TENDER DOCUMENTS

FOR

ANNUAL MAINTENANCE CONTRACT OF SERVICES- BOTH PREVENTIVE & BREAKDOWN / REPAIR OF ELECTRO-MECHANICAL INSTALLATIONS AT SBI OFFICERS RESIDENTIAL COMPLEX AT
(A) G BLOCK, EAST OF KAILASH, ASIAD VILLAGE, GREEN PARK & VASANT KUNJ FLATS
(B) RAJOURI GARDEN, PUNJABI BAGH & NARELA, NEW DELHI/DELHI/NCR AREA.
Notice Inviting Tender

NIT No: DEL201911045     DATE: 27.11.2019

SBI Infra Management Solutions Pvt. Ltd. on behalf of State Bank of India invites online tenders from the Bank’s Empanelled Contractors in Delhi Circle for the category “List Of Contractors For Electrical Maintenance Work from Bank’s empanelled AMC vendors” for the Annual Maintenance Contract- Both Preventive & Breakdown / Repair of Electro-Mechanical Installations at SBI Officers Residential Complex at (A) G - Block, East of Kailash, Asiad Village, Green Park & Vasant Kunj Flats (B) Rajouri Garden, Punjabi Bagh & Narela Flats

Details of tenders are as under:

1. Name of Work : Annual Maintenance Contract- Both Preventive & Breakdown / Repair of Electro-Mechanical Installations at SBI Officers Residential Complex at (A) G - Block, East of Kailash, Asiad Village, Green Park & Vasant Kunj Flats (B) Rajouri Garden, Punjabi Bagh & Narela

2. Time allowed for completion : As specified in tender

3. Earnest Money Deposit : Rs. 30,000/- (Rupees Thirty Thousand only) by crossed Bank Draft / Banker’s Cheque drawn in favour of State Bank of India, New Delhi (to be enclosed in sealed envelope as a part of Technical Bid).

4. Estimated Cost : Annual Manpower Cost=Rs. 25,85,688/- (Rupees Twenty Five Lacs Eighty Five Thousand Six Hundred and Eighty Eight only)
Annual Management Fees=Rs. 3,87,853/- (Rupees Three Lacs Eighty Seven Thousand Eight Hundred and Fifty Three only)

5. Tender Processing Fee will be accepted till 09/12/2019. : A non-refundable amount of Rs. 3,000/- (Rupees Three Thousand only) to be deposited online through SB Collect https://www.onlinesbi.com the procedure is detailed in NIT subsequent pages. Online Generated Receipt of the Tender Fee should be enclosed in the envelope.

6. Pre- Bid Meeting : N/a.

7. Last date and time of receipt of Tenders : 10/12/2019 up to 3.00 p.m.

8. Address at which the Tenders are to be submitted : Technical Bid: to be submitted in hard copy at SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD. 5th Floor, D- Block, 11, Parliament Street, New Delhi- 110001.

Price Bid: Price Bid to be uploaded online www.tenderwizard.com/SBIETENDER
9. Date and time of opening of Tenders: **10/12/2019 at 3.30 p.m.**

10. Place of opening Tenders: SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD. 5th Floor, D- Block, 11, Parliament Street, New Delhi- 110001.

11. Defects Liability Period: NA

12. Validity of Offer: 90 days from the date of opening the Tenders.

13. Liquidated Damages: As specified in the tender

14. Security Deposit to be submitted by L1 vendor: 5% of the total contract value of one year 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.

15. Additional security deposit: If the difference of L-1 tender amount and estimated amount is more than 10%, the L-1 bidder has to submit refundable additional security deposit equal to the difference amount by Demand Draft / Joint STDR with Bank.

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

1) Envelope shall contain **Form A**, Earnest Money Deposit, Online Receipt of Tender Processing Fee and documents as per Annexure I. This envelope shall be endorsed on the outside face as under:

"Annual Maintenance Contract- Both Preventive & Breakdown / Repair of Electro-Mechanical Installations at SBI Officers Residential Complex at

A. G BLOCK, EAST OF KAILASH, ASIAD VILLAGE, GREEN PARK & VASANT KUNJ FLATS

B. RAJOURI GARDEN, PUNJABI BAGH & NARELA"

Tenders without Earnest Money Deposit or Tender Processing Fee shall be rejected.

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.

State Bank of India has the right to accept / reject any or all tenders without assigning any reasons.

For any other queries the vendors may contact G C Upreti (CM Electrical) on mobile no. 8795824328.

SBI Infra Management Solutions Pvt. Ltd. (SBIIMS)
Annexure: I

Documents to be submitted in the **Technical bid** are as under:

a) Whole Tender document duly filled in and signed and stamped by the authorized representative.

b) Earnest Money Deposit: EMD in the form of DD/Banker’s cheque as mentioned in the NIT.

c) Online Receipt of Processing Fee of Tender Document to be paid through SB collect via https://www.onlinesbi.com as per the procedure detailed above.

d) Copy of the Valid Electrical Contractor License to be submitted applicable to Delhi issued by appropriate government authority.

e) Experience and academic certificates as per Annexure- E (can be submitted after the tender process on becoming L1, within 15 days of award of work/Letter of acceptance by SBI/SBIIMS.)
## FORM - A

### AGENCY / FIRM / COMPANY PROFILE

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Required Information</th>
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<tbody>
<tr>
<td>1</td>
<td>Name and registered address of the agency/firm/company</td>
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<tr>
<td>2</td>
<td>Name, designation, and telephone nos. of the contact person / persons. Mob No. Fax No. E-mail id</td>
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| 3      | Statutory details (Photocopies to be attached & uploaded on the site)  
- Registration number under the Contract Labour Act.  
- Registration number under Labour Welfare Act.  
- PAN No.  
- EPF - Registration number  
- ESI – Registration number  
- GST – Registration number  
- Any other registration certificate required to comply with all the relevant laws prescribed for the services to be rendered. |
NAME & SCOPE OF WORK

