



SBIINFRA MANAGEMENT SOLUTIONS PVT LTD.
WHOLLY OWNED SUBSIDIARY OF SBI
CIN :-U9300MH2016PTC282507
JAIPUR CIRCLE

TENDER DOCUMENT

MAINTENANCE, HOUSE KEEPING, MESS & CATERING SERVICES AT
STATE BANK INSTITUTE OF LEARNING AND DEVELOPMENT,
SECTOR 2 VIDHYA DHAR NAGAR JAIPUR 302023
(TENDER ID-JAI201904032)

Pre - Meeting : 3.00PM on 13.05.19 at SBILD Jaipur

Particulars	Date & Time
Last date of submission of tender	16.05.2019, 11.00 AM
Date of opening of tender: Technical Bid	16.05.2019 11.30 AM
Last Date for online fee deposit through SB collect	15.05.2019, 03.30 PM
Date of opening of Financial Bid	Will be advised after technical bid scrutiny

MAINTENANCE, HOUSE KEEPING,MESS & CATERING SERVICES AT STATE BANK INSTITUTE OF LEARNING AND DEVELOPMENT, SECTOR 2 VIDHYA DHAR NAGAR JAIPUR

1. SBIIMS inviting tender on behalf of SBI for Providing Maintenance, House Keeping & Catering Services At State Bank Institute of Learning and Development, Sector 2 Vidhyadhar Nagar Jaipur

The scope of work for the services to be provided is given on page ---in Annexure I to Annexure-V

2. Earnest money deposited will be refunded to all except the successful bidder without any interest, after awarding the work to the successful bidder.

3. Tenders are to be submitted on before **16.05.19** by 11.00 AM at the Circle office of the **SBIIMS at 5, Nehru Place Tonk Road , Jaipur along with the earnest money of Rs 20000/- in the form of DD in favor of SBIIMS payable at Jaipur.** The envelope should be superscribed with Maintenance, House Keeping & Catering Services At State Bank Institute of Learning and development, Sector 2 Vidhyadhar Nagar Jaipur

4. The Contractor shall have to deposit equal to **one month contract amount as security deposit inclusive of EMD at the time of execution of agreement. The Security Deposit will be refunded on termination of the contract after adjusting the dues payable by the Contractor to the Bank without any interest**

5. **Tender fees- a Non refundable tender fees of Rs. 5000/- is payable online through SBI Collect up to 15.05.2019, 3.30 PM www.onlinesbi.com->SB collect-> State of corporate (all India)-type of corporate (Commercial services)- Commercial services name name (SBI Infra Management Solutions private Ltd.)- Select payment category (Tender application fees)- - Enter tender **ID(JAI201904032)** (further Information may be seek from 9447556127 10 AM to 5.00PM) to SBI Infra Management Solutions Pvt Ltd. . The receipt of which is to be deposited with Technical Bid.**

There is two bid system of tender, Technical bid and Financial bid which is to be submitted by the vendors seperately.

6. Technical Bid of the proposals will be opened at 11.30 AM on **16.05.19**,Financial Bid of vendors who qualified in the technical bid will advised later on in the presence of bidders or the bidders duly authorized representatives.(Any changes in date of opening will be intimated)

7. The Financial Bid of those qualified bidders whose Part I containing EMD & Technical Bid and all other enclosures except price bid is found in order will be eligible for financial bid opening. The tenders without EMD will be rejected. Financial Bid and Technical Bid should be in two separate cover.

8.The contractors/bidders are advised to visit the site at their own cost before submission of bid.

9. Time allowed to start the work is 15 days from the issues of work order.

10. The Courts in Jaipur city alone shall have the jurisdiction in respect of any or all matters relating to or connected with the Tender.

11. The Bank/SBIIMS does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all the tenders received without assigning any reason.

12. Final award of the contract will be subject to the approval of the Competent Authority in the Bank.

13. Bank/SBIIMS reserve right to cancel the tender process at any stage without citing any reasons.

Vice President

SBIIMS, Jaipur Circle

TENDER PROCESS

The tender process will be in two cover system. The cover one contain EMD and Technical bid ,covering letter, certificate of vender all other pages of tender document other than price bid and cover two contain only price bid in a two separate sealed covers distinctly marked accordingly and both the proposal then put in a third envelope and sealed duly super-scribed as “**Tender for maintenance, housekeeping & catering services at State Bank Institute of Learning and development, Sector 2 Vidhyadhar Nagar Jaipur**”

Envelope One: This envelope will contain;

- (a) The EMD of Rs20000/-(Rupees twenty thousand only) in favor of SBIIMS payable at Jaipur
- (b) Undertaking by the contractor in the prescribed format as detailed in the tender document
- (c) Registration certificate of the firm / company.
- (d) Applicable Labour licenses.
- (e) ESI / EPF Registration certificate (s)
- (f) Documents to prove experience as mentioned in the tender document.
- (g) Turn over for last three years
- (h) And all other important documents mentioned in application format of this tender document.

NOTE: TENDER WILL BE REJECTED IF THE TENDERER FAILS TO SUBMIT THE REQUIRED EMD ALONG WITH THE ABOVE CERTIFICATES AND WILL BE RETURNED WITH OUT OPENING THE FINANCIAL BID.

- i. **Envelope Two:** This envelope will contain the Financial bid.
 1. All the tenderers are requested to note that State Bank of India /SBIIMS will not accept any incomplete or conditional tender and the tender will be rejected if any tenderer found quoted conditional tender and if the same are not withdrawn at the time of opening of tender / price bid. All conditions, if any, to be loaded with rate. The rate should be inclusive of all taxes payable and necessary insurance premium / service charges etc., for the labour and machinery etc. exclusive of GST
 2. The tenderer should inspect the site and satisfy him-self of the scope of work before quoting the rates and clear the doubts if any. No deviation of conditions or request for change of specifications or additional rate will be entertained at any stage.
 3. The EMD of the successful tenderer will be converted into security deposit and the same will be refunded after satisfactory completion of contract period.
 4. **DETAILS OF PAYMENT:** The payment to the Contractor will be released on submission of monthly bills along with proof of adhering to the contract conditions

CERTIFICATE OF THE CONTRACTOR

I / We read and understood all the conditions and requirements in the tender document for providing **Maintenance, Mess, House Keeping & Catering Services At State Bank State Bank Institute of Learning and development, Sector 2 Vidhyadhar Nagar Jaipur**

Place:

Date:

Signature of the Contractor

General conditions

1. The applicant for tender must be a Registered/Licensed Organization Public Ltd. /Private Ltd. /Partnership firm/Sole proprietor/Individual.
2. The applicant must have a proven track record of minimum 3 years with reputed clients in rendering maintenance, house keeping and catering service of which 3 years of rendering the similar services in learning/training centres/guest houses of Govt./PSU/ Public sector Banks.
3. The experience should relate to hospitality and facilitation services to the trainees / participants / senior executives of Single Client/Learning centre and guest-house/mess /canteen with minimum **of 20 to 80 persons** per day during the above period.
4. The applicant must have sound financial capacity/credit worthiness acceptable to the Learning Centre.
5. The applicant must have minimum annual turnover & experience criteria as under :
 - i. Average Annual Financial turnover during the last 3 years, ending 31st March of the previous financial year, should be at least 30% of the estimated cost.
 - ii. Experience of having successfully completed similar works during last 5 years ending last day of months previous to the one in which applications are invited should be either of the following :
 - a. Three similar completed works costing not less than the amount equal to 40% of the estimated cost. **OR**
 - b. Two similar completed works costing not less than the amount equal to 50% of the estimated cost . **OR**
 - c. One similar completed work costing not less than the amount equal to 80% of the estimated cost.
6. a) The applicant must produce relevant documentary evidence along with the Pre Qualification Tender application form.

b) Non disclosure of relevant information or furnishing of incorrect information/ documents will suffer disqualification of the pre- qualification application.
7. The applicant shall not have any right to participate in the Price bidding merely on satisfying the above eligibility criteria or on being found suitable to apply for tender documents.
8. The applicant must not have been prosecuted or suffered any penalty for violation of any labour laws by any Labour Authority/Competent Court.
9. The applicant has not rescinded / abandoned any maintenance, house keeping and catering contract awarded by any of his client before the expiry of prescribed period of contract.
10. The applicant is not a sub-contractor to any other entity or person nor has at any time sub-let the contract awarded to the applicant to any other person.
11. The applicant has complied with all labour laws and obtained all licences/approvals/permissions to carry on the business of maintenance, house keeping and catering services.
12. The applicant does not suffer/suffered any disqualification to render the maintenance, house keeping and catering services at any time in respect of matters not enumerated herein.

