

Tender No. MAN/25-26/03001



STATE BANK OF INDIA  
ADMINISTRATIVE OFFICE, MANGALORE

PART - I

**TECHNICAL BID**

**TENDER DOCUMENT FOR**

**PROVIDING HOUSEKEEPING SERVICE AT ADMINISTRATIVE OFFICE**

**MANGALORE**

NAME OF TENDERER : .....

ADDRESS : .....

: .....

GST No. : .....

DATE OF SUBMISSION: 29.07.2025

## **NOTICE INVITING TENDER**

State Bank of India Administrative Office Mangaluru invite two-bid online tenders from empanelled vendors for “Providing housekeeping services at the Administrative Office, Mangalore” from Empanelled vendors for the under mentioned category. The empanelled vender should have local office at BANGALORE CIRCLE. For eligible Criteria Refer to Annexure-A. Vender must have valid GST Number as applicable.

2. The other details of the tender are as under:

1.	Name of Work	PROVIDING HOUSEKEEPING SERVICE AT ADMINISTRATIVE OFFICE, MANGALORE.
2	Estimated Amount	<b>Rs.10,22,000/-</b> <b>(Rupees Ten lakhs twenty-two thousand Only)</b>
3	Earnest Money Deposit (EMD)	<b>Rs.10,220/- (Rupees Ten thousand two hundred twenty Only)</b> in the form of Demand Draft issued by any Nationalized/Scheduled Bank drawn in favor of “ <b>SBI Mangaluru</b> ” payable at Mangaluru.
4	Security Deposit (ISD)	The successful Contractor whose tender is accepted by the Bank shall be bound to deposit a sum equivalent to 1 month’s billing amount of accepted “Annual Contract Value” in the form of TDR at any of the SBI Branches in joint names of Service provider and SBI.
5	Date for downloading of Tender Document (Technical and Price Bid)	16.07.2025 to 29.07.2025 from Bank’s website <a href="https://etender.sbi">https://etender.sbi</a>

6	<b>Last date &amp; time for submission of Technical and Online Price bid along with EMD, Cost of tender document cum processing Fee and other documents as specified in the tender.</b>	Up to 03:00 PM on 29.07.2025 Note: <ol style="list-style-type: none"> <li>1. It is sole responsibility of the bidder to ensure submission of their bid by stipulated date and time at specified address. The Bank shall not entertain bids received late due to any delay on account of delivery by the courier agency/speed post or any other mode for the reasons whatsoever.</li> <li>2. Tenders received without EMD shall be summarily rejected.</li> <li>3. After the accomplishment of tendering procedure, the successful bidder shall submit the hard copy of the technical document duly signed with seal by the authorized representative/proprietor of the firm at the under mentioned office.</li> <li>4. Price Bid will be uploaded on Service Provider's portal <a href="https://etender.sbi">https://etender.sbi</a></li> </ol>
7	Address for submission and opening of technical bid.	The Deputy General Manager, State Bank of India, Administrative Office, 1 <sup>st</sup> floor, Manjusha Building, Bejai, Mangaluru - 575004
8	Date and Time of Opening of <b><u>Technical Bid</u></b>	3:00 PM on 29.07.2025 at SBI AO Mangaluru.
9	Date and Time of opening of <b><u>Price-Bid</u></b> Note: <b>The price bids of bidders qualified and found eligible in technical bid evaluation shall be opened.</b>	04:00 PM on 29.07.2025 through service provider portal at Administrative Office, Mangaluru.
10	Validity for Offer	3 (three) months from the date of opening of price bid
11	Date of Commencement of Work	1 <sup>st</sup> Day of Succeeding month of the Work Order or as advised in the Work Order.
12	Penalty/Liquidated damages	As per relevant clause in the tender document
13	Period of Honoring Payment Certificate	15 days from the date of receipt of bill (excluding Sunday and Public Holidays).
14	Insurance	As per insurance clause of the tender document

15	For Technical queries:	K Manjunath Rao, Dy. Manager (HR) Mob - 9845655375
----	------------------------	--

3. In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.

4. *Tenders received without EMD and Non-Refundable Cost of Tender Documents shall be summarily rejected and such bidders shall not be allowed to participate in the online tendering process. EMD shall be in the form of DD / Bankers Cheque only, no other forms of EMD shall be accepted.*

5. SBI reserves their rights to accept any or to reject all the tenders in part or whole without assigning reasons thereof and no correspondence shall be entertained in this regard.

6. The interested vendors shall submit the documents/testimonials pertaining to eligibility criterion along with the technical bid, only the eligible bids will be opened.

7. Tenders can be downloaded from <https://etender.sbi>. It shall be the responsibility of the Vendor to arrange and ensure that all pages of technical and financial bid are properly bound separately. Tenders in loose pages shall be disqualified.

8. The L-1 Vendor (successful bidder) shall sign and stamp each page of the tender document thereby ensuring the number and sequence of all pages after completion of the tendering procedures.

9. Conditional tenders shall be summarily rejected.

*8. Bidders need to note that if quoted amount is less than the applicable minimum wages their bids will be rejected.*

10. For submission of price bid online, the service providers should possess a class 3 signing and encryption digital signature. They have to get registered with SBI portal <https://etender.sbi>. To register log on to <https://etender.sbi> > Register > and fill the details. For further details pl send mail to [allocation@etpl.in](mailto:allocation@etpl.in) with a copy marked to [cmhr.aomanban@sbi.co.in](mailto:cmhr.aomanban@sbi.co.in)

Sd/-  
Chief Manager (HR)  
AO-6 Mangaluru