The Operation & Maintenance Services-Both Preventive & Breakdown/ Repair of Electro-Mechanical Installations, maintenance and operational service for all electrical installations, liaising with NDMC/other Power supply companies for smoothing power supply and any other works relating to Electrical Installation and looked after by the Electrical Engineer posted at SBI P&E, LHO, Sansad Marg, New Delhi. The brief description of works to be carried out is as detailed below:

1. Maintenance and Operational services of All L.T. Distribution Boards (All PDB’S, UPS DB’S LDB’S, Outdoor feeder pillars for lighting and powers, etc.)
2. Maintenance and Operational services Capacitor Bank’s panels.
3. Liaison with NDMC for shutdown/restoration of Power Supply for break down / preventive maintenance work for which no extra charges are payable.
4. Maintenance and Operational services of All Breakers / Panels and their protective devices like Relays (OC/ Earth Faults/other), Annunciators, Closing/Tripping Circuits, Batteries, Chargers etc are to be checked and tested with the help of Competent experienced Engineer once in six months (Starts within the first month from the date of Letter of Award.) during Sunday/Holiday.
5. Maintenance and Operational services of External / internal electrical installations of whole SBI OFFICERS RESIDENTIAL COMPLEX AT
   (A) --- G BLOCK, EAST OF KAILASH, ASIAD VILLAGE, GREEN PARK & VASANT KUNJ FLATS
   (B) RAJOURI GARDEN, PUNJABI BAGH & NARELA.
6. Street Lights, Common area lightings, cables, wires, outgoing power supply cables.
7. Operation & maintenance of sound operation system installed.
8. Maintenance and Operational services any other electrical installations looked after by Electrical engineer posted at LHO for above complex, SBI, LHO, Complex, 11, Sansad Marg, New Delhi.
9. Maintenance of Earthing Pits and connections in whole for above all complex/Flats.
10. Maintenance of Pump Sets & its starters if any.

Any other electro-mechanical works in the above stated locations as directed by P&E Department, LHO, New Delhi.
TERMS & CONDITIONS

In case of a tie between one and more vendors, the L1 vendor will be decided by the lucky draw that will be conducted in presence of L1 vendors and the committee members of SBIIMS. The decision of SBIIMS/SBI will be final and binding on the contractor in this regard.

1. The contractor shall carry out preventive maintenance, checks as per CPWD specification, (internal), (external), respective trade practice and maintenance instruction manuals for installation and also as per the additional specifications attached, in respect of substation, the maintenance is to be carried out as per instructions of Engineer-In-charge and CPWD specification for substation, with up-to-date amendment.

2. The contractor shall carry out the following apart from day to day operation of the installed equipments and the appropriate entries shall be recorded in the proper register. Nothing-extra payment shall be paid for such work.
   a) Clean the contact point of All the switch gears, Circuit Breakers, starters, contractors and relays of L.T & AMF Panels etc. (as applicable) with the help of CTC liquid every three months.
   b) Examine the cracks & deposits on brushing including cleaning in every three months.
   c) Proper preventive maintenance of electrical installation as details given below: -
      i) Earth Test – once in a year.
      ii) Insulation Test – one in six months.
      iii) Cleaning of electrical installations – once in three months.
      iv) Replacement of materials either consumable or non consumable.
      v) Periodic operation of valves, switch gears and starters etc.
      vi) Cleaning of electrical installations including housekeeping of Electrical Panel Rooms, UPS Rooms.
      vii) Replacement of materials such as parts, accessories, fixture, equipment, switchgears, lamps, HRC fuses etc. (These materials being supplied by the department free of cost).
      viii) The contractor is required to render service through his skilled staff, tools/safety measures etc. to operate and efficiently maintain the installations / equipments.

3. All the materials required for carrying out operation and day-to-day maintenance services (like cotton waste, duster, insulation tape, battery water, soaps, grease, fuse wires, CTC liquid, discharges resistance rod for capacitors, etc.) will be supplied by the contractor.

4. The contractor shall take over the electrical and mechanical installation before commencement of the work and hand over the same as the time of completion of contract in original condition. However, normal wear and tear will not be the responsibility of the contractor.
5. The contractor will assess the requirement of materials for preventive maintenance and breakdowns and intimate the Bank in advance for procurement of materials by the Bank.

6. The contractor or his representatives shall return all the dismantled materials to the Bank.

7. The operation and maintenance services will be for 24 hours a day including holidays.

8. The contractor shall arrange adequate relief staff for weekly rest days and holidays.

9. The contract shall initially be for a one year period. The contract may be renewed for further two years period, one year at a time, unless the parties decide otherwise (at the discretion of the Bank only) the renewals will take place by giving notice in writing by the contractor of its intentions to renew this agreement at least 3 month in advance to the Bank. In case the service of the contractor is not found satisfactory, Bank may terminate the contract after giving one month’s notice.

10. The L1 contractor has to deposit 5% of the total contract value as security deposit in the form of in the form of FDR in joint name for the entire period of contract. First name will be SBI and will be discharged in favour of Bank by the contractor. The EMD with quotation shall be released thereafter.

11. SBIIMS/SBI reserves the right to reject any or all the tenders / quotations without assigning any reason.

12. In case of absence / leave/ weekly off staff suitable alternate arrangement shall be made by the contractor failing which heavy penalty @ 500.00 per person per day will be imposed. Similarly, the detection of proxy attendance of menial or unskilled staff shall attract similar penalty / cancellation of contract.