13. The applicant must furnish appropriate declarations in respect of the terms and conditions mentioned herein along with his pre- qualification application forms.

14. The applicant is/has not formed/part of any cartel at any time for processing any contract including the present tender.

15. The Bank is not responsible in any manner for the postal delay/loss/non receipt of tender application/documents.

16. Prequalification will be on the basis of marks secured in various parameters as per the Annexure-IV. The bidder has to secure minimum 70 % (49 out of 70) to be eligible for prequalification.

17. The Bank/SBIIMS reserves the right to reject all or any of the tender documents without assigning any reason there for.

18. Please submit duly filled, enclosed Pre-qualification application form and the Financial Bid signed by the applicant on all the pages including General and Special Terms and Conditions (with all necessary documentary evidences wherever applicable and all Annexure) in two separate sealed cover(s) super scribed.

i). **"Technical Bid for Maintenance, House keeping and Catering Services at State Bank Institute of Learning and development, Jaipur"** and ii). **" Financial Bid of Maintenance, House keeping and Catering Services at State Bank Institute of Learning and development, Jaipur"** addressed to **The Vice president SBIIMS, 5, Nehru Place,SBI AO Building,Tonk Road, Jaipur**, so as to reach this Office on or before **16.05.2019 -11.00 AM**

19. The Tender documents can be obtained from the Circle office of the **SBIIMS, 5, Nehru Place, SBI AO Building,Tonk Road, Jaipur** or through e-mail / personally.

20.Terms & conditions for Financial Bid:

a. The Price Bids will be opened after examination of the technical bids of only those vendors who are found technically suitable in the presence of Tenderer/authorized representatives who choose to be present thereat. The authorized representatives should bring necessary authority letters under an official letter head of the Tenderer conferring full and comprehensive authority to deal with all matters relating to the Tenders.

b. The contractor should inspect the premises and assess the scope of work before quoting the rates. The intending bidders are free to contact at the Office of The Director ,SBILD,Sector 2 Vidhyadhar Nagar Jaipur on any working day for this purpose during the office hours from to 2.00 p.m. to 5.00 PM up to 14.05.2019 for any clarification or for issues and to get the answer to any questions that may be raised at that stage as to the Tender processes and such other issues as may be deemed proper, by the Tender Committee.

c. The contract for maintenance, housekeeping and catering services, will be for a period of 2 years subject to review at the expiry of **every six month** period.

d. Wherever all or most of the Tenderers quote equal rates, the final selection will be made by draw of lots. In case any cartel formation is suspected, the Bank reserves the right to reject any or all the Tenders with the exclusion of the rest without assigning reasons thereof.

- e. The Courts in Jaipur (Rajasthan) alone shall have the jurisdiction in respect of any or all matters relating to or connected with the Tender.
- f. The tenderer must obtain for himself at his own responsibility and expenses, all the information/documents necessary including approvals, permissions, risks, contingencies and other circumstances to enable him to make a proper tender and to enter into contract with the Bank, he must examine the specifications, conditions and seek whatever clarification he desires before submitting the tender documents.
- g. Omission, neglect or failure on the part of the tenderer to so obtain requisite, reliable and full information on any matter affecting his tender, the contract and supply, shall not relieve the tenderer whose tender is accepted from any liability under the contract.
- h. If any tenderer withdraws his tender after submission or makes any modifications or additional conditions to this tender which are not acceptable to the Bank, the tender will be treated as having been rejected or abandoned or rescinded.
- i. The tenderer should quote rates on "**per participant per day basis or Breakfast / Light Refreshment / Lunch/ Dinner Basis**" as per the Annexure III and III A of **SCOPE OF WORKS**.
- j. Final award of the contract for maintenance, house keeping and catering services will be subject to the approval of the Competent Authority of the Bank. The lowest bidder will be decided by adding the rates quoted for house keeping manpower service and catering work together.
- k. The Bank does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all the tenders received without assigning any reason.
- l. The successful tenderer, after the work is awarded, shall have to execute an Agreement with the Bank on a stamped paper.

SCHEDULE

Date & time

	Particulars	
1.	Last date of issuance of Tender Documents	16.04.2019 11.00AM
2.	Bidders to contact The Assistant General Manager, State Bank of India, State Bank Learning Centre, Jaipur for clarifications before	14.05.2019 5.00 pm
3.	Closing Date for submission of Tender Documents	16.05.2019, 11.00 AM
4.	Opening of Technical Bids	16.05.2019 11.30 AM

Documents to be enclosed:

- a. Certificate of Incorporation, Articles & Memorandum of Association.*/ Partnership Deed etc.
- b. Certificate of Registration with Labour Department, Rajasthan Govt.,

- c. Certificate of Registration under GST /GST Number,
- d. Certificate of Registration under Shops & Establishment Act,
- e. Certificate of Registration with the Office of the Regional Provident*
Fund Commissioner,
- f. Certificate of Registration with Employees' State Insurance*
Corporation,
- g. Audited Financial Statements (P&L and Balance Sheet) for the last three financial Years.*
- h. Income Tax Assessment copies for the last three financial years.
- i. Performance certificate from previous & present clients for last 3 years with value of contract.

(*If applicable)

All documents as stated in above mentioned terms and conditions.

**PRE-QUALIFICATION APPLICATION FORM
FOR MAINTENANCE, HOUSE KEEPING AND CATERING SERVICES**

- 1. Name of the Company/Individual /Firm
/Organisation:
And Address (with telephone number) :
Mobile No. & e-mail address :
- 2. Name of the Contact Person with Tel No. :
& Mobile No. :
- 3. Details of Registration with Labour Deptt./ :
MCH (Central/State) :
- 4. Name of the Proprietor/Partners/ :
Directors together with technical
Qualifications :
- 5. Past Experience in the field :
(Please enclose testimonials on the above) :

Period of Contract		Name of the Firm/ Person/ Organisation for whom contracts undertaken	Type of the Contract undertaken	Value of contract & other details		Remarks, if any
From	To					

(You can use additional sheets, if required)

- 5. List of Organisations/Persons to whom : Maintenance, Housekeeping and Catering services are presently being Rendered, along with certificate proofs
- 6.

Seal and Signature of tenderer

Period of Contract		Name of the organization	Type of the Contract	Value of the Contract (in Lacs) attach proof	Name of the Contact Person with Mob No.
From	To				

(You can use additional sheets, if required)

7. Annual turnover during the last three Years (Enclose copies of last three years Audited financial statements)

Financial Year	2015-2016	2016-2017	2017-2018
Turnover (Rs. In lacs)			

8. Whether an Income Tax Assessee?
If yes, Permanent Account Number
(Enclose a copy of latest Assessment Order.
9. Contract Labour (R&A) Act License No : (Enclose photo copy)
10. Registration No. under Shops & : Establishment Act (enclose photocopy):
11. GST/ESI/EPF Regn. :
Nos. if any (enclose photocopies)
Enclose copy of latest Assessment Order.
12. Enclose Performance certificate from :
Previous & present clients (yes/No) :
13. Whether 24 x 7 service and support will be available? (yes/No)
14. No. of persons employed : Permanent :
: Temporary :
15. Name and Address of Bankers/Govt: /PSU and type of :
Facility enjoying from them
16. Names of references and their addresses
With telephone numbers : a)
b)

Date :
with seal

Signature of the Tenderer

Name & Address

Note : Documentary evidences should be enclosed, wherever necessary

DECLARATION REGARDING WAGES TO BE PAID BY THE CATERER TO CONTRACT LABOUR

(This is to enable the SBI/MS/SBI to satisfy themselves of the intention of the Caterer to adhere to **minimum** wages Act. etc.)

Wage per day proposed to be paid by the Caterer to contract labour excluding employer contribution of EPF but including employee contribution of EPF

Highly Skilled	Rs. Per Day
	Rs. Per month
Skilled	Rs. Per Day
	Rs. Per month
Semi- skilled	Rs. Per Day
	Rs. Per month
Un skilled	Rs. Per Day
	Rs. Per month

Date :

Signature of applicant with seal

Place :

DECLARATION OF NEAR RELATIVES OF SBI EMPLOYEES

I/We.....s/o.....

.....

.....residing at.....

.....

Here by certify that none of our relative(s) is/are employed in State Bank of India as per details given in offer document. In case at any stage, it is found that the information given by me is false/incorrect, SBI shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

(The near relatives are members of a Hindu undivided family/husband and wife/ the one related to the other in the manner as father, mother, son(s) and son's wife (daughter-in- law), daughter's husband (son-in-law),brother(s) and brother's wife, sister(s) & sister's husband (brother-in-law).

Place :

Signature with seal of all the Directors/

Date

Partners of the Company /Firm (applicant)

**TECHNICAL PARAMETERS FOR MAINTENACE, HOUSEKEEPING AND CATERING
TENDER 2019**

Parameters	Max Marks	Score
1. CONSTITUTION		
Name:		
Public Ltd. Co	10	
Pvt. Ltd Co.	09	
Partnership firm	06	
Proprietorship/individual	05	
2. EXPERIENCE		
> 10 YEARS	10	
> 7 YEARS	08	
> 5 YEARS	05	
3. ACADEMIC/PROFESSIONAL QUALIFICATION		
Any one of the active Directors/Partners / Proprietor having professional qualification in Hotel Management/catering	10	
Others	05	
4. CAPITAL EMPLOYED IN BUSINESS (AS PER LAST AUDITED BALANCE SHEET)		
> Rs. 25 Lacs	10	
> Rs. 20 to Rs. 25 lacs	08	
> Rs. 10 lacs to Rs. 20 lacs	06	
< Rs. 10 lacs	05	
5. ANNUAL TURN OVER		
Over Rs. 25 lacs in each of last 3 years	10	
> Rs.20 lacs but < Rs.25 lacs	09	
> Rs.15 lacs but < Rs.20 lacs	08	
> Rs.10 lacs but < Rs.15 lacs	07	
< Rs.10 lacs	05	
6. CERTIFICATION		
ISO/BSI CERTIFIED	10	
NOT CERTIFIED	05	
7. INSPECTION OF FACILITIES ETC. (May BE DECIDED BY COMMITTEE BASED ON FIELD VISIT / Based on the Credential submitted by the venders)		
Maximum	10	
MAXIMUM MARKS	70	

**NAME OF WORK : HOUSE KEEPING,MESS, MAINTENANCE, CATERING ETC.
FOR STATE BANK INSTITUTE OF LEARNING & DEVELOPMENT, SECTOR 2
VIDHYADHAR NAGAR JAIPUR : SCOPE OF WORK**

1. GENERAL :

(a) The contract shall be for a period of two years from the date of commencement of the Agreement subject to review at the expiry of every six months period, provided the contractor has valid license and /or renewed license and render satisfactory services.

(b) The scope of the work includes undernoted activities : -

(i) House keeping & Maintenance of Complete Administrative building of the SBILD; Hostel area comprising of 27 rooms on ground floor and 27 rooms at first floor, in the Hostel block, drawing cum dinning room, Kitchen, one reception room, common toilets, terrace, staircase, Library ,recreation rooms ,respective corridor etc.

(ii) Mess and catering services work for the participants of various programmes to be held at the Institute and guests;

(iii) Maintenance of various horticulture related works viz. Maintenance of gardens, lawns, Gamlas, plants & trees in the SBILD campus of about 2.2 acres.

(c) The contractor is to quote combined monthly charges (excluding GST /) for above various services to be provided, as per Annexure IV on the basis of items, periodicity etc. detailed in Annexure – I to III A for above location i.e. State Bank Institute of Learning & Development (SBILD) , Sector 2 Vidhyadhar Nagar Jaipur .

(d) The house-keeping, catering services, maintenance and horticulture work contract shall be for the entire premises occupied by SBILD, Sector 2 Vidhyadhar Nagar Jaipur

(e) The contractor shall engage sufficient number of able, trained, efficient, neat & clean (viz., with trim hair cut, moustache, nail cut) healthy, honest, uniform identified by SBLD, well behaved and skilled persons including supervisor(s), as per Annexure – IV, for upkeep and maintenance of entire premises of State Bank Learning Institute including Guesthouse, terrace, open areas inside the complex, up to 15 feet outside the complex and horticulture work.

2. House keeping & Maintenance of Administrative block, Hostel, Guest House, AGM residence

I. The contractor shall arrange daily cleaning and other required services of the entire complex as specified in Annexure I. Even if a room is not being used, the dusting/cleaning has to be done as per schedule. This should be strictly adhered to without fail.

II. All buildings of the Institute to be cleaned regularly, there should be no plants, leakages, cracks in / on the buildings. For major repairs contractor will inform to the Institute. In the rainy season or windy season the contractor will initiate all precautionary measures.

- III. The contractor shall arrange --- daily cleaning of all toilets with first grade phenyl and detergents; toilet cleaners, soap, toilet paper and other materials as specified in Annexure-I, which shall be provided by the contractor at his cost.
- IV. The contractor will provide toilet soaps, toilet paper for the toilets provided in the Learning centre and guest-house. It shall be the responsibility of the contractor to deploy sufficient staff and provide cleansing material of first class quality for the cleaning of these toilets, toilet fittings, washing area, pantry, kitchen, dining halls and service areas.
- V. The contractor shall arrange for making available beds in the rooms, replace the Bed linen i.e. bed sheets, bed covers, pillow covers and towels once in 3 days or change of occupancy, whichever is earlier, as per Annexure - I. Bed sheets, covers, towels, pillow covers, blankets etc. will be supplied by the Bank. The contractor shall keep proper account of these items and arrange for their washing, ironing etc. at his cost. The contractor shall arrange for dry cleaning, vacuum cleaning of curtains, blankets etc. at his cost. Washing of any of these items shall not be allowed within the complex
- VI. The reception counter will be manned by an employee of the contractor round the clock. The person manning the reception counter will wear a particular uniform identified in consultation with the SBILD, finalised by the SBILD.
- VII. The contractor shall provide trained and experienced personnel who will receive the Bank's Officials/ Executives at the reception lobby of the SBILD and arrange to carry their luggage etc. to their allotted rooms. One person will be available round the clock at the reception lobby to receive the Bank's officials.
- VIII. The contractor shall maintain electrical installations and plumbing work as and when required by qualified electrician, plumber and carpenter, equipped with proper tools. The cost of replacement of items which are irreparable shall be borne by the Bank (excluding labour charges).Electrician plumber shall be available round the clock at SBILD.
- IX. The scope of electrical maintenance shall include the labour component of operation and maintenance of various electrical cables, fans, fixtures, fittings, geysers, refrigerators, Air-conditioners, room heater/blowers, water supply pumps, bore well etc. The cost of replacement of these items, when irreparable, shall be borne by the Bank. However, fluorescent/T - 5 tubes,LED tubes/bulb CFL bulbs, starters, chokes etc. shall be replaced by the contractor, as and when required, at his cost with premium quality products/items. All these items shall be handed over by the contractor in running condition at the time of termination of contract. Similarly, the Bank shall hand over these items in running condition at the beginning of contract.
- X. The contractor will ensure periodical checking and repair of electricity/ electric equipment installed in all the rooms and premises of SBILD campus. For any electric related accident, incidence / loss claim,due to the non repairing of any item contractor will be responsible.

- XI. The contractor shall install liquid mosquito repellent machines and repellents of good quality such as All Out, Good Night etc. at his cost for all the bed rooms, drawing, dining etc. The contractor shall arrange for pest control of insects, flies, mosquitoes including spraying Hit / Finit / Baygon etc. spray in the entire complex to be carried out at regular intervals.
- XII. For cleaning of the premises, specialised machines, for wet scrubbing, wet mopping, wet/dry & vacuum cleaning and machine for cleaning water bodies will be deployed by the contractor at his cost.
- XIII. The contractor shall ensure opening and closing of the office rooms, proper locking of all rooms in SBILD and guest-house. In case of any breakage, pilferage of any fixture and / or furniture, equipment etc. the responsibility shall be of the contractor.
- XIV. One set of keys should always be available with the caretaker at the SBILD. In case of loss of any set of original / duplicate key, due to negligence on the part of the contractor's employees, the cost of replacement of lock(s) or getting another set of key prepared will be recovered from the monthly bill of the contractor.
- XV. The record of check-in and check-out timings of the training participants / visitors will be maintained by the contractor's personnel in a register which will be provided by the Bank. These records will be Bank's property. Record of Welcome kits supplied, if any, to the participants / visitors will be maintained by the contractor. The registers will be deposited with the Bank.
- XVI. The contractor shall ensure a very high standard of house keeping and maintenance of the entire complex at all times, with due regard to hygiene & cleanliness. Disposal of all garbage shall be the responsibility of contractor. The black plastic bag shall be provided by the contractor for the dust bins of each room, kitchen etc. daily all at his costs.
- XVII. The contractor will ensure that there is no complaint regarding maintenance / food, however, if there is any complaint, the contractor will be attend to all complaints and settle the issues within the purview of the contract. He will also be responsible to communicate immediately any complaint of sickness, mishap, accident etc. to the Dy. Manager (Admin) / Director, of the SBILD. The Contractor will provide First Aid Box with medicines at his cost and will keep the same at Reception Counter, Institute and guest- house. Complaint Register / Suggestion Register, to be provided by the Bank, will also be made available at the Reception Counter/Learning centre and guest-house under the control of the contractor's men.
- XVIII. The contractor should arrange regular cleaning of drainage /sewage system, wash room, toilets ,if any sewage is stopped contractor will be penalized suitably.
- XIX. Feedback forms will be kept in the rooms and the same shall be collected from the participant / incumbent of rooms before they leave the Institute.

- XX. The contractor will supply newspapers in all the rooms as per directions of the Institute, besides adequate number of English / Hindi/ Financial papers in the lobby/ reception as per Annexure – IV.

3. MESS AND CATERING SERVICES WORK FOR THE PARTICIPANTS OF VARIOUS PROGRAMMES TO BE HELD AT THE INSTITUTE AND GUESTS;

- I. The contractor shall provide catering services at the Institute / guest-house on daily basis for the available participants / guests as per the "Menu" described in Annexure-III and as per rate, terms and conditions and timings decided / advised by the Institute from time to time, as per Annexure – III A.
- II. The raw material, for preparation of food, viz. Vegetables, fruits, Flour, Rice, Spices, cooking oil, Dals etc. will be of high quality and will be examined by the officials of the Institute before put to use
- III. The quality of the ingredients used in preparation of the eatables and beverages etc. shall be of Agmark quality and/or as decided by the SBILD from time to time, suggested brand/quality is indicated in the enclosed Annexure-II.
- IV. For the purpose of preparation of food, the contractor will employ skilled cook (s) for preparation of desired dishes.
- V. The contractor will strictly adhere timings for supply of tea, breakfast, lunch, dinners etc. Penalty of Rs. 1000- per day will be imposed for any occasion of deviation.
- VI. The present rates for various items as described in the "Menu" are placed at Annexure-III - A. The contractor shall provide Bed Tea, Forenoon Tea, Afternoon Tea, Evening tea with light snacks, breakfast, lunch and dinner as per Menu card to the incumbents / guests at the same rate as decided for the participants.
- VII. The Caterer will prepare weekly menu in consultation with the Institute and decision of the Institute will be final regarding the menu.
- VIII. In case participants / guests do not intend to avail mess facilities on a particular day(s) and if the Caterer is intimated 4 hours in advance, no food charges will be paid to the contractor for such trainees.
- IX. Bed tea and snacks will be served in the rooms, Break-fast, lunch and dinner will normally be served in the dining hall. However, in case of a specific request by the Bank's Executive, these have to be served in the room also.
- X. That the Director or any other staff officer at the Centre nominated by him is authorised to taste the food for checking purpose at any time he considers desirable on regular basis and no food charges will be paid to the Caterer in this regard. The regular tea will also serve to the SBILD staff.
- XI. The contractor will bear the cost of the cooking gas / gas cylinder, used for preparing food, tea etc

- XII. The contractor shall provide standard cooking utensils of very high standard, table linen (wherever required), paper napkin etc. at his cost. The table linen & napkin will be changed daily and washed at his expense. The said items shall be of first class quality to the full satisfaction of the SBILD, whose decision in this regard shall be final and binding on the contractor.
- XIII. Special utensils to be used in the kitchen viz. cooking range, Water coolers, Deep Freezer, Hot Case, Electric toaster, tandoor, storage cup-boards, work-tables, Electrical and plumbing fittings, Geysers, crockery and cutlery etc., shall be provided by the Bank. The contractor shall maintain proper record and take care of the said articles/equipments as a bailee, in terms of Indian Contract Act and return all these equipments to the Institute, in good and working order on the expiry/termination of the contract.
- XIV. While the articles used in kitchen shall be provided by the Bank the maintenance thereof shall be the contractor's responsibility.
- XV. The Contractor shall not be allowed to sell food to person(s) other than participants/ Bank's Officials / Executives. Similarly, no outsider shall be allowed to visit, meet the contractor or his employees or to eat food or consume any other items in the Institute and guest-house.
- XVI. The contractor will have to carry out cleaning in the kitchen & dining hall after breakfast, after lunch and after dinner invariably. Penalty of Rs. 1000- per day will be imposed for any occasion of deviation.
- XVII. The dining hall will be closed by 11:00 PM and will not be used as retiring room for the employees of the contractor at any point of time. Penalty of Rs. 1000- per day will be imposed for any occasion of deviation.
- XVIII. The contractor will maintain highest standard of cleaning of the kitchen and store area. Penalty of Rs. 1000- per day will be imposed for any occasion of deviation.
- XIX. The contractor staff will wear pre decided uniform while on duty and suitable hand gloves during catering service. The uniform will be finalised in consultation with the SBILD.
- XX. In the event of insufficient/bad quality/non-serving of any eatables agreed upon to be served, the Bank will be within its rights to make suitable penalty from the contractor's bill @ Rs.250/- per Executive per day for the entire number of such days.
- XXI. In case of shortfall of participants/ guests/ vacant slot the contractor will be paid as under:

Category – Vacant Slot Charges

When all the wings are not functioning, then compensation @ Rs. 800/- per day will be paid to the contractor.

4. MAINTENANCE OF VARIOUS HORTICULTURE RELATED WORKS VIZ. MAINTENANCE OF GARDENS, LAWNS, GAMLAS, PLANTS & TREES IN THE SBILD CAMPUS OF ABOUT 2.2 ACRES.

- I. The horticulture work includes maintenance of all the trees, lawns, gardens, gamlas, plants, nursery, at the SBILD.
- II. The contractor will carry out regular cutting & pruning of the trees , shrubs, hedges etc. to give beautiful look and to ensure safety at the premises.
- III. The contractor will maintain highest quality standard for all available & proposed lawns in the campus. Periodical hoeing, weeding, fertilizer application, irrigation of the lawns will be maintained.
- IV. The equipments required will be arranged by the contractor.
- V. The required nursery for seasonal plants will be raised by the contractor on regular basis and herbs will be planted by the contractor at various places in campus in consultation with the SBILD.
- VI. E-waste garden at the Institute will be maintained with highest standards.
- VII. The medicinal garden to be maintained properly – proper hoeing, weeding, fertilizer application, irrigation to be ensured.
- VIII. The cost of required plants, fertilizer, manure, pesticides etc. will be borne by the contractor. The requirement and quality of the above items will be finalised by SBILD.
- IX. Cleanliness in the campus will have to be ensured at all times.
- X. The contractor will ensure judicious use of the irrigation water and will do everything to conserve the water.

5. GENERAL TERMS AND CONDITIONS

1. The Contractor shall engage the services of sufficient number (as per annexure – IV) of able, trained efficient, neat, healthy, honest, well- behaved and skilled persons for cooking, serving and cleaning of kitchen, dinning halls and services areas at his cost round the clock. The cook(s) shall be expert in preparation of veg. and non-veg. of various types of North Indian, continental and South Indian dishes. The attendant/room boy-cum-helpers/cooks and other staff should be properly trained, and shall wear smart and neat uniform (pattern to be got approved from the Bank) with their name-badges. The contractor will be responsible for the good conduct and performance on their part and the contractor shall be deemed, for all legal and contractual purposes, as the employer of the said persons and such persons will not have any claim for employment in the Bank now or at a future date. The contractor shall have to engage, the services of sufficient number of bearers etc. (as per annexure – IV) and one or more supervisors.

2. The contractor will ensure that the supervisor engaged by him verifies the condition of all the electronic, furniture and sanitary items, etc. provided in the Learning centre and guest-house on daily basis and shall ensure that they remain in working condition by arranging necessary upkeep through the electrician, carpenter or plumber as the case may be, if the same is within scope of work of the contract and if not, the problem will be brought to the notice of the Director SBILD or concerned officer/ in the institute on the same day. The supervisor will maintain a register for the purpose and room/lobby wise verification report in this regard will be submitted to Director of the institute on weekly basis, i.e., on every Monday as per annexure - VI.
3. The contractor would get the police verification of all his employees hired for the SBILD and guest-houses done, a copy of which will be submitted to the Bank. List of employees with their Name, Photograph, Permanent address, Local address, contact number will be kept at the Learning centre and guest-house(s) with a copy deposited with the Bank.
4. The contractor shall have full control over the employees engaged by him. The contractor shall give necessary guidance and directions to his employees to carry out the jobs assigned to them. The contractor shall also be responsible for the payment of their wages and / or dues to his employees, to which they are entitled under the applicable laws. All liabilities arising out of violation of local laws and / or central laws shall be contractor's responsibility. He will remove any person (s) / employee (s) who may, in the opinion of the Bank be unsuitable or incompetent or who may misconduct and such a person shall not be again employed or allowed in the work/campus without the permission of the Director of the institute
5. The contractor will pay rates and wages and observe hours of work and conditions of employment as per existing rules, Agreement and applicable laws. They shall be responsible if so required under the relevant law to register himself and obtain a valid license under the Contract Labour (Regulation and Abolition) Act, 1970 and rules there under and they must comply with and carry out all the provisions and obligations under the said Act and Rules and furnish all information to the Director, SBILD Jaipur, as may be required by the Act / Rules and shall indemnify Bank against any penalties / claims from any default on their part, and the said obligation shall survive even after the termination of the Agreement.
6. It will be contractor's responsibility to ensure that the obligations under the contracts are duly performed and observed. The contractor shall also designate supervisor(s) by name who will personally check the working of their staff every day. The contractor shall maintain the 'Daily Report register' of services every day and made available for inspection by the Director, SBILD Jaipur or Bank's other officials.
7. The contractor shall carry out improvements as may be necessary for ensuring satisfactory service and shall take due notice of complaints made by the Bank's Executive or Director, SBILD Jaipur, and Bank's staff. The contractor shall submit the Complaint Register to the Director, SBILD , at fortnightly interval or as and when required for further putting up to the Competent Authority.

8. The contractor shall be responsible for any loss due to theft/pilferage of / damage to the Bank's property, including any portion of the building under the Contractor's occupation, or the fittings, fixtures or other equipment entrusted in their charge, or any property belonging to the Bank's Executives, when such loss / damage is in the Bank's opinion, caused due to negligence or carelessness or any fault on contractor's part or that of his representative or any of his employee, he shall be liable to pay to the Bank such amount in respect of such damage as may be assessed by Bank. Accordingly, the Contractor shall ensure that the character and antecedents of the personnel to be engaged has been verified through the appropriate authority and they have unblemished past records.
9. The contractor shall not permit any portion thereof or any other area in the complex to be used for residential purpose by him and /or any of his employee, except the room/area specifically permitted by the Bank.
10. All consumable material and equipments required for day to day which are to be arranged by the contractor shall be of best quality and approved by the Bank, which shall be available for inspection by the officials from the department.
11. The contractor shall be liable to comply with all rules and regulations in respect of all the labour laws and statutory requirements, including fire safety regulations and other regulations, which are in vogue or will become applicable in future.
12. The contractor shall accept and bear full and exclusive liability for the payment of any or all taxes etc., now in force or hereafter imposed, increased and revised from time to time by the Central or State Government or by any other authority with respect to or covered by wages, salaries, or other compensations paid or payable to persons employed by the contractor.
13. The contractor shall fully comply with all the applicable laws, rules and regulations relating to P.F. Act including the payment of P.F. contributions, Payment of Bonus Act, Minimum Wages Act, Workmen's Compensation Act, ESI, CL (R&A) Act, Essential Commodities Act, Migrant Labour Act and / or such other Acts or Laws or regulations passed by the Central, State, Municipal and Local Government agency or authority, including T.D.S. as per I.T. Act, applicable from time to time.
14. The contractor shall be responsible for proper maintenance of all Registers, Records and Accounts so far as these relate to the compliance or any statutory provisions/obligations. The contractor shall be responsible for maintaining record pertaining to payment of Wages Act and also for depositing the P.F. contributions, if required, with authorities concerned.
15. The contractor binds himself executor or administrator and agrees to indemnify and hold harmless the Bank, in respect of this contract, including all claims, damages proceedings costs, charges and / or any expenses whatsoever which may be imposed, enforced or brought against the Bank or any of its directors, officers or employees for reasons of or consequent upon any breach or default on the part of contract in respect of violation of any of the provisions of Law / Act / Rules or regulations having the force of law or if any award of decision by any competent tribunal, court or authority in respect of the workmen or any one

employee/engaged by the contractor / sub-contractor in connection with this contract. This indemnity shall survive even after termination of the contract.

16. The contractor shall be responsible for all the claims of his employees. The contractor's employees will not have any claim whatsoever against Bank.
17. The contractor shall engage fully trained and adequately experienced persons, who are medically fit. They should be free from all infections/diseases.
18. The contractor shall obtain adequate insurance policy in respect of his employees to be engaged for the work, towards meeting the liability of compensation arising out of death/injury/disablement at work etc.
19. The contractor shall provide weekly off / holidays to his employees as per labour laws but it will be his responsibility to ensure uninterrupted services on all days at no extra cost.
20. All Questions relating to the performance of the obligations under this Agreement and to the quality of ingredients used in preparation of food and beverages and all the disputes and differences, which shall arise either during or after the agreement period or other matters arising out of or relating to this agreement or payment to be made in pursuance thereof shall be decided by the Director, SBILD, whose decision shall be final, conclusive and binding on the parties to this Agreement.
21. The contract shall be terminated by efflux of time or earlier, by one month's notice at the option of the Bank without assigning any reason thereof. If during the currency of the contract, any Government notification prohibits employment of contract labour for any of these services, the contract shall come to an end forthwith and no compensation shall be paid to the contractor. Besides if the contract is terminated as stated above the contractor shall be entitled to the payment up to the date of termination for the work already performed.
22. The contractor shall undertake to bear all taxes, rates, charges, levies or claims, whatsoever as may be imposed by the Central / State Government or Local Body or Authority.
23. In case the contractor or any of his employees, fails to fulfil his obligations as per his scope of work for any day or any number of days, to the satisfaction of the Bank, for any reason whatsoever, he shall pay by way of liquated damages up to a sum of Rs.1,000/- per day for the entire number of such days and the Bank shall without prejudice to his other rights and remedies, be entitled to deduct such damages from the amount, if any, payable to the contractor.
24. The contractor shall bear all the costs and expenses in respect of all charges, stamp duties etc. for executing the agreement with the Bank.
25. The contractor shall have to deposit a sum of **One Month Bill Amount** in the form of a **STDR in joint A/c of Bank & Contractor** as security deposit for a period of two years duly discharged in favour of the Bank. The security deposit

will be refunded on expiry/termination of the contract as the case may be after adjusting the dues payable by the contractor to the Bank.

26. The contractor's rate shall remain firm throughout the contract period of two years.
27. The amount of monthly bill shall be paid by the Bank to the contractor on submission of proper bill (s), along with required confirmation of adhering statutory requirements, confirmation of payment of wages to the employees through Bank account.
28. All services are to be provided in such a way that the Bank's Executives are not disturbed in any manner.
29. The contractor shall maintain proper liaison with the Telephone, Cable Agency/Tata Sky, Water, Electricity and other Government departments for attending complaints quickly.
30. The contractor will ensure that the bills pertaining to the SBILD in respect of electricity, telephone, water charges are sent to State Bank of India, State Bank Institute of Learning and Development, Jaipur, on the same day of their receipt at the Institute. In case, the Bank has to pay penalty due to late deposit of bills due to the fault of the contractor or its personnel, the amount of penalty will be recovered from the monthly maintenance charges payable to the contractor.
31. The contractor shall arrange for periodical cleaning and disinfection of underground and overhead water storage tanks at his cost, at least once in a month and shall write with Enamel paint, the date of cleaning on these tanks.
32. The contractor shall provide laundry services to the Bank's Officials/ Executives, if demanded, and such charges to be borne by the Bank's Officials/ Executives.
33. The contractor shall provide latest local road map, trains' time table, airlines time table etc. at the reception lobby for use by the Bank's Officials/ Executives, at his cost.
34. The contractor shall display on the Notice Board at the SBILD , the following:
 - i) Full Menu card
 - ii) Name of the Contractor and mobile no. of key person with name
 - iii) Name of the caretaker
 - iv) Name of the attendants
 - v) The facilities available at the Learning centre and guest- house.

vi) Important Telephone Numbers, viz., Travel Agents, Doctors, Ambulance Service etc.

Dated : Signature of Contractor

Name, Address & Seal of Firm

PERIODICITY OF HOUSE-KEEPING SERVICES

(a)	Sweeping & Mopping	
	Rooms	Once a day and on change of occupancy.
	Lobbies & Corridors, Drawing Room,	Sweeping & Mopping
	Dining Hall	once a day and as & when warranted
	Stair case	Sweeping twice a day.
		Mopping once a day.
	Open terraces, Road/Pavements/ Solar panel cleaning	Sweeping/mopping once a day.
(b)	Cleaning of waste and garbage from rooms, kitchen etc.	Once a day and on change of occupancy.
(c)	Disposal of garbage and waste paper to the Municipal Garbage	Once a day.
(d)	Dusting of furniture	Once a day.
(e)	Vacuum Cleaning of carpets/sofa sets	Once a week.
(f)	Cleaning of toilets / WC's/Washbasins	Once a day and on change of occupancy.
(g)	Cleaning of Buckets/Mugs with Vim/detergent	Once a day and on change of occupancy.
(h)	Cleaning of bathroom tiles/fittings	Once a week.
(i)	Cleaning of window panes / wall panelling	Once a week.
(j)	Cleaning of fans/switch-boards/walls/tube-lights / wall –hanging	Once a week.
(k)	Opening of clogged drains /sewer lines	As and when required but at least once in a fortnight
(l)	Maintenance and operation of Electric fittings, water pumps, compound lights etc.	On an on-going basis.
(m)	Changing of fuse CFL, fluorescent/ T-5 tubes etc.	Whenever required.
(n)	General checking of all toilets fittings and sanitary accessories	On change of occupancy.
(o)	Washing/dry cleaning of bed sheets, towels, pillow covers	Replacement once in three days and also on change of occupancy/ at the request of the Bank's Executives.
(p)	Cleaning & disinfection of overhead and underground water storage tanks.	Every month.
(q)	Cleaning of all the refrigerators	On change of occupancy

ANNEXURE - II**LIST OF INDICATIVE BRANDS OF ITEMS TO BE USED IN CATERING**

S. No.	ITEM	BRAND
1.	Milk	Mother Dairy/Saras/Amul
2.	Bread	Harvest/Britannia
3.	Butter	Saras/Amul/Parag/Verka/Vita/ Mother Dairy
4.	Biscuit	Britannia/Patanjali/Sunfeast/Parle
5.	Jam	Kisan/Tops/Patanjali
6.	Tomato Sauce	Kisan/Maggi /Patanjali
7.	Chilli Sauce	Kisan/Maggi
8.	Tea/Tea Bags	Taj Mahal / Twinning / Tata Gold/Lipton
9.	Coffee	Nescafe/Bru
10.	Refined Oil/Groundnut Oil	Sundrop/Vital/ Dhara/Fortune
11.	Vanaspati Ghee	Not to be used
12.	Mustard Oil	Kanodia/Postman /Patanjali
13.	Rice	Basmati of good quality not less than Rs.60/- per kg in retail market
14.	Sugar	Good quality of reputed brand
15.	Atta /Maida/Besan	/Pilsbury/Aahar/ Ashirwad/Pataanjali
16.	Pulses	Good quality of reputed brand
17.	Spices	MDH/Captain cook/Everest /Patanjali
18.	Fruits/Vegetables	Seasonal fresh quality
19.	Salad	Green fresh vegetables of good quality and variety
20.	Ice Cream	Saras/Kwality/Vadilal/Amul

*Above brands and/ or brands of comparable quality (to be approved by the Bank) can only be used.

ANNEXURE - III**MENU CARD FOR CATERING SERVICES**

A. BREAKFAST			
S. NO.	REGULAR	OPTIONAL	DAYS
1	Bread & Butter	Dosa/Bread Rolls	Monday
2		Idli/Stuffed Parantha	Tuesday
3	Butter Toast with Jam	Upma/Chole Puri	Wednesday
4		Poha/Aloo Puri	Thursday
5	Corn Flakes with Milk	Dosa/ Vegetable Pakoras	Friday
6	Seasonal Fruits	Idli/Bread Pakoras	Saturday
	Tea or Coffee		
	Curd or Milk		
7		Upma/Vegetable Cutlets	Sunday

B. LUNCH/ DINNER				
S. NO.	ON ALL DAYS	VEGETARIAN OPTIONAL	NON-VEG- OPTIONAL	DAYS
1	Chapatti/Rice	Shahi Paneer	--	Monday
2		Mushroom Mutter	--	Tuesday
3	Dal	Mutter Paneer	Mutton(Lunch)	Wednesday
4	Seasonal	Mushroom Mutter	Egg Curry(Dinner)	Thursday
5	Vegetable	Paneer Bhujia	Chicken(Dinner)	Friday
6	Papad, salad	Karahi Paneer	Egg Curry(Lunch)	Saturday
	Curd/Raita			
7	Fruits/Desert	Shahi Paneer	--	Sunday

<u>SOUP</u>	
Tomato Soup	Monday, Wednesday, Friday and Sunday
Vegetable Soup	Tuesday, Thursday and Saturday

C.BED TEA

D.FORENOON TEA : Tea / coffee with biscuits of good quality and varying varieties (in rotation and any one variety not to be repeated during 3 days).

E.AFTERNOON TEA : Tea / coffee with biscuits of good quality and varying varieties (in rotation and any one variety not to be repeated during 3 days).

F.EVENING TEA/COFFEE WITH LIGHT SNACKS SUCH AS VEG. PAKORAS, SAMOSA/KACHORI/PATTIES/VEG. SANDWICH ETC.

The above Menu is subject to revision at the discretion of the Bank any time at short notice.

FINANCIAL BID

ANNEXURE - III A

I- RATE LIST FOR CATERING SERVICES AT THE SBILD JAIPUR (FOOD COST WITH OUT LABOUR CHARGE)-

A. BREAKFAST

A.	BREAKFAST	1	2	3	4	5
S. NO.	REGULAR/DAILY BASIS	DAYWISE ITEMS	DAYS	Qty	Rate / one Break fast per person	Amount for 24days = (90X 24 X Rate /one break fast)
1	Bread & Butter(4 Pieces)	Dosa -1/Bread Rolls	Monday	Average 90 participant/day		
2	Butter Toast with Jam	Idli-2 Nos/Stuffed Parantha-2 pieces	Tuesday			
3		Upma/Chole Puri	Wednesday			
4	Corn Flakes with Milk	Poha/Aloo Puri	Thursday			
5		Dosa/ Vegetable Pakoras(125gm)	Friday			
6	Seasonal Fruits	Idli/Bread Pakoras 2 pieces	Saturday			
7	Tea or Coffee	Upma/Vegetable Cutlets-2 pieces	Sunday			
	Curd or Milk					

B.LUNCH/ DINNER

S. NO.	ON ALL DAYS	VEGETARIAN OPTIONAL	NON-VEG- OPTIONAL	DAYS	Qty	Rate for one LUNCH/ DINNER per person	Amount for 24days(Dinner and Lunch) = (90X 24 X Rate for one Lunch/Dinner)X2
1	Chapatti/Rice ,Dal	Shahi Paneer	--	Monday	Average 90		

2		Mushroom Mutter	--	Tuesday	participant/ day		
3	Seasonal	Mutter Paneer	Mutton(Lunch)	Wednesday			
4	Vegetable	Mushroom Mutter	Egg Curry(Dinner)	Thursday			
5		Paneer Bhujia	Chicken(Dinner)	Friday			
6	Papad, salad	Karahi Paneer	Egg Curry(Lunch)	Saturday			
	Curd/Raita						
7	Fruits/Desert	Shahi Paneer	--	Sunday			
SOUP							
Tomato Soup				Monday, Wednesday, Friday and Sunday			
Vegetable Soup				Tuesday, Thursday and Saturday			

VEGETARIAN

Soup, Chapatti, Rice, Dal, Seasonal Vegetable

Premium Vegetable, Curd/Raita, Papad, Salad, Fruit/Desert

NON-VEGETARIAN

(Any one of the following in place of Premium Vegetable)

Chicken /Mutton/Egg curry

	Qty	Rate	Total Amount for 24days = (90X 24 X Rate)
C. BED TEA with Biscuits etc.	Average 90	Rs.	
D. FORENOON TEA with Biscuits etc.	participant/day	Rs.	
E. AFTERNOON TEA with Biscuits etc.		Rs.	
F. EVENING TEA with light Snacks *		Rs.	

(*Pakora/Pakori/Samosa/Kachori/Patties/Veg. Sandwich etc.)

FINANCIAL BID

**** I -TOTAL AMOUNT OF FOOD FOR 24 DAYS FOR 90 PARTICIPANTS PER DAY Rs.(A+B+C+D+E+F) in figures and words.**

TOTAL CAPACITY OF THE INSTITUTE -- 110 PARTICIPANTS. AVERAGE NUMBER OF PARTICIPANTS --90 PER WORKING DAY.

(The Number of participants and working days shown above is indicative number only and may be used for calculation purpose for deciding L1. Payment will be made only for the actual number of items consumed by participants and as per rates quoted for each single items and duly verified by the SBILD Jaipur Authorities)

Kitchen Services timings --from 6.30 A.M. to 10.30 P.M.

Please note that the Menu may be changed / amended by the Bank after discussion with the contractor within the prices decided/ offered. Any other items may be added or deleted subject to requirement. Decision of the Director, SBILD will be final and binding.

**** If any vender quotes unreasonably low /non -workable rates for Food items, SBIIMS/SBI have the right to reject such tenders irrespective of the rates quoted as minimum quality and hygiene is required to be maintained.**

3	Room boy/helper s/waiter/ General attendant (for 24 hr.) –	Unskilled	7									
4	Receptionist	Semi Skilled	1									
5	Supervisor	Semi Skilled	1									
6	Sweeper	Unskilled	4									
7	Gardner	Unskilled	2									
												-
	TOTAL		18									-

1. In case, the rate quoted under column (12) is less than the Minimum Wages evaluated in column (11) of wages charges for Manpower (2), the tender shall be summarily disqualified.

2. If the amount quoted by the bidder in the Price Bids is unreasonable/unrealistic or with Zero Profit Margin, based on the statutory payments or otherwise, the SBIIMS/SBI reserves the right to reject such bids.

3. Contractor to submit a copy of the latest Circular published by the competent authority in support of minimum wages prevailing as per **Central Govt. applicable** for public sector banks and conceded by them in their Quote.

4. Bank will not pay any additional charges to the contractor during the contract period if any statutory changes happened in Minimum wages act or any other employee benefit scheme mentioned above .

FINANCIAL BID

ANNEXURE – V

III NAME OF WORK –MAINTENANCE AND HOUSE-KEEPING (OTHER THAN MANPOWER COST) BANK’S SBILD AT SECTOR 2 VIDHYADHAR NAGAR, JAIPUR

Si No	Description	Qty	Total Amount Per Month in Rupees
1	Washing / Dry/Vacuum Cleaning of bed sheets, towels, pillow covers, blankets, carpets, etc	LS	
2	Supply of cleansing and toiletries material such as soap, Naphthalene balls, Odonil, Phenyl, All out, Baygon, Finit, Vim/Detergent, Brooms, duster, floor duster, cleanzo etc		
3	Miscellaneous items like newspapers, Availability of services of Plumber, Electrician ,AC technician and Carpenter as per requirement, free of cost refilling of LPG, replacement of fused CFL, fluorescent/ T- 5 tube/LED, choke, starter, consumables, plastic bags, materials required for maintenance of plants etc. in both the Learning centre and guest-houses		
4	Periodical cleaning of drainage water storage tank etc		
5	Providing one English and one financial newspaper in all the rooms in both the learning centre and Guest-house and 2 number of English, Hindi, Financial newspaper each, i.e., 6 newspapers of variety at the reception lobby.		
6	DTH's services and re –charge in all the rooms, lobby and on an other point in both the locations.		

PROVIDING MAINTENANCE, HOUSE-KEEPING AND CATERING SERVICES FOR BANK'S SBILD AT SECTOR 2 VIDHYADHAR NAGAR, JAIPUR

(Financial Bid)

SUMMARY OF PROJECT COST

S. No.	Description	Reference	Amount
1	TOTAL AMOUNT OF FOOD (WITH OUT LABOUR) FOR 24 DAYS FOR 90* PARTICIPANTS	FINANCIAL BID ANNEXURE - III A (I)	
2	MANPOWER COST- PROVIDING MAINTENANCE,HOUSE-KEEPING,MESS AND CATERING SERVICES (Subject to Minimum wages act as detailed in Annexure IV of Financial Bid)	FINANCIAL BID ANNEXURE – IV (II)	
3	MAINTENANCE AND HOUSE-KEEPING (OTHER THAN MANPOWER COST)	FINANCIAL BID ANNEXURE – V (III)	
	Total Monthly Charges (For Deciding The L1) I + II +III		

***It is notional, however amount will be paid as per actual no. of persons**

Total Monthly Charges (For Deciding The L1)

..... (in words)

Dated : Signature of Contractor

Name, Address & Seal of Firm

Seal and Signature of tenderer

ANNEXURE-VI

PROFORMA

State Bank of India, Guest-House /SBILD

(To be filled by the Bank's Executives/ Officials staying in Guest-House on official duty)

i.	Name of Bank's Executive:	
ii.	Designation	:
iii.	Place of Posting	:
iv.	Total Number of days	
	Stayed in guest-house	
	Pl. specify dates	:
v.	Availed food package	: Yes / No

Certified that I was on official duty during the stay in the Bank's above guest house.

Dated : Signature

(To be filled by the Contractor for claiming reimbursement of the amount for providing food package to the Bank's Executive/ Official)

Received a sum of Rs._____ from Shri_____

towards serving of food package as above. Please reimburse me a sum of Rs._____.

Signature of Contractor with seal

VERIFICATION REPORT

(in respect of various electronic, furniture and sanitary items provided in the learning centre and guest-house to be submitted by the supervisor to Director, SBILD, Jaipur on weekly basis, i.e., every Monday)

Items	CFLs	Fans Tube Lights Fridge TV AC Electrical Kettle Iron Double Bed Bed Sheet / Blankets Mattresses Rugs Tables/Charis Curtains Taps System etc. Buckets etc. Mirror Other items Room	No.
	Drawing Room Reception Room		
Basement			
Staircases			
Common Areas			

Date:

**DETAILS OF AREA MEASUREMENT FOR SWEEPING, CLEANING, DUSTING/
GARDENING/CLEANING & BROOMING**

SWEEPING DUSTING	CLEANING &	
1. Faculty room & Old Lab		i = 25'x50'=1250'x2=2500sqft.
Corridor connecting admin block to hostel (Ground and First floor)		ii = 13'146'=1898Sq.ft.
		iii = 6'x40' =240 Sq.ft.
Stair Area admin block		iv= 30'x15'=450sqft
Second floor corridor		v = 37'x45'=1665Sq.ft.
Area of four rooms at second floor		Vi=4x225 =900sqft

2. Kitchen /Dining Hall Area	= 70'x90' = 6300 Sq.ft.		
Store room	= 20'x20' = 400 Sq.ft.		
Total Area	=6700 Sq.ft.	6700	Sq. Ft.
3. Hostel Covered Area	= 22'x150'=3300sqft.		
Two G.F. & F.F. Floor Area	= 2 x 6534 = 13068 Sq.ft.	13068	Sq. Ft.
4. Admin Block Covered Area	i = 6969.75'x2=13939.50 Sq.ft.		
ATM at Gate	ii =20'x20=400 Sq.ft.		
Library + Reception	iii = 42'x90'=3780sqft.		
Admin Block Covered Area+ Library + Reception	= 18119.50	18119.50	Sq. Ft.
GRAND TOTAL FOR SWEEPING, CLEANING & DUSTING		45540.50	Sq. Ft.
GARDENING AREA			
Garden Area (Main garden in front of admin block0	100"x90" = 9000 Sq.ft.	9000	Sq. Ft.
Hostel Back side area	210'x100' =210000	21000	Sq. Ft.
Near Kitchen Garden area	i 1816.87 sqft	1816.87	Sq. Ft.
	ii 437.75 sqft	437.75	Sq. Ft.
Kitchen backside Garden	4200 sqft	4200	Sq. Ft.
GRAND TOTAL FOR Gardening		36454.62	Sq. Ft.
Cleaning & Brooming Area			
Gate to reception path way	= 4686 Sq.ft.-350sqft (fountain)	4366 sqft	Sq. Ft.
Roof area admn block	=10000 Sq.ft.	10000 sqft	Sq. Ft.
Roof area Third floor	i = 2565 Sq.ft.	2565 sqft	Sq. Ft.
Side passage path way fount and back	ii = 4000 sqft	4000 sqft	Sq. Ft.
Kitchen Back Side open area	= 520Sq.ft.	520.00 sqft	Sq. Ft.
backside path way tile	2400 sqft	2400 sqft	Sq. Ft.
Roof over hostel and GYM	=13650 sqft	13650 sqft	Sq.

				Ft.
Fountain –cleaning and maint:	350 sqft		350 sqft	Sq. Ft.
Kitchen and Hostel center path way	840 sqft		840 sqft	Sq. Ft.
Maint of e-waste park area	1500 sqft		1500 sqft	Sq. Ft.
GRAND TOTAL FOR CLEANING & BROOMING AREA			40161	Sq. Ft.

Other Areas :

1.Two sides of outside perimeter of SBILD (Front and right side) is to be broomed on regular basis.

2Presently Badminton and volleyball courts are proposed there in this area ,if this total area ie approximately 10000 sqft is covered for gardening then the same rate to be finalized for other gardening area (cost of cleaning and brooming of this area will be deducted).

3Any other cleaning / brooming /dusting of above mentioned areas is to be done as and when required as per the decision of Director officer in charge of SBILD

Signature of Contractor with seal