff should bear specified uniform bearing badges of Company's name and other safety accessories, viz Helmet, Safety belt, etc.**

### **31. LOCAL LAWS, ACTS, REGULATIONS:**

The contractor shall strictly adhere to all prevailing labour laws including of contract labour (Regulation and Abolition Act, 1970) and other safety regulations. The contractors shall comply with the provision of all labour legislation including the latest requirements of all the laws, directions and guidelines that are applicable for carrying out the work, including without limitation, the following:

- Minimum Wages Act, 1948
- Payment of Wages Act 1936
- Workmen's Compensation Act 1923 (Amended), as applicable
- Contract Labour Regulation and Abolition Act 1970 and Central Rules 1971
- Apprentice Act 1961
- Industrial Employment (Standing Order) Act 1946
- Personal Injuries (Compensation Insurance) Act 1963 and any other modifications
- Employees' Provident Fund and Miscellaneous Provisions Act 1952 and amendment thereof
- Employees State Insurance Corporation Act
- Shop and Establishment Act, as applicable
- Any other Acts Central or States, that may be applicable or bye law or enactment relating thereto and rules framed there under from time to time.
- Factories Act,
- Employment of Children Act 1938,
- Employers Liability Act 1938,
- Industrial Disputes Act 1947

The contractor shall be liable to pay all such sum, or sums that may become payable as contribution, compensation, penalty, fine or otherwise, which the provision of the said acts, to or

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on behalf of any workmen employed by the contractor by an authority empowered under the relevant Act.

Any cost incurred by SBI / SBI in connection with any claim or proceedings under the said Acts or in respect of loss, injury or improper performance of this contract by the contractor or his workmen and any money which may become payable to State Bank of India as aforesaid shall be deemed to be deducted by State Bank of India / SBI or may be recovered by the Bank from the contractor.

The Contractor shall keep the Employer saved harmless and indemnified against claims, if any, of the workmen and all costs and expenses as may be incurred by the Employer in connection with any claim that may be made by any workmen relating to work carried out by the contractor for this contract.

### **32. CONTRACT PERIOD:**

- The work shall be awarded for an **initial period of one year** from the date of commencement of the work subject to its renewal maximum for two similar terms on expiry of the current contract period, within sole discretion of the Bank / SBI, on the same terms and conditions subject to satisfactory performance of the Contractor.
- The extension of contract is to the entire discretion of the Bank and cannot be claimed as right of the Contractor.
- If the contractor fails to perform any of its duties under this agreement and if the Employer is dissatisfied with the services of the contractor during the contract period or extended period of service, the Employer may terminate the services of the contractor, by issuing one month's notice in writing to winding up.

### **33. DISMISSAL OF WORKMEN:**

The contractor shall on the request of the Employer immediately dismiss from works any person employed thereon by him, who may in the opinion of the Employer be unsuitable or incompetent or who may misconduct himself. Such discharges shall not be the basis of any claim for compensation or damages against the Employer or any of their officer or employee. The contractor shall take necessary steps as per law in such situations.

### **34. TECHNICAL AUDIT / SCRUTINY:**

- The Employer shall have right to carry an audit / technical examination of the works and the bill of the contractor including all supporting vouchers, abstracts etc. by any of the persons or organisations as appointed by the Employer.
- **If as a result of the examination or otherwise any sum is found to have been overpaid or over certified, it shall be lawful for the Employer to recover the sum from any payment due to the contractor for such work.**

### **35. RECORDS OF DAILY OPERATION:**

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The Contractor shall maintain and provide comprehensive logbook of cleaning procedure adopted, record of chemicals used, details of daily record of cleaning activity carried out in all units of the buildings.

### **36. INSPECTION BY EMPLOYER:**

- General
- The Employer shall have the right to inspect at all times any tools, instruments, materials / chemicals, staging or equipment used or to be used in the performance of the WORKS. The contractor shall make all parts of the WORK accessible for these inspections.
- Rejection of work and Equipment
- The Employer shall have the right to condemn any or all tools, instruments, materials / chemicals, equipment or work which does not confirm to the specifications.
- The contractor shall be responsible for any breakage caused by its workers at the site. Breakage of any light fixtures, furniture, tiles, mirror, glass, any other fittings/fixtures provided in the building by the persons employed by the contractor due to their negligence will have to be set right by the contractor at his cost within 3 days of such damages. In case of their failure to do so, the SBI shall be at liberty to get the same done from any other agency at the Contractor's cost, risk and consequences.

### **37.REPORTING AND RECORD KEEPING:**

#### **Management reporting and process reviews**

The Employer shall approve the format for the monthly report to be submitted by the contractor along with every monthly bill.

#### **Operating Meetings**

During the early stages of the agreement, it is expected that the frequent operation meetings will be required between the service contractor's manager and employer's representative/s to discuss priorities to establish satisfactory reporting procedures. The contractor shall make the appropriate personnel available for attending all these meetings.

#### **Performance Review Meeting**

Performance review meetings shall be held quarterly to review the overall performance of the contractor. The Senior Management of the contractor and Employer shall attend these meetings.

#### **Quality Assurance**

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The contractor shall implement a quality system in accordance with ISO standards. The contractor shall develop, in conjunction with the Employer's representatives, the standards of service to be provided and how performance to be measured and monitored.

### **38. FORCE MAJEURE:**

"Force Majeure" shall mean any event beyond the control of SBI or of the Contractor, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected, and which could not have been prevented by exercise of reasonable skill and care and good industry practices and shall include, without limitation, the following:

- a. War, hostilities, invasion, act of foreign enemy and civil war;
- b. Rebellion, revolution, insurrection, mutiny, conspiracy, riot, civil commotion and terrorist acts;
- c. Strike, sabotage, unlawful lockout, epidemics, quarantine and plague;
- d. Earthquake, fire, flood or cyclone, or other natural/ manmade disaster;

As soon as reasonably practicable but not more than 48 (forty-eight) hours following the date of commencement of any event of Force Majeure, an Affected Party shall notify the other Party of the event of Force Majeure setting out, inter alia, the following in reasonable detail:

- i. The date of commencement of the event of Force Majeure;
- ii. The nature and extent of the event of Force Majeure;
- iii. The estimated Force Majeure Period,

Reasonable proof of the nature of such delay or failure and its anticipated effect upon the time for performance and the nature of and the extent to which, performance of any of its obligations under the Contract is affected by the Force Majeure.

The measures which the Affected Party has taken or proposes to take to alleviate/mitigate the impact of the Force Majeure and to resume performance of such of its obligations affected thereby.

Any other relevant information concerning the Force Majeure and /or the rights and obligations of the Parties under the Contract.

### **39. ACCIDENTS:**

The contractor shall immediately on occurrence of any accident during carrying out the work report such accident to the Employer. The contractor shall also report such accident immediately

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to the concerned authorities whenever such report is required to be lodged by law and take appropriate actions thereof.

The contractor shall submit report of all accidents, fires and property damage, dangerous occurrence to the authorized State Bank of India/SBI officials immediately after such occurrence, but in any case, not later than twelve hours of the occurrence. Such reports shall be furnished in the manner prescribed by the State Bank of India. In addition, the contractor to the authorized State Bank of India, official shall also submit periodic reports on safety from time to time as prescribed.

#### **40. LABOUR:**

- i. The Contractor shall employ suitable labour to carry out the respective work to the satisfaction of the Bank.
- ii. The contractor shall furnish to the SBI at the intervals specified by SBI, a distribution of the number and description of labour employed in carrying out various works / activities.
- iii. The Contractor shall submit on every month to the SBI a statement showing in respect of the preceding month:
  - (a) The number of labourers employed by them on the work.
  - (b) Their working hours.
  - (c) The wages paid to them.
  - (d) The accidents occurred, if any, during the said month showing the circumstances under which they happened and the extent of damage and injury caused by them and
  - (e) The number of female workers who have been allowed maternity benefits as provided in the maternity benefit Act, 1961 or Rules made there under and the amount paid to them.
- iv. The contractor shall apply and obtain license under the Contract Labour (R&A) Act 1970 and comply with the relevant provision of this Act, in respect of the labour employed by him for executing this contract. The contractor shall furnish necessary returns to the authority through Bank.
- v. The minimum age of the labour employed shall not be below 18 years.
- vi. The contractor should take independent code numbers under EPF Act 1952 and ESI Act 1948 and shall cover his workmen under the employee's provident fund schemes and Employees State Insurance Act 1948 and show proof of payment of subscriptions/contributions to the concerned authorities.
- vii. Both in respect of ESI/EPF the contractor shall obtain necessary declaration forms from his employees and obtain individual insurance and PF number and shall furnish to the Bank every month, necessary proofs for having made remittance of ESI and PF contributions in respect of all contract labourers engaged by him.
- viii. As regards Employees State Insurance Act, the contractor shall submit photostat copies of the challans of remittance of the contributions (both the employee's contributions and his own contribution there on) to the ESI corporation in respect of the employees engaged

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in State Bank of India by him for this work for the relevant period before any payment is released by State Bank of India.

- ix. As regards the Employees Provident Fund and Miscellaneous Provision Act 1952 and rules and regulations and schemes framed there under, he shall be liable to pay employees compensation under the Act in respect of all labour employed by him for the execution of the contract. For this purpose, he shall indicate the code number obtained by him from the Chief Provident Fund Commissioner and produce the Photostat copy of the challan receipt of monthly remittance.
- x. He shall also furnish such returns as are due under the Act to be sent to the appropriate authorities through State Bank of India.
- xi. The contractor is required to take Insurance for all the workers employed on the works towards payments for workmen compensation. The Insurance has to be taken within 15 days of the award of work and has to be provided at the signing of the agreement.
- xii. The contractor shall be fully responsible for the consequences arising out of default and Bank may treat it as breach of Contract and reserves the right to terminate the Contract.
- xiii. The contractor shall pay wages to his workmen at the rates as applicable under the Minimum Wages Act as per Central Government guidelines for unskilled and for semiskilled/equivalent categories.
- xiv. The contractor shall disburse the wages through credit to their accounts and account statement should be enclosed along with the monthly bill.
- xv. The duration of duty is eight hours per day per person. To keep the efficiency and alertness the overtime will be kept to the barest minimum.
- xvi. The staff/workers employed by the contractor shall not find under the influence of alcohol or any abusive substance at any point of time. Further, the mobilization of the workers engaged shall be such that they maintain the dignity of the office at all time and any incident of mobilization or indecency is noticed at the work place bank shall have the right for asking replacement of such workers employed by the contractor.

#### 41. **TERMINATION:**

- (a) SBI shall be at liberty to terminate the contract by issuing one month's notice to the contractor without assigning any reason whatsoever. Bank shall not pay any claim /compensation by Contractor for such termination of Contract.
- (b) As regards unsatisfactory performance or non-compliance with any of the terms and conditions of the contract by the contractor or abandoning the work, the SBI/State Bank of India shall have the right to terminate the contract forthwith with one month's notice and rearrange the work through other agencies at Contractor's risk, cost and consequences and under such circumstances, the security deposit paid by the contractor shall stand forfeited, besides any other action deemed fit including de-paneling the contractor or debarring them in future tendering process.

#### 42. **SAFETY CODE – RESPONSIBILITIES OF THE CONTRACTOR IN RESPECT OF SAFETY OF MEN, EQUIPMENT, MATERIAL AND ENVIRONMENT:**

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Before commencing the work, contractor submits a 'SAFETY PLAN' to the authorized State Bank of India official. The 'SAFETY PLAN' shall indicate in detail the measure that would be taken by the contractor to ensure safety of men, equipment, material and environment during execution of the work. The plan shall take care to satisfy all requirements specified hereunder. The contractor shall submit Safety Plan along with his offer. During negotiations before placing of work order and during execution of the contract SBI shall have right to review and suggest modification in the Safety Plan. Contractor shall abide by the SBI's decision in this respect.

The contractor shall take all necessary safety precautions and arrange for appropriate appliances as per direction of SBI or its authorized officials to prevent loss of human lives, injuries to personnel engaged and damage to property and environment.

The contractor shall provide to its work force and ensure the use of the following personal protective equipment as found necessary and as directed by the authorized SBI officials: -

- Safety Helmets conforming to IS-2925:1984
- Safety Belts conforming to IS-3521:1983
- Safety Shoes conforming to IS-1989:1978
- Eye and Face protection devices conforming to IS-8520:1977 and IS-8940:1978.
- Hand and body protection devices conforming to: IS-2573:1975, IS-6994:1973, IS-8807:1978, IS-8519:1977,

All tools, tackles, lifting appliances, material handling equipment scaffolds, cradles, safety nets, ladders, equipment's etc. used by the contractor shall be of safe design and construction. These shall be tested and certificate of fitness obtained before putting them to use and from time to time as instructed by authorized SBI official who shall have the right to ban the use of any item.

The contractor shall adopt all fire safety measures.

Where it becomes necessary to provide and/or store petroleum products, explosives, chemicals and liquid or gaseous fuel or any other substance that may cause fire or explosion, the contractor shall store the same safely as per the directions of the Bank/SBI.

The contractor shall be held responsible for any violation of statutory regulations local, state or central and SBI instructions, that may endanger safety of men, equipment, material and environment in his scope of work or another contractor's or agencies. Cost of damages if any, to life and property arising out of such violation of statutory regulations and SBI instructions shall be borne by the contractor.

#### 43. **INDEMNITY BOND:**

- Contractor shall sign an Indemnity Bond in an approved format as per attached Annexure before starting the work, indemnifying the SBI from any damages, prosecution, other legal

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suits and claims arising out of any mishaps occurring at the work place due to non-adherence to safety codes, not following the standard work procedures and for violating rules and regulations for which the contractor shall be solely responsible.

- In case of any damage to property by the contractor, SBI shall have the right to recover the cost of such damages from payments due to the contractor and decision of the SBI shall be binding on the Contractor.
- In the event of any damage to the loose furniture, interiors, computers and such other equipment or to the existing building structure etc., during carrying out the contract works, the cost of repairing the same including the cost of replacement if any will be recovered from the contractor.
- If the contractor fails to improve the standards of safety in its operation to the satisfaction of SBI after being given a reasonable opportunity to do so, and/or if the contractor fails to take appropriate safety precautions or to provide necessary safety devices and equipment or to carry out instructions regarding safety issued by the authorized SBI official, the SBI shall have the right to take corrective steps at the risk and cost of the contractor after giving a notice of not less than seven days indicating the steps that would be taken by State Bank of India.
- Before commencing the work, the contractor shall appoint/nominate a responsible officer to supervise implementation of all safety measures and liaison with his counterpart of State Bank of India.

#### 44. **SETTLEMENT OF DISPUTES AND ARBITRATION:**

- **Resolution of dispute:** In the event of any question, dispute or differences in respect of contract or terms and conditions of the contract or interpretation of the terms and conditions or part of the terms and conditions of the contract arises, the parties may mutually settle the dispute amicably.
- **Arbitration:** Any dispute and/or difference arising out of or relating to this contract including interpretation of its terms will be resolved through joint discussion of the authorized representatives of the parties. If the disputes are not resolved by discussions then the matter will be referred for adjudication to the arbitration of a single arbitrator to be appointed by mutual consent of the parties. The arbitration proceedings shall be conducted in Gwalior and in English language only and in accordance with the provisions of Arbitration & Conciliation Act 1996 or any statutory re-enactment thereof. The decision of the arbitrator shall be final and binding on the parties.
- **Applicable Laws:** The contract shall be governed in accordance with the law prevailing in India, Act, Rules, Amendments and orders made thereon from time to time.

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- **Jurisdiction:** All the suits arising out of the contract shall be instituted in the court of competent jurisdiction situated in Gwalior only and not elsewhere.
- **Saving clause:** No suits, prosecution or any legal proceedings shall lie against the **State Bank of India, Gwalior** or any person for anything that is done in good faith or intended to be done in pursuance of tender.

#### 45. **FORECLOSURE OF CONTRACT IN FULL OR IN PART:**

If at any time after acceptance of the tender, the Employer decides to abandon or reduce the scope of the works for any reason whatsoever and hence not require the whole or any part of the works to be carried out, they shall inform the Contractor in writing to that effect and the Contractor shall have no claim to any payment or compensation or otherwise whatsoever, on account of any loss of profit or advantage which he might have derived from the execution of the works in full, but which he did not derive in consequence of such foreclosure of the whole or part of the works. The Contractor shall be paid at the contract rates for works executed at site.

#### 46. **PROPOSED WORK METHODS, SUPPLIES AND PLAN:**

The Contractor shall be required to prepare and submit a detailed description of the arrangements, sequence and methods of service performance which the contractor proposes to adopt for carrying out the services.

The Bank at its sole discretion shall ask at any time for changes in the anticipated work sequence due to operational requirements. Such change in work sequence shall not entitle the contractor to any additional payment.

**The contractor shall be required to submit for the Bank's approval a schedule of materials that shall be mobilize for the above services wherever applicable. This information shall be submitted with full identification of specific manufacturer's products together with their catalogues.**

The contractor shall be required to submit for the Banks approval a detailed utilization plan and a detailed manpower deployment schedule with details of manpower assigned to each task. All comments by Employer will be incorporated and executed at no extra costs to the Employer.

The contractor will schedule the cleaning operations in such a way that the premises remains neat and clean all the time. The contractor may deploy his labourers in shifts accordingly in keeping with the prevailing labour law of the state.

#### 47. **PRICES:**

The amount quoted and accepted will be binding on the tenderer. In case of any change in GST or introduction of any new tax due to Statutory Act of the Government after the date of submission

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of tenders and during the tender period, the quantum of additional taxes so levied will be allowed to be charged extra as separate item without any change in price structure of the items approved under the tender. Similarly, if there is any reduction in tax etc. shall be deducted. Price structure will be solely dependent upon the rate approved as per work order and revisions of the same as per price variation/escalation clause mentioned in the tender. For claiming the additional cost on account of the increase in tax structure, the tenderer should produce proof from the concerned Competent Authorities for having paid additional tax on the services provided to the SBI and can also claim the same in the invoice.

#### **48. INSOLVENCY:**

The competent authority of the Office of the SBI, Gwalior may at any time by notice in writing summarily terminate the contract without compensation to the contractor in any of the following events, that is to say:

- i) If the contractor being an individual or if firm, any partner in the contractor's firm, shall at any time be adjudged insolvent or shall have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency not for the time being in force or shall make any convenience or assignment of his efforts or enter into any arrangements or composition with his creditors or suspend payment of if the firm be dissolved under partnership act, or
- ii) If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of the affairs or a receiver of manager on behalf of the debenture holder shall be appointed or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or manager.
- iii) If the contractor commits any breach of this contract not herein specifically provided for: Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the SBI and provided also that the contractor shall be liable to pay the SBI for any extra expenditure, it is thereby put to but shall not be entitled to any gain on repurchased.

#### **48. CONFIDENTIALITY:**

- Information relating to the examination, clarification, evaluation, and comparison of tenders, and recommendations for the award of a contract shall not be disclosed to tenderer or any other persons, not officially concerned with such process, until the notification of contract award is made.
- Any effort by the tenderer to influence the SBI in the SBI's bid evaluation, bid comparison, or contract award decisions may result in the rejection of the Tenderer's bid.

#### **49. CORRUPT OR FRAUDULENT PRACTICES:**

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- The SBI as well as Tenderer shall observe the highest standard of ethics during the procurement and execution of such contracts.
- “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and.
- “Fraudulent practice” means a misrepresentation or omission of facts in order to Influence a procurement process or the execution of a contract to the detriment of SBI and includes collusive practice among Tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the SBI of the benefits of free and open competition.
- “Collusive practice” means a scheme or arrangement between two or more tenderers, with or without the knowledge of the SBI, designed to establish tender prices at artificial, non-competitive level; and.
- “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or effect the execution of the contract.
- The SBI will reject a tender for award if it determines that the tenderer recommended for award has directly or through an agent engaged in corrupt or fraudulent practices in competing for the contract in question.
- The SBI will declare a firm or individual as ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that they have, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract.

#### **50. PENALTIES /LIQUIDATED DAMAGES:**

- The Contractor shall disburse salary to its deployed manpower as per Central Govt. minimum wages Act latest by 15<sup>th</sup> of every month, failing which penalty equivalent to one-day salary (Basic + DA) per delayed day shall be credited by the contractor into the account of the respective employees whose salary has been delayed, apart from his regular remuneration which the contractor is payable to him. Proof of the same shall be submitted to the SBI along with the bills of the next month. If such scenario continues for a period of 3 continuous months then the contract shall be liable to be terminated. Security Deposit / Performance Bank Guarantee shall be forfeited and Bank guarantee shall be encashed. The SBI will have the power to appoint any other agency for the manpower services at the risk and cost of the Contractor.

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- The Contractor has to maintain adequate number of manpower as per this contract and also arrange a pool of standby manpower/supervisor. If the required number of manpower/supervisors are less than specified number as mentioned in the contract, a **penalty of Rs.1000/- per absentee per day** shall be deducted from the bill(s).
- In case of breach of any conditions of the contract and for all types of losses caused including excess cost due to hiring manpower services in the event of Contractor failing to provide requisitioned number of manpower, the SBI shall make deductions at double the rate of hiring rate on pro-rata basis from the bills preferred by the Contractor or that may become due to the Contractor under this or any other contract or from the security deposit or may be demanded from the Contractor to be paid within seven days to the credit of the SBI.
- An amount of Rs.2500/- will be levied as liquidated damages per day per floor for any building from the Contractor whenever and wherever if found that the work is not up to the mark. If the Contractor fails to perform as per the satisfaction of the SBI/ SBI within 15 days, liquidated damages clause as incorporated in the tender document of the Contractor by SBI will be invoked.
- Under any circumstances the collected wastes should not be burnt or dumped inside the campus. In case of any such observation by the SBI, the Contractor shall be penalized up to 5% of the monthly Bill amount which will deducted from any bills/dues of Contractor.

#### 51. PRICE VARIATION CLAUSE:

**Price variation for Labour component:** Please note that all rates (Manpower, Material etc.) quoted by the vendor shall remain fixed and valid for a period of one year i.e. initial contract period from the date of commencement of work and no escalation/price increase, whatsoever shall be considered during this period. Accordingly, contractor has to take due care on this account while quoting the rates.

The Bank/SBI may consider renewal of contract for similar two terms on the same terms and conditions except minimum wages which shall be considered as per Central Government rates prevailing at material time provided that the service rendered by the vendor are found satisfactory. However, renewal of contract is discretion of the Bank/SBI and the contractor shall have no right to claim for the same.

**Price Variation on material component, pest control, housekeeping & horticulture:** No escalation of Material component will be allowed during the contract period.

#### 52. VALIDITY OF CONTRACT:

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The contract, if awarded shall be valid for an initial period of 1 (One) year from the date of commencement of work subject to the renewal for two similar terms after expiry of initial period of one-year subject to satisfactory performance. In case of breach of contract or in the event of not fulfilling the minimum requirements/statutory requirement/satisfactory services etc., the SBI shall have the right to terminate the contract forth with at any time in addition to forfeiting the performance security amount deposited by the contractor and initiating necessary action as deemed fit including de-paneling your firm etc. solely at the discretion of the SBI.

### **53. ASSIGNMENT AND SUBLETTING:**

The Contractor shall not assign or sublet the benefits of this contract to any person or entity and in the event of any violation or breach thereof, the Bank may at its discretion but without prejudice to its other rights and remedies terminate this contract.

### **54. SEXUAL HARASSMENT:**

The Contractor shall be solely responsible for full compliance with the provision of the “the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013”

- i. In case of any complaint of sexual harassment against its employee/s, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor and the contractor shall ensure appropriate action under the said Act in respect to the complaint.
- ii. Any complaint of sexual harassment from any aggrieved employee of the State Bank of India (SBI) against any employee/s of the contractor shall be taken cognizance of by the State Bank of India (SBI).
- iii. The contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to Bank's employee, if sexual harassment/violence by the employee of the contractor is proved.
- iv. The contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.

### **55. NON- DISCLOSURE:**

The Contractor shall not disclose directly or indirectly any information, materials and details of the State Bank of India's infrastructure / systems/ equipment etc., which may come to the possession or knowledge of the Contractor during the course of discharging contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable

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laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the State Bank of India (SBI). The Contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

The bidders are required to provide Mechanized Housekeeping and cleaning services for all the following services to be setup for an effective service delivery process.

**Mechanized / Manual Housekeeping / Cleaning services:**

SI.No	Nature of Services	Frequency
1	<p>Sweeping &amp; Cleaning</p> <p>(a) Damp moping of tiles, vitrified floors, staircases, sidewalls, PVC flooring and entrance areas.</p> <p>(b) Sweep and clean all floor areas, roads etc.</p> <p>© Floors shall be made free of stain, dirt, mud, sand, footprints, liquid spills, and other debris.</p> <p>(d) Chairs, computers, keyboards, trash, receptacles, and easily movable items shall be moved to clean underneath.</p> <p>(e) During inclement weather, the frequency of cleaning may be higher. When completed, the floors and halls shall have a uniform appearance with no streaks, smears swirl marks, detergent residue, or any evidence of dirt remaining or water standing.</p> <p>(f) After sweeping all verified floor areas would be machine scrub cleaned.</p> <p>(g) Sweep clean of debris from walkways and driveways and hose clean them during appropriate climatic and water use conditions.</p> <p>(h) Daily cleaning of lift cabins, mirrors &amp; doors in all the floors.</p> <p>(I) Removal of stagnant water.</p> <p>(j) Maintain high standards of cleanliness and hygiene at all assigned areas throughout the premises</p>	Daily and as when required.

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2	<p>Vacuuming: Vacuuming all carpets, runners and carpet protectors so that they are free of dirt, lint, mud, etc</p> <p>(b) Heavy industrial type vacuum cleaner would be used to ensure adequate cleaning. When completed, the area shall be free of all litter, lint, loose soil and debris.</p> <p>© Any chairs, trash receptacles and easily moveable items shall be moved to vacuum underneath and then replace in the original position.</p> <p>(d) All Sofa Set / Chairs revolving / non-revolving cushioned chairs cushioned stools, Curtains, venetian/vertical fabric blind, Roller blinds etc.</p>	Daily and as when required.
3	<p>Washrooms &amp; toilets cleaning: Thorough cleaning and sanitization of toilets, bathrooms, wash basins and spray facilities using suitable non-abrasive cleaners and disinfectants. All surfaces shall be free of grime, soap, mud and smudges.</p> <p>(a) Cleaning of mirrors, glass doors, glass windows, etc</p> <p>(b) Replenishment of paper towels, toilet paper, liquid soap, urinal cubes, naphthalene balls, odonil, etc. in all the toilets &amp; wash rooms.</p> <p>(c)</p>	Daily thrice at 7.00am, 2.30pm and 4.30 pm and as whenever required.
4	<p>Trash Removal:</p> <p>(a) Emptying all waste paper baskets from all floor areas and washing or wiping them clean with damp cloth replacing plastic waste paper basket linings and returning items where they were located.</p> <p>(b) All waste from waste paper baskets will be collected and deposited in the building's waste containers.</p> <p>© Dry and wet garbage would be segregated and temporarily dumped into designated area within the premises.</p> <p>(d) Collection of old newspapers, bundling &amp; shifting to specified place.</p> <p>(e) All the wastes, trash, debris, garden waste etc. has to be disposed from the campus on daily basis as per the guidelines of RMC/RDA or any local appropriate authority. Any co-ordination in this regard with aforesaid authorities, has to be carried out by the Contractor.</p> <p>(f) Under any circumstances the collected wastes should not be burnt or dumped inside the campus. In case of any such observation by the Bank, the Contractor shall be penalized up to 5% of bill amount and its deduction from the monthly bill.</p>	Daily

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5	<p>Court Yard Cleaning:</p> <p>Cleaning the court with the use of battery electric operated scrubbing machine to kept 100% neat and clean. All floors should be maintained neat and clean as per scope of work.</p>	Daily
6	<p>Glass Surface Cleaning:</p> <p>(a) All glasses at entrance doors and windows of the premises would be cleaned using damp and dry method.</p> <p>(b) Glass table tops, cabin doors, cabin partitions and glass accessories would also be cleaned.</p> <p>© Removal of grease marks or fingerprints on glass counters and partitions. This cleaning is done using approved all-purpose cleaners and lint free cloth or paper towels.</p>	Daily
7	<p>Spot Carpet Cleaning:</p> <p>Spot clean carpet whenever necessary to remove stains using appropriate products, chemicals etc.</p>	Daily
8	<p>Damp &amp; Dry Cleaning:</p> <p>Wipe clean all white boards of training room, classrooms, conference rooms etc.</p> <p>Wipe clean all table tops of workstations, cubicles and other furniture and fixtures.</p> <p>Conference Rooms</p> <p>Cleaning includes cleaning of Glass windows, ceiling marble cladding, carpets, chairs Service Rooms/ bath/ toilets, etc.</p>	Daily
9	<p>Shifting of Furniture:</p> <p>The man power required for shifting of any type furnitures, cupboards, e-waste, monitors, PCs, printers etc within the premises using suitable trolley as per instruction of the bank</p>	As when required.
10	<p>Deep Cleaning:</p> <p>Stairways surrounding common areas, terraces, generators rooms AHU Rooms, basements, car parking</p> <p>Ceiling, walls, partitions etc.</p> <p>Toilets and washrooms</p> <p>Interior and Exterior glasses will be cleaned on both sides throughout the building.</p> <p>Ceiling fans pedestal fans, wall mounted fans, Indoor split AC units, etc</p> <p>Up- Keeping &amp; removing choke-up in the storm water drains in the ground &amp; basement level and other drains in the ground &amp; basement level and other drains located inside the premises.</p> <p>The Contractor should co-ordinate with with RMC/RDA or any local appropriate authority and keep the inter-junctions clear from any obstruction.</p>	Weekly.

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11	<p>Window and facade Glass Cleaning: The service provider shall undertake cleaning of the glasses and glass panes from the exterior/interior in all floors.</p> <p>Dusting windows sills and blinds.</p>	Weekly
12	<p>Sanitizing: All items related to Computer (Monitor, CPU, Keyboard Mouse etc.) are to be cleaned thoroughly and sanitized.</p> <p>Office desk paper bins would be cleaned and sanitized.</p> <p>All washroom dustbins would be thoroughly cleaned and sanitized.</p> <p>All telephone instruments would be sanitized using disinfectant.</p> <p>Waste bins from Pantry and Cafeteria areas would be thoroughly cleaned and sanitized with disinfectants.</p> <p>Thorough washing of all walls and doors of all toilets with appropriate detergent and disinfectant.</p> <p>All wooden partitions, wooden paneling, doors etc</p>	Weekly
13	<p>Dusting and Wiping: Dusting and wiping light fixtures, when completed the light fixtures shall be free from dirt, grime, dust and marks.</p> <p>Dusting vertical blinds, curtains including mending of blinds damaged due to wear and tear or otherwise with change/replacement of pulling cords and beads, weight plates at the bottom of the blinds, cleaning of channel replacement of pulley etc.</p>	Fortnightly
14	<p>Scrubbing: All floor areas with scrubbing machines.</p>	Fortnightly
15	<p>Deep Cleaning: Deep cleaning, dusting and wiping of sanitary fittings in the wash rooms, ladies' toilets etc.</p> <p>Deep cleaning, dusting and wiping of handles, doors, door closers, fittings, windows, curtains etc.</p> <p>Cleaning dusting and wiping of false ceilings. After cleaning, dusting and wiping of various items, these shall be free from dirt, grime, dust and marks.</p> <p>Cleaning / sweeping of all the terraces on fortnightly basis.</p> <p>Cleaning, dusting, cobwebs.</p> <p>Dusting of fire extinguishers, fire hydrant heads located at various places.</p> <p>Note: The Contractor will ensure that no Acid or similar cleansing</p>	Weekly

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	agent/material should be used in the process of cleaning of CP/Brass fittings. Any damages caused on account of violations shall be at the contractor's cost and risk. The contractor shall be responsible for replacement of such damaged fittings/fixtures with same brand/model fixtures at their own cost>	
16	External Drainage Cleaning: By using suitable drain cleaning equipment including sewer Cleaning Pull out Tools, Drain Cleaning Machines, Super Sucker and high-pressure jet achine with washing complete.	As when required.
17	Polishing: All the Brass/SS door handles/door knobs, hand railings, lift walls, other brass fittings are required to be polished and kept in shining condition by using approved quality polishing agents including buffing as and when directed.	Twice a year
18	Cleaning works: Cleaning of vertical fabric blinds/ Roller blinds and checking / rectification of the same using suitable material.  Deep cleaning of all service ducts, chajjas in the floor, etc.  Note: The contractor has to take necessary safety precautions for their laborer by wearing personal protective equipment like safety belt, safety helmet, shoes, etc. while executing the work in the ducts, chajjas etc.	Quarterly
19	Chemical / Shampoo wash: All sofa sets/chairs revolving chairs, non-revolving chairs, cushioned stools, Curtains,venetian/vertical/Roller blinds etc. are to be dry cleaned/ chemical washed / Shampooing.	Quarterly or as when required.
20	Maintenance of sewerage system, open drains , cleaning of septic tank etc by using bleaching powder, oil, disinfectant, and other items of branded product of high quality at contractor's cost necessary removing off flies, mosquitoes, insects, etc wherever required. Weeding out unwanted shrubs/trees found on any part of the building and cleaning of the roof top and clearing obstruction material from rain water outlet to avoid water logging. Maintenance and operation of pumps, sanitary and plumbing installations at contractor's cost, at the branch premises as stated above. Cleaning & maintenance of existing garden, lawns, Aquarium, indoor & outdoor seasonal plants, trimming of trees inside the campus by engaging gardener for maintenance of garden at the centre. Undertaking necessary minor repair work and replacement of parts pertaining to sanitary fittings, doors/ windows, windows panes etc. materials cost shall be reimbursed on production of bills with no extra labour and or vice charges.	Daily and as when required.

(For undertaking minor repair works and replacement of parts of sanitary fittings, window

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panes, doors & windows etc., material cost will be reimbursed on production of bills duly verified by occupants or Departmental staff).

**LIST OF CHEMICALS FOR MECHANIZED HOUSEKEEPING**

**(A) M/s Johnson Diversey or equivalent quality**

<b>SI.No</b>	<b>Chemicals</b>	<b>Items to be cleaned</b>
1	R1	Bathroom Items
2	R2	Rooms, Office Items, Laminated Furniture's, PC, Marbles, Granite floors.
3	R3	Glass surface
4	R4 Shine Up	Wood Polish
5	Good Sense	Room Freshener ( Spray)
6	R6	WC, Urinals
7	R9	Bathroom Cleaner ( Hard water)
8	TR 101	Carpet Shampoo
9	TR 103	Carpet deep Cleaning
10	R 20	Floor Strippers
11	Complete	Kota, Vinyl, Mosaic tiles- Polish
12	Nobile	Marble floor Polishing
13	Spiral	Kota and Hard floor
14	Snapback	Kota, Vynil, Mosaic tiles
15	Leverstar	Hard disinfectant before / after going in to critical areas
16	Emerel	Restorative product for fixtures

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**(B) M/s ECO Lab-Henkel or equivalent quality**

<b>SI.No</b>	<b>Chemicals</b>	<b>Items to be cleaned</b>
1	OC Bathroom Cleaners	Bathroom fittings and fixtures
2	OC Glass Cleaner	Glass Cleaner
3	OC Air Fresh	Air freshner
4	OC Neutral Cleaner	Neutral Cleaner
5	Sigla	Floor mopping and scrubbing
6	Nettoklar	Marble crystallization
7	Bendueol	Floor Stripping
8	Polli	Regular buffing of granite
9	Sapur Dud	For Carpet Cleaning
10	Sapur A&P	Carpet Spotting
11	Helios	Stainless stel / Chrome shining
12	Homocol	Hand soap
13	Opti	Wooden furniture polish

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**DRAFT ARTICLES OF AGREEMENT**

**(Site specific draft agreement shall be approved by the SBI prior to its execution)**

This AGREEMENT is made at Gwalior on this \_\_\_\_\_ day of \_\_\_\_\_ between SBI, having its Office at ..... represented by its authorized officer (hereinafter called “the Employer”) on the one part and M/s \_\_\_\_\_ (proprietorship/partnership firm/Company), incorporated under the provisions of the Companies Act and having its registered office at \_\_\_\_\_ (hereinafter called “the Contractor”) represented by Shri ..... who is authorized to enter this agreement by its Board of Directors on the other part.

AND WHEREAS the Employer has intention of engaging a contractor to provide Integrated Facility Management Services at ..... situated at .....

AND WHEREAS the Employer had called for Tenders from eligible contractors to provide Integrated Facility Management Services at ..... situated at ..... as indicated in the scope of work and other documents attached to the Tender.

AND WHEREAS the Contractor and others submitted the Tenders and the Employer has awarded the contract relating to provide Integrated Facility Management Services at ..... situated at ....., as stated in the scope of work attached to the Tender Document to the Contractor.

AND WHEREAS both the parties to this agreement are desirous of recording the terms and conditions upon which the said services are to be rendered by the Contractor.

**A. NOW IT IS HEREBY AGREED AS FOLLOWS:**

- a) This agreement will come into effect from \_\_\_\_\_ and will remain in force up to \_\_\_\_\_ or unless it is terminated as per the terms hereinafter contained.
- b) In consideration of the Contract Amount (as per attached price schedule accepted and approved by the SBI) to be paid at the times and in the manner set forth in the said Conditions, the Contractor shall upon and subject to the said Conditions execute and complete the work shown upon and described in the said Specifications and the priced Schedule of Quantities.

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(c) The Employer shall pay to the Contractor the said Contract Amount, or such other sum as shall become payable, at the times and in the manner specified in the said Conditions as per accepted Tender, covering the cost of manpower, materials/consumables etc. for efficient rendering of the maintenance services. Such sums/dues shall be payable on monthly basis subject to submission of bill / invoice. The specified materials / fittings/ fixtures not covered within the scope of work, shall be arranged by the contractor and actual cost thereof shall be reimbursed by the Bank at prevailing market Rates or any approved rates of the Bank subject to production of GST paid Invoice/Bills duly authenticated by the Officer/Engineer-in-Charge of SBI. The contractor has to take necessary approval of rates, make and model of various maintenance material / items from the SBI prior to its use in the work and Official payment thereon will be made after the same is duly certified by the Bank's officials to the effect that the maintenance services have been provided satisfactorily, including use of material, if any, subject to statutory deductions.

(d) The above charges do not include Goods & Service Tax, but inclusive of all other taxes/duties/levies, whether existing or levied in future by the Central Government or the State Government or any local authority.

(e) The contractor shall be responsible for providing services on regular basis as per the scope of work and terms and conditions of the contract.

## **B. SERVICES TO BE RENDERED BY THE CONTRACTOR:**

### **The contractor shall:**

- i. Ensure submission of police verification certificates for all the personnel deployed in the Bank's premises.
- ii. Ensure that he deploys trained and competent persons who are physically fit (i.e. between age 18 year to 50 years for workmen and up to age of 55 year for supervisor) and are not suffering from any chronic or contagious diseases for carrying out the works.
- iii. Be responsible and liable for payment of salaries, statutory minimum wages and other legal dues to the persons who are employed by him for the purpose of rendering the services required by the Bank / employer under the agreement.
- iv. The Contractor shall ensure timely payment of wages/salary to the persons employed by him directly in their Bank accounts or through account payee cheques and a certificate to the effect that the salaries/wages are being paid regularly shall be furnished to the Employer every month. Further, the Contractor shall furnish a certificate every month to the effect that all the obligations under the various Labour Laws and the Contract Labour (Regulation and Abolition) Act, 1970, are complied with, by him.
- v. Ensure that all persons employed by him, for the purpose of rendering the services required by the Bank under this agreement, are insured with Government of India recognized insurance companies, for which no extra payment will be made by the Bank. The contractor shall be solely responsible for any injury or damages to any persons, animals or any other things.

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- vi. Ensure that his employees, while in the premises of the Bank or while carrying out their obligations under this agreement, observe the standards of cleanliness, decorum, safety, good behavior and general discipline laid down by the Bank or its authorized agents and the Bank/ employer shall be the sole judge as to whether or not the contractor and/ or his employees have observed the same.
- vii. Personally, and exclusively supervise the work of his employees so as to ensure that the services rendered under this agreement are carried out to the satisfaction of the Bank.
- viii. Ensure that no employees of the contractor will enter or remain on the Bank's premises beyond the specified time limits unless and absolutely necessary for fulfilling contractor's obligations.
- ix. Be liable for any damages/losses caused to the Bank by way of damages to the Bank's premises or any part thereof or to any fixtures or fittings thereof or any property of the Bank and therein by any act, omission, default or negligence of the contractor or his employees or agents.
- x. Supply and install biometric access attendance system in each colony/office and provide identity cards to his / her employees or agents who shall be doing the subject job at the Bank's premises at their own cost. All the employees and agents should bear the identity card at all times, while they are working in the Bank's premises.
- xi. The Contractor agrees and undertakes that they will make it clear to all persons employed/engaged by them to perform the obligations under this agreement that they are employees of the Contractor and that they shall have no claim against the Employer and the Employer shall not be liable to pay wages, salary or any other type of compensation to execute the contract or provide any other statutory benefits under the Labour Law and/or any other legislation and the Contractor shall be solely responsible for providing all such amenities to their employees admissible under the relevant Law/Rules/Service conditions.
- xii. The Contractor shall obtain license, if any, required under the Madhya Pradesh / Chhatisgarh State Government Law or Central Government Law as applicable in case of the services covered under this contract.
- xiv. Wherever warranted, as per the Scope of work, the Contractor shall provide skilled workmen staff having appropriate and valid licenses.
- xiv. All staff deployed by the contractor in the Banks' premises shall be provided with uniform bearing Company's badge and safety shoes / footwear etc., once in a year.

### **C.TERMINATION OF AGREEMENT:**

- (a) Without prejudice to what is contained hereinabove, the SBI shall, at its sole and absolute discretion, be entitled to terminate this agreement forthwith by written notice without assigning any reason(s) and without payment of any compensation, if:
  - (i) In the opinion of the SBI (which shall not be called in question by the contractor and shall be binding on the contractor), the contractor fails or refuses to implement this agreement to the Bank's satisfaction and/ or

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- (ii) The contractor commits a breach of any terms and conditions of this agreement and /or  
or any reason whatsoever, the contractor becomes disentitled in law to perform his obligations under this agreement and/or
- (iii) There is any variation in the ownership/partnership or management of the contractor or his business without the prior approval in writing of the bank to such variation.

(b) In the event of termination of this agreement for any reason whatsoever, the contractor/ or persons employed by him or his/ her agents shall not be entitled for any sum or sums whatsoever from the Bank by way of compensation, damages or otherwise.

**D. STAMP DUTY:**

The contractor shall bear all the expenses pertaining to execution of the agreement, including the stamp duty and the registration charges. The Original copy of the agreement shall be retained by the SBI on the original of this agreement, which shall be executed in duplicate, and the SBI shall retain the original and the contractor shall be provided with a Certified / Notarized copy for their record.

E. The contractor shall ensure payment of statutory minimum wages to the workmen employed by him/ her/ them during currency of contract.

F. The contractor shall indemnify and keep indemnified the SBI and SBI against all losses and claims, damages or compensation for breach of any provisions of this Agreement and of applicable law, including without limitation, the payment of wages Act, 1936, Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition) Act, 1970 or any other labour law/ statute in force in this regard. The contractor only shall be responsible for liabilities, if any, in this regard.

G. The several parts of this contract have been read by the contractor and fully understood by the contractor.

H. The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipment's etc., which may come to the possession or knowledge of the Contractor during the course of discharging the contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The Contractor shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Employer shall be entitled to claim damages and pursue legal remedies, including termination of the contract.

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**I.** The Contractor shall take all appropriate actions with respect to his employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

**J.** The Employer reserves the right, without prejudice to the terms and conditions of this agreement, to alter the specifications and nature of the work by adding to or omitting any item of work or portions of the work/s being carried out at any time during the currency of contract, by issuing a letter to this effect to the Contractor.

**K.** All payments by the Employer under this Contract will be made only at Gwalior.

**L.** In consideration of the said Contract amount to be paid at the times and in the manner set forth in the said conditions, the Contractor shall, upon and subject to the said conditions execute and complete the work shown upon the said specifications and the schedule of quantities.

**M.** The employer shall pay the contractor the said contract amount or such other sum as shall become payable at the times and in the manner specified in the said conditions.

**O.** The said Conditions and Annexures thereto shall be read and construed as forming part of this agreement and the parties hereto shall respectively abide by, submit themselves to the said conditions and perform the agreements on their part respectively in the said conditions contained. The agreement and documents mentioned herein shall form the basis of this Contract.

**P.** The Contractor / Agency shall comply with the provisions of "the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013".

IN WITNESS WHEREOF the Employer (through its duly authorized official) and the Contractor (with common seal to be affixed hereunto in case of Company) have set their respective hands to these presents and two duplicates hereof, the day and year first herein above written.

Signed and delivered by SBI, Chief Business Office-IV , Gwalior

(Name and Designation)

In the presence of:

Witnesses:

1. \_\_\_\_\_

Address:

2. \_\_\_\_\_

Address:

SIGNED AND DELIVERED BY  
The Contractor by the hand of

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Shri \_\_\_\_\_  
And duly constituted attorney.

Note: If the party is a Partnership firm or individual, should be signed by all or on behalf of all the partners:

(Name and Designation)

In the presence of:

Witnesses:

1. \_\_\_\_\_

Address:

2. \_\_\_\_\_

Address:

Witnesses:

THE COMMON SEAL OF \_\_\_\_\_

was hereunto affixed pursuant to the resolutions passed by its Board of Directors at the meeting held on \_\_\_\_\_ in the presence of

(1)

(2)

Directors, who have signed these presents in token thereof in the presence of

(1)

(2)

**LETTER OF DECLARATION**

**(To be submitted duly typed, signed with stamped by the Authorized Signatory on the Letter Head of the Bidder in Original along with Technical Bid document.)**

Chief Manager(HR & Admin)  
Gwalior

**ANNUAL MAINTENANCE CONTRACT FOR PROVIDING HOUSEKEEPING AND CLEANING SERVICES AT Administrative Office, Gwalior**

Dear Sir,

Having examined the terms & conditions, schedule of requirements, scope of work etc. of the tender for the captioned work and examined the site of the works specified in the said memorandum and having acquired the requisite information relating thereto and affecting the tender. I/We hereby offer to provide specified services in the said memorandum on the minimum manpower including consumable etc. basis mentioned in the attached schedule and in accordance in all respect with the schedule of instructions, scope of work and instruction in writing

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referred to in conditions of Tender, the articles of agreement, conditions of contract and with such conditions so far as they may be applicable.

a	Description of work	Annual maintenance Contract for Providing Housekeeping and Cleaning services at various branches of ADMINISTRATIVE OFFICE, GWALIOR
b	Earnest Money	Rs. 4,000.00(Rs. Four Thousand only)
c	Validity of Contract	For an initial period of 1 (One) year from the date of commencement of work subject to the renewal for two similar terms after expiry of initial period subject to satisfactory performance.

2. Should this tender be accepted, I/we hereby agree to abide by and fulfil the terms and provisions of the said conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit and pay to SBI the amount mentioned in the said conditions.

3. I/we have deposited Demand Draft for a sum of Rs. 4,000.00(Rs. Four Thousand only) as Earnest Money Deposit with SBI Should I/We do fail to execute the contract when called upon to do so, I/We hereby agree that this sum shall be forfeited by me/us to SBI.

4. We understand that as per terms of this tender, the SBI may consider accepting our tender in part or whole or may entrust the work of housekeeping for proposed building. We, therefore, undertake that we shall not raise any claim / compensation in the eventuality of Bank / SBI deciding to drop any of the scope of work of this tender at any stage during the contract period. Further, we also undertake to execute the work entrusted to us on our approved rates and within the stipulated time limit without any extra claim for price escalation as provided for in clause 47 of Terms & Conditions of this tender.

5. We, hereby, also undertake that, we will not raise any claim for any escalation in the prices of any of the material and manpower during the currency of contract/execution/completion period.

6. We, hereby, agree that the Quality of services will be strictly adhered by us. In case of any deviation, we, hereby, authorize SBI to recover a penalty of Rs. 5000/- per instance from our Bills/dues. We further undertake that in case, more than 3 such instances are recorded/reported during the contract period, the SBI shall be free to debarred us from participation in future tenders.

7. Further, we confirm that we are eligible to quote this tender. In case any information is found incorrect at any subsequent point of time, our tender may be annulled / rejected by SBI, including taking any action against us as deemed fit.

We have read and understood all the terms & conditions, schedule of requirement and scope of work of the tender and accept the same.

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**Signature of the Tenderer With Seal****DRAFT INDEMNITY BOND FORMAT**

(Site specific format shall be approved by the SBI prior to its execution)

THIS DEED OF INDEMNITY BOND executed at Gwalior on this \_\_\_\_\_ day of \_\_\_\_\_ month of year Two Thousand and twenty four (2024) By M/s \_\_\_\_\_ duly represented by proprietor / one of its partners Shri, aged \_\_\_\_\_ years, son of Shri \_\_\_\_\_, residing at \_\_\_\_\_ (hereinafter referred to as "the Contractor")

In favour of

SBI a wholly owned subsidiary of State Bank of India, having its AO, GWALIOR.

Whereas SBI on behalf of State Bank of India has invited tenders from the contractors for providing Housekeeping services at ..... situated at .....

The Contractor has become successful in securing the subject work through competitive tendering and the work specified in the tender documents has been awarded in favour of Contractor by SBI vide their letter.....

And whereas as per tender documents, the Contractor has to enter into a Contract Agreement with SBI .and execute an Indemnity Bond before starting the work. The Contractor has entered into Contract Agreement with SBI on \_\_\_\_\_ (hereinafter referred to as "the Contract").

In consideration of SBI having awarded the above said Contract, the Contractor hereby undertake to indemnify and keep harmless the SBI from any damages, prosecution, other legal suits and claims arising out of any mishaps occurring at the site due to faulty work, faulty construction and for violating rules and regulations, any possible damage to the building and members of public in course of execution of the work for which Contractor shall be solely responsible.

Further, Contractor hereby indemnifies and keep SBI indemnified for any loss or damages incurred or suffered or to be incurred or to be suffered by State Bank of India on account of breach of the terms and conditions of the Contract by the Contractor.

Seal & Sign of Contractor

**Signature of Contractor with seal**

Seal & Sign of Contractor