13. The skill staffs engaged by the Contractor shall possess necessary valid wireman / supervisory License as per relevant rules of the government. The contractor should have necessary license, contract labour (Regulation & Abolition) Act or any other relevant law registration with appropriate government Department, Provident Fund Department, and should follow all labour laws prevalent on date. Copies of all certificate(s) shall have to be deposited with tender.

14. All statutory deductions, as prevalent on date and as per rules, shall be deducted at source from all bills.

15. Irrespective of the fact, whether the Minimum Wages Act is applicable or not. The payment of the labour charges to the laborers, skilled or unskilled by the contractor shall be made as per the notification issued from time to time by the Government under the Minimum Wages Act.

16. The liability of the contractor, if any, under various laws is emphasized, in case the Bank suffers in any manner due to non-compliance of any law on the part of the contractor, the contractor shall indemnify the Bank in all respects and the number of contract laborers for all disciplines should not exceed twenty.

17. That the contractor shall be responsible for the behavior of the workers engaged / appointment by him. In case any such worker misbehaves with any staff then
the Bank can direct the contractor to remove such worker from the Bank's Complex and Bank shall be within its right to forbid the entry of such workman or any other person there being and on behalf of the contractor, in the residential Complex in question.

18. In case the contractor or any their employee fails to fulfill their obligations for any day or any number of days/weeks to the satisfaction of the bank, for any reason whatsoever, they shall pay liquidated damages up to sum of 0.5% of the contract value or Rs.10,000.00 per week whichever is higher for the entire number of such days and the bank shall without prejudice to their other right and remedies, be entitled to deduct such damages from the money, if any payable to the contractor. The amount will be calculated on proportionate basis if the delay is for less than a week as per the sum specified.

19. Complaint registers, demand register, workman’s diaries, log book for DG Sets, Transformer, PVVNL Supply, Battery unit, periodical inspection books, insulation and earth test register on CPWD format, log books/registers shall be provided by the contractor at his cost.

20. The CONTRACTOR shall carry out preventive maintenance/checks as per program given by the Bank’s engineer or as per CPWD specifications of respective trade practice and maintenance instruction.

21. Normally information of break down faults, defects etc. noticed by the contractor shall be recorded by them and action be initiated immediately. It should also be brought to the notice of the Bank.

22. The CONTRACTOR shall have required number of caution boards such as 'Man on line'. Don't switch on" for displaying on the controlling switch gears, while undergoing repair work.

23. The CONTRACTOR will follow all electricity safety rules as per tender documents and also required safety precautions while doing work on the equipments.

24. Local security rules shall be observed and followed by the Contractor and his staff.

25. It will be responsibility of contractor to keep the electrical installation, substation, Transformers, switchgear and meter room neat and clean.

26. The CONTRACTOR shall maintain the trip supply battery unit as per the recommendation of battery manufacturers. The surface of batteries shall be maintained clean and dry. The contractors shall make required entries in the logbook for recording specific gravity of electrolyte in each cell. DV voltage per cell and final output DC voltage of battery bank.

27. The CONTRACTOR shall arrange to render efficient service as outlined in these specifications. In case he fails to maintain the satisfactory service and if the Bank and the department have to incur any expenditure to maintain the installation by alternate arrangement, the expenditure thus will be recovered from the contractor.

28. The CONTRACTOR shall be responsible for any damage due to negligence of his staff and shall have to make good such damages to its original shape and description as when breakage etc. is notice or taken.
29. The bank reserves its right to discontinue the contract at any time without assigning any reason.

30. The payment will be made monthly on written request after the receipt of satisfactory service rendering certificate from the concerned officials.

31. Besides the above mentioned works, the contractor will look after the following works also:

   a) To maintain complaint register, log books, demand register, earth testing and insulation record register etc.

   b) To replace material such as LED Bulbs, LED Down lighters, LED tubes other LED Fixtures, fluorescent tubes, lamps, chokes, starters, holders, HRC fuse links, MCB's, isolators, switches, sockets, cable connections & terminations, cable laying etc. (Materials shall be supplied by the Bank).

   c) To attend all complaints / works promptly given by the concerned officer of P&E or any other officer authorized by Bank or the occupant of the society.

   d) To give proper account of materials issued by the Bank.

   e) To switch on / off the compound and street light, floors light and ceiling (space frame) lights as per time schedules given by the Department.

   f) All minor repairs, adjustment of relays, timer etc.

   g) To ensure cleanliness in the electrical shafts of the Blocks and also to ensure that inflammable substances are not stored in them.

32. No advance payment of any kind shall be made.

33. The CONTRACTOR shall employ qualified / trained persons for operation & maintenance of electrical installation and shall be fully responsible to obtain such licenses for taking up the above work as are prescribed by the state/local bodies / CPWD both for execution and operation staff. They shall also be responsible for any periodic statutory inspections to be carried out on the equipments, rectification of defects pointed out during such inspections etc.

34. The contract can be terminated by the Assistant General Manager (P&E) without assigning any reasons by giving a notice period of 30 days at any time during the period of contract. No claim for any compensation will however be entertained due to such termination prior to the expiry of stipulated period of contract.

35. In case of any accident during the operation and maintenance of the equipments, Electrical Installations and related works, leading to injuries / damages to human beings / equipment, the contractor will settle all claims and indemnify the department against any claims arising out of such accident consequent damages to other system will however be not recoverable from the contractor.

36. The fair wages will be paid by the contractor to the staff as per the prevailing central/state govt. Labour Laws in force and as may be amended from time to time during this contract and nothing extra shall be paid by the Bank in this regard P.F. ESIC, Bonus etc. as per prevailing Labour Laws will be paid by the contractor.

37. The CONTRACTOR will provide technical advices for proper maintenance of the system and their safety when it is sought by the department.
38. In case of absence of staff, suitable alternate arrangement shall be made by the contractor. In case of absence of such arrangement pro-data deduction shall be made from the contract amount and heavy penalty may be imposed.

39. The CONTRACTOR shall visit the premises before quoting.

40. As per terms of the contract, extra manpower will have to be procured/ provided by the contractor as and when required and nothing extra for about shall be paid by us for the same. No overtime shall be paid.

41. The CONTRACTOR shall obtain adequate insurance policy in respect of his workmen to be engaged for the work towards meeting the liability of compensation arising out of death / injury / disablement at work etc.

42. The CONTRACTOR shall provide two sets of uniform including shoes for summer and in winter one set of woolen sweater to his employees at its own cost as per approved colour and specification of the Bank and ensure their cleanliness and use. Identity cards shall be issued by you to all your employees and they will wear it in the Bank premises.

43. The CONTRACTOR / Contractor's engineer shall visit the site / office in a week and also as and when required. Please note that no residential accommodation shall be provided by the Bank.

44. The Contractor will have to agree for the lowest / approved rates for miscellaneous electrical job to be executed at the site.

45. The contractor must have registration No. of PF, ESI and Code No. in this regard must be allotted them.

46. The contractor shall take over the electrical and mechanical. Installation before commencement of the work and hand over the same at the time of completion of contract in original conditions. However, normal wear and tear will not be the responsibility of the contractor.

47. The scope of work includes the watch and ward of the installations / equipments installed in the complex and no extra payment shall be made by the department.

48. The work also includes the maintenance and check of earthing sets and earth connections as per CPWD Electrical specifications with up-to-date amendment.

49. The contractor shall follow CPWD safety rules as well as safety precautions while doing work on the equipments.

50. Local security rules shall be observed and followed by the contractor and his staff.

51. It will be responsibility of contractor to keep the electrical installations neat and clean on all days.

52. All the taxes which the Bank may be liable to deduct or called upon to so deduct, during the currency of the arrangement which are liable to be payable by the contractor and paid to the respective Government Departments or authorities as may be required under law and the contractor shall have no claim against the Bank in respect of any or all such payments.

53. The contractor should possess, for the entire duration of these licenses and registrations as may be required under any law and shall be responsible to
register himself and obtain a valid license under Contract Labour (Regulation and Abolition) Act 1970 and rules there under. The contractor shall comply with all rules and regulations in force under the said Act and rules. The contractor shall comply with all applicable laws, rules and regulations relating to Provident Fund, Payment of Bonus, Minimum wages or any Statutory / Regulatory requirements. Any dispute regarding such dues shall and be settled by the contractor.

54. The contractor shall in terms of the provisions of Sections 16, 17 and 18 of the Contract Labour (Regulation & Abolition) Act 1970 and the rules under the said act provide the prescribed amenities to its personnel. In case of failure of the contractor in complying with the said provisions, the Bank may provide the same when called upon to do so by the Competent Authorities and deduct the expenses incurred thereof from the bills of the contractor without prejudice to its other rights and remedies under these presents. The contractor shall be responsible for proper maintenance of all the registers. Records and accounts so far these relate to the compliance of any and all statutory provisions / obligations.

55. In terms of the provisions of the aforesaid Contract Labour (Regulation & Abolition) Act, 1970 and Rules 72 and 73 of the rules framed there under; in case the same are applicable to the contractor, the contractor shall disburse the minimum wages payable to the personnel only in the presence of the Authorized Representative of the Bank and shall obtain due certification to that effect from the said Authorized Representative of the Bank. Any violation of the aforesaid provisions of the law will entail forthwith termination of the contract in addition to such penal consequences as may be attended with under these presents.

56. 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 at its discretion but without prejudice to its other rights and remedies terminate this contract.

57. The contractor shall be responsible for any loss due to theft / pilferage and/or damage to the Bank's property, when such image is, in the opinion of the Bank, caused due to negligence, carelessness or any fault on the part of the Contractor or his Workmen / employees engaged for the services. The contractor shall ensure that the character and antecedents of the personnel engaged by him are duly verified before such engagement.

58. If during the currency of the Contract, any Statute, rules / Govt. notifications prohibits employment of Contract Labour for the services envisaged under this agreement or otherwise, the contract shall come to an end forthwith and no compensation shall be payable to the contractor or his workmen / employees.

59. Local Laws, Acts, Regulations. The contractor shall strictly adhere to all prevailing labour laws inclusive of contract labour (regulation and abolition act of 1970) and other safety regulations. The contractor shall comply with the provision of all labour legislation including the latest requirements of all the Acts, laws, any other regulations that are applicable to the execution of the project.

- Minimum Wages Act, 1948 (Amended)
- Payment of Wages Act 1936 (Amended)
- Workmen's Compensation Act 1923 (Amended)
• Contract Labour Regulation and Abolition Act 1970 and Central Rules 1971 (Amended)
• Apprentice Act 1961 (Amended)
• Industrial Employment (Standing Order) Act 1946 (Amended)
• Personal Injuries (Compensation Insurance) Act 1963 and any other modifications
• Employees’ Provident Fund and Miscellaneous Provisions Act 1952 and amendment thereof
• Shop and Establishment Act
• Any other Act or enactment relating thereto and rules framed there under from time to time.

60. Any indulgence, forbearance or waiver, granted or shown or made on the part of the Bank will not prejudice its rights under the contract.

61. The following measuring instruments/ equipments and tools in good working condition must be available at site/ with the Electricians and other equipments shall be brought by the CONTRACTOR as and when required at their cost (If any).

Name of Equipments (Reputed Makes only):

a. Digital Multifunction Meter  
b. Megger 1000V (Digital/Analog)  
c. Digital Clamp Meter  
d. Electric Drill Machine  
e. HV Tester/ Testing Equipment (Must bring as when required/ asked for)

Name of tools (Reputed Makes only)

a. Screwdriver cum Tester Sets  
b. Screwdriver Sets  
c. Pliers  
d. Hacksaw Blades  
e. Chisels  
f. Hammers  
g. Crimping Tools up to 500 Sq.mm suitable for crimping up to 500Sq.mm  
h. Aluminum alloy Ladders of suitable height,  
i. Hand Gloves up to 11KV withstand – 2 pairs and  
j. All other tools required for carrying out day to day job smoothly.

• Annexure : Other details in enclosed annexure A, B, C, D,E
GENERAL TERMS AND CONDITIONS

1. The SBI however still reserves the right to terminate the said contract at any time on the ground of unsatisfactory services rendered by the agency or without assigning any reasons. SBI will be the sole judge in this regard.
2. On termination of the contract, the Contractor shall discontinue the use of the premises and handover peaceful possession of the Bank’s premises together with its fixtures and articles therein in good condition.
3. The contractor shall have valid electrical contractor’s license having permission for operation & Maintenance of electrical installations in Delhi.
4. The Contractor shall not be allowed to carry away any material/item out of the residential campus without the permission of the Bank’s authorized representative.
5. The Contractor shall be given a suitable place during the contract period to maintain its office as well as for storing the material required to provide the services to the Bank as per the contract. The place so provided should be used only for the performance of the duties and not for any other purpose.
6. The Contractor shall have no tenancy rights on the space provided. The space provided shall have to be vacated immediately on expiry/termination of the contract. Contractor should hand over the vacant space and peaceful possession of the space provided.
7. The successful tender will have to make an agreement with SBI on terms and conditions of the contract on non-judicial stamp paper, the cost of which will be borne by the contracting agency/firm/company. The format of Agreement will be provided by SBI.
8. The Contractor shall cooperate with the other Contractors working in the Bank’s campus.
10. The Contractor will have to maintain registers / records as mentioned below as required under the provisions of various Acts and complete the formalities prescribed there under. The Bank shall not be responsible in any way for any breach of these rules and regulations by the Contractor. The contract is liable to be terminated if breach of rules and regulation is found after the award of contract.
11. The attendance muster cum wages register of persons engaged during the month should be duly signed by the individual employees and countersigned by the representative of the Contractor and SBI.
12. All employees have to be paid wages, special allowance and other allowances at rates, not lesser than the minimum rates prescribed by the Government under relevant rules.
13. All the employees have to be extended coverage of PF/EPF as per the eligibility under PF act.
14. Appropriate deductions are to be made towards coverage of PF/EPF as per the eligibility under PF act.
15. Appropriate deductions are to be made towards Professional Tax and Income
15. Tax from the salary wages paid and remitted to concerned authorities if any.

16. All deductions are affected from the salary / wages as per the provision of the Payment of Wages Act.

17. The following registers are required under provisions of various Acts and to be maintained up to date in the prescribed format, kept available in the premises of the residential colonies for inspection of any statutory authority, on demand for example, Register of Persons Employed, Muster Roll, Register of Wages, Register of Deduction, Register of OT, Register of Fines, Register of Advances etc.

18. The licence under the provisions of Contract Labour (R&A) Act have to be obtained / renewed and kept operative. The half-yearly/yearly returns are to be submitted in time, to the authority as per rules.

19. The workmen engaged by the Contractor shall not have any right/claim over the various facilities enjoyed by the Bank's staff members.

20. All the workmen employed by the Contractor should be well mannered and should be in proper uniform.

21. The workmen employed by the Contractor attending work of the Bank under the contract must have highest standard of honesty.

22. A complete list of the workmen engaged by the Contractor together with the detailed bio data and latest photograph should be submitted to the Bank by the Contractor (As per Annexure III). Any changes should be informed to the Bank immediately.

23. The Contractor shall issue proper identity cards with latest photograph to his workmen.

24. The Bank reserves the right to reject any particular workman placed/employed, under the contract in the Bank's premises.

25. In case of lapse on part of the workmen of the Contractor, the Contractor should take corrective disciplinary action against such workmen. In case the Contractor fails to take any action against the defaulter, the Bank reserves its right to take any suitable/legal action against the Contractor.

26. The information regarding the monthly payment of wages, statutory benefits etc., paid to the workmen shall be submitted by the Contractor to the Bank in the prescribed form along with the monthly bill.

27. The payment of the service charges for the services rendered will be made on monthly basis by RTGS only.

28. While making payment of the service charges, the Bank will make the following deductions:
   a) The income tax deduction at source as per the Government regulations.
   b) The amount equivalent to any damage/loss etc. done by the workmen employed by the Contractor to carry on the job at SBI.
   c) Any other charges, fines, penalties and such other deductions.
   d) Any other claims made by the employees of the Contractor against the SBI

29. The Contractor shall be responsible for the safety of his workmen and should follow all rules and regulations pertaining thereto. In case of any damage to property or persons, the Contractor shall be responsible and should take out necessary personal insurance policies for this purpose. Contractor should
indemnify SBI for any claims, legal proceedings, etc arising from the above. The necessary licences etc., as per contract labour law shall be obtained by Contractor.

30. In case of any dispute arising regarding the job contract including the interpretation or the scope or working thereof, the decision of the Vice President, SBIIMS, Delhi Circle shall be final and binding on the Contractor.

31. Contractors are advised to inspect and examine the site and make all investigations the extent of work, scope and conditions under which the works are to be executed. No claim for any extra payment of any kind on account of lack of information about the site conditions shall be entertained after acceptance of the tender.

32. The Contractor shall obtain adequate insurance policy as per the Govt of India/State Government guidelines applicable in this regard in respect of the workman to be engaged for the work, towards meeting the liability of compensation arising out of death/injury/disablement at work etc.

33. The rates quoted by the Contractor in the tender shall be deemed to have taken into account all the conditions mentioned above. The Contractor shall visit the premises before quoting.

34. The bank is at liberty to impose suitable penalty and deduct the same either from the bills submitted by the contractor or at its discretion from the Security deposit for any damage caused to bank’s property by the contractor or for unsatisfactory work.

35. The contractor shall while maintaining or repairing the electrical items, equipments/Electrical Installations and other development works at the aforesaid complex only for the aforesaid maintenance and repair purposes, use the aforesaid and not to any other purpose and any violation or breach of this condition shall make the contractor liable for all the losses and of damages suffered or may be suffered by the bank in addition to pecuniary liability for all the consequences, besides forfeiture of the security deposit.

36. The contractor shall keep switches, switchgears, electrical apparatus, DBs, wirings, switch boards, light fan, power points etc whatsoever nature in good, substantial and proper working order and condition while carrying out the maintenance and repairs operations of the aforesaid work and shall not come cause any damage or destruction to the aforesaid fixtures and fittings and material and contractor expressly undertake to indemnity and keep the bank indemnified from all monitory losses, Legal actions proceedings suffered by the bank and pay all the costs charges of expenses and whatsoever nature immediately on demand by the bank.

37. The contractor specifically agree for the safe custody and storage of the various materials supplied to him by the bank and shall indemnify the bank for all the losses in the event of any theft, robbery, dacoity, fire or civic circumstances and will not allow any free access to any person who is not acceptable to the bank.

38. Permits and licences required for the execution of the work shall be obtained by the contractor at his own expenses. The contractor shall give notices and comply with the regulations, laws, and ordinances rules, applicable to the contractor. If the contractor observes any discrepancy between the drawings and specifications, he shall promptly notify the SBI in writing under intimation of the
Architect/Consultant. If the contractor performs any act which is against the law, rules and regulations he shall meet all the costs arising there from and shall indemnify the SBI any legal actions arising there from.

39. The contractor shall immediately on occurrence of any accident at or about the site or in connection with the execution of the work report such accident to the Architect/Consultant/Bank. The contractor shall also report immediately to the competent authority whenever such report is required to be lodged by the law and take appropriate actions thereof.

40. The successful tenderer shall be bound to implement the contract by signing an agreement and conditions of contract attached herewith within 15 days from the receipt of intimation of acceptance of his tender by the Bank, at his own cost. However, the written acceptance of the tender by the Bank will constitute a binding agreement between the Bank and successful tenderer whether such formal agreement is subsequently entered into or not.

41. **CONDITIONAL TENDER OR INCOMPLETE TENDER SHALL BE SUMMARILY REJECTED**

Seal & Signature of Contractor
Date:
The Safety Code has to be observed by the Contractor as under:-

1. These shall be maintained in a readily accessible place - first aid appliances including adequate supply of sterilizers, dressings and cotton wool.
2. The injured person shall be taken to a public hospital without loss of time in case where the injury necessitates hospitalization.
3. Suitable and strong scaffold should be provided for workmen for all works that cannot safely be done from ground.
4. No portable single ladder shall be over 8 metres in length. The width between the side falls shall not be less than 30cms (clear) and the distance between two adjacent rungs shall not be more than 30 cms. When a ladder is used, an extra helper shall be engaged for holding the ladder.
5. Every opening in the floor of a building or in a working platform shall be provided with suitable means to prevent the fall of persons or materials by providing suitable fences or railing minimum height of which shall be one meter.
6. No floor, roof or other parts of the structure shall be loaded with rubbish or materials as to render it unsafe.
7. Suitable facemasks should be supplied for use by the workers, when the paint is applied in the form of spray or surface having lead paint dry rubbed and scrapped.
8. Ropes used in hoisting or lowering material or as a means of suspension should be of durable quality adequate enough and free from defects.
9. The contractor will ensure that all types of safety measures as advised by Government are taken care of during the performance of work.
10. All personnel at site should be provided with Helmets and Safety Boots with some Identification Mark. Visitors also should be provided with Helmets. It should be ensured that these are used properly.
11. First Aid Box should be kept at site with all requisite materials.
12. No one should be allowed to inspect / work at a height without Safety Belt.
13. Suitable scaffolds should be provided for workmen for all Works that cannot safely be done from the ground, or from solid construction except such short period Work as can be done safely from ladders. When a ladder is used an extra Helper shall be engaged for holding the ladder and if the ladder is used for carrying materials as well as suitable footholds and handholds shall be provided on the lad-
der and the ladder shall be given an inclination not steeper than ¼ to 1 (¼ horizontal and 1 vertical).

14. Scaffolding or staging more than 3.5 meters above the ground or floors, swung or suspended from an overhead support or erected with stationary support shall have a guard rail properly attached, bolted, braced and otherwise secured at least 1 Meter high above the floor or platform of such scaffolding or staging and extending along the entire length of the outside and ends thereof with only such openings as may be necessary for the delivery of materials. Such scaffolding or staging shall be so fastened as to prevent it from swaying from the building or structure.

15. Working platforms, Gangways, and Stairways should be so constructed that they do not sag unduly or unequally, and if the height of the platform or the Gangway or the Stairway is more than 3-5 Meters above ground level or floor level they should be closely boarded, should have adequate width and should be suitably fenced, as described.

16. Every opening in the floor of a building or in a working platform be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be 1 Meter.

17. Safe means of access shall be provided to all working platforms and other working places. Every ladder shall be securely fixed. No portable single ladder shall be over 9 Meters in length while the width between side rails in rung ladder shall in no case be less than 30cms for ladder upto and including Meters in length. For longer ladders this width should be increased at least 6mm for each additional 30 cms. Uniform step spacing shall not exceed 30 cms.

18. Adequate precautions shall be taken to prevent danger from electrical equipments. For electrical on line works gloves, rubber mats, and rubber shoes shall be used.

19. All trenches 1.2 Meters or more in depth shall at all times be supplied with at least one ladder for each 30 Meters length or fraction thereof. Ladder shall be extended from bottom of the trench to at least 1 Meter above the surface of the ground. The sides of the trenches, which are 1.5 Meters or more in depth shall be stepped back to give suitable slope, or securely held by timber bracing, so as to avoid the danger of sides collapsing. The excavated materials shall not be placed within 1.5 Meters of the edge of the trench or half of the depth of the trench whichever is more cuttings shall be done from top to bottom. Under no circumstances undermining or under cutting shall be done.

Before any demolition work is commenced and also during the process of the work :-

1. All roads and open areas adjacent to the Work Site shall either be closed or suitably protected;
2. No electrical cable or apparatus which is liable to be a source of danger over a cable or apparatus used by the operator shall remain electrically charged.

3. All practical steps shall be taken to prevent danger to persons employed from risk or fire or explosion or flooding. No floor, roof or other part of the building shall be so overloaded with debris or materials as to render it unsafe.

4. All necessary personal safety equipment as considered adequate by the Site Engineer should be kept available for the use of the persons employed on the Site and maintained in a condition suitable for immediate use; and the Contractor should take adequate steps to ensure proper use of equipment by those concerned.

5. Workers employed on mixing Asphaltic materials, cement and lime mortars shall be provided with protective footwear and protective goggles.

6. Those engaged in white washing and mixing or stacking of cement bags or any materials which is injurious to the eyes shall be provided with protective goggles.

7. Those engaged in welding works shall be provided with Welder’s protective eye-shields.

8. Stone breakers shall be provided with protective goggles and protective clothing and seated at sufficiently safe intervals.

9. When workers are employed in sewers and manholes, which are in use, the Contractor shall ensure that the manhole covers are opened and are ventilated at least for an hour before the workers are allowed to get into the manholes and the manholes so opened shall be cordoned off with suitable railing and provided with warning signals and boards to prevent accident to the Public.

Use of hoisting machines and tackle including their attachments, anchorage and support shall conform to the following standard or conditions:-

1. These shall be of good mechanical construction, sound material and adequate strength and free from patent defect and shall be kept in good repairs and in good working order.

2. Every rope used in hoisting or lowering materials or as a means of suspension shall be of durable quality and adequate strength, and free from patent defects.

3. Every crane driver or hoisting appliance operator shall be properly qualified and no person under the age of 21 years should be in-charge of any hoisting machine including any scaffold, winch or give signals to the operator.

4. In case of every hoisting machine and of every chain ring hook, shackle swivel and pulley block used in hoisting or lowering or as means of suspension the safe working load shall be ascertained by adequate means.
5. Every hoisting machine and all gear referred to above shall be plainly marked with the safe working load. In case of hoisting machine having a variable safe working load, each safe working load of the conditions under which it is applicable shall be clearly indicated. No part of any machine or of any gear referred to above in this paragraph shall be loaded beyond the safe working load except for the purpose of testing.

6. Motor, Gearing, Transmission, Electric wiring and other dangerous parts of hoisting appliances should be provided with efficient safeguards, hoisting appliances should be provided with such means as will reduce to the minimum the risk of accidental descent of the load, adequate precautions should be taken to reduce to the minimum the risk of any part of a suspended load becoming accidentally displaced.

7. When workers are employed on electrical installation, which are already energized, insulating mats, wearing apparel such as gloves, sleeves, and boots as may be necessary should be provided. The workers should not wear any rings, watches and carry keys or other materials, which are good conductors of electricity.

8. All scaffolds, ladders and other safety devices, mentioned or described herein shall be maintained in safe condition and no scaffold, ladder or equipment shall be altered or removed while it is in use. Adequate washing facilities shall be provided at or near places of work.

Signature with seal and date of the Tenderer
ANNEXURE – B

CERTIFICATE

“Certified that we have remitted the monthly subscription of Employees’ Provident Fund & Employees State Insurance to the workers employed by me in SBI OFFICERS RESIDENTIAL COMPLEX AT
(A) G BLOCK, EAST OF KAILASH, ASIAD VILLAGE, GREEN PARK & VASANT KUNJ FLATS
(B) RAJOURI GARDEN, PUNJABI BAGH & NARELA, DELHI/NEWDELHI/NCR AREA.
for __________________________ work for ____________ month                 Year.”

Office in which subscription remitted

Bill No. & date EPF  ESI

Date: Seal & Signature of Contractor

: 
ANNEXURE - C
UNDERTAKING

We hereby certify that we have gone through the tender document fully and we have understood the conditions therein. We hereby assure that we will comply with the conditions and will submit monthly compliance statements regarding minimum wages and other Labour related statutory formalities like PF, ESI etc.

Place :
Date :

Signature with seal of Contractor :

Name in block letters :

Address :
ANNEXURE – D

The Vice President
SBIIMS, Delhi Circle
5th Floor, LHO, New Delhi
11, Sansad Marg, New Delhi-110001

Dear Sir,

SUB: ANNUAL MAINTENANCE CONTRACT OF SERVICES- BOTH PREVENTIVE & BREAKDOWN/ REPAIR OF ELECTRO-MECHANICAL INSTALLATIONS AT SBI OFFICERS RESIDENTIAL COMPLEX AT
(A) G BLOCK, EAST OF KAILASH, ASIAD VILLAGE, GREEN PARK & VASANT KUNJ FLATS
(B) RAJOURI GARDEN, PUNJABI BAGH & NARELA AT NEW DELHI/DELHI/NCR

I / We have adhered to the requirements prescribed by SBIIMS, -Delhi Circle.

I / We have carefully gone through the guidelines / terms and conditions and prescribed format and I / We accept the same without any alternations / modifications. I will ensure that all necessary rules and regulations are complied with under all circumstances.

I / We understand that you are not bound to accept the lowest or any tender you may receive.

Thanking you,

Yours faithfully,

Signature and seal of contracting agency/firm/company
**ANNEXURE-E**

**REQUIREMENT OF THE MANPOWER FOR PROVIDING ANNUAL MAINTENANCE CONTRACT OF SERVICES- BOTH PREVENTIVE & BREAKDOWN/ REPAIR OF ELECTRO-MECHANICAL INSTALLATIONS AT SBI OFFICERS RESIDENTIAL COMPLEX AT**

**(A) G BLOCK, EAST OF KAILASH, ASIAD VILLAGE, GREEN PARK & VASANT KUNJ FLATS**

**(B) RAJOURI GARDEN, PUNJABI BAGH & NARELA ---- NEW DELHI/DELHI/NCR AREA**

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Particulars</th>
<th>Required No. of Persons</th>
</tr>
</thead>
</table>
| A(i)   | Electricians *(Skilled)* with ITI Pass and having minimum 2 years of experience  
(Self Attested copy of ITI Pass & Experience certificates to be submitted on becoming L1) | 4 No.                   |
| A(ii)  | Electricians *(Semi Skilled)* with ITI Pass OR having wireman license and having minimum 2 years of experience  
(Self Attested copy of ITI Pass to be submitted on becoming L1) | 3 No.                   |
| B(i)   | Electricians *(Skilled)* with ITI Pass and having minimum 2 years of experience  
(Self Attested copy of ITI Pass & Experience certificates to be submitted on becoming L1) | 3 No.                   |
|        | A(I), A(II) & B(I) – Electrician skilled and semi skilled to work in shift as decided by Bank authorities. |                         |

SEAL & SIGNATURE OF CONTRACTOR  
Place:  
Date:
RATES

1. The L1 contractor has to deposit 5% of the total contract value as security deposit in the form of FDR in joint name for the entire period of contract. First name will be SBI and will be discharged in favour of Bank by the contractor. The EMD submitted with tender shall be released thereafter within 15 days after awarding the contract/LOI. The Bank shall have the right to deduct, out of the above deposit, any amount which the agency may become liable hereunder and shall refund the balance amount if any to the agency on the termination/completion of the term of the Contract.

2. The amounts specified herein above are inclusive of all costs, expenses, wages and other expenses including ex gratia payment to workmen or payment of their legal dues that may be incurred by the agency and the agency shall not be entitled to make any other demands, monetary or otherwise, from the Bank during the term of this contract.

3. The statutory payments such as Bonus, Leave with Wages, etc. will be paid as and when due by the Agency.

4. The Bank will only reimburse the minimum wages, ESI, EPF that are mandatory for the Bank as notified from time to time by the Government of India and no other extra claim in this regard will be entertained or reimbursed by the Bank to the contractor. The decision of VP Infra, SBIIMS, Delhi Circle will be final in this regard and binding on the contractor.

5. Revised special allowance / variable DA /revised minimum basic wages, GST etc. Depending on the Government orders, if any, will be payable with corresponding permission of the competent authority.

6. Income Tax as applicable will be deducted while making every payment.

7. Any correspondence made by the Bank in connection with this contract matter with the Agency will form the part of this agreement.

8. The tender should be valid for 3 months from the date of its opening of financial bid.

9. The Contractor will pay the following allowances on basic wages and special allowance / DA to all the contract workers:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Wages / Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>H.R.A.(If applicable Attach relevant Document in Proof)</td>
</tr>
<tr>
<td>2.</td>
<td>P.F.</td>
</tr>
<tr>
<td>3.</td>
<td>E.S.I.</td>
</tr>
<tr>
<td>4.</td>
<td>Payment of Bonus</td>
</tr>
<tr>
<td>5.</td>
<td>Payment of Leave Wages</td>
</tr>
</tbody>
</table>

10. The GST is payable as per the prevailing rates and it will be revised as per Government of India orders from time to time in this regard.
DECLARATION

NAME OF CONTRACT: ANNUAL MAINTENANCE CONTRACT OF SERVICES - BOTH PREVENTIVE & BREAKDOWN/ REPAIR OF ELECTRO-MECHANICAL INSTALLATIONS AT SBI OFFICERS RESIDENTIAL COMPLEX AT ---

(A) G BLOCK, EAST OF KAILASH, ASIAD VILLAGE, GREEN PARK & VASANT KUNJ FLATS

(B) RAJOURI GARDEN, PUNJABI BAGH & NARELA NEW DELHI/DELHI/NCR AREA

On the basis of the work to be carried out, we estimate that it will 04 Skilled Electrician and three (03) semi skilled in SBI OFFICERS RESIDENTIAL COMPLEX AT

1) G BLOCK, EAST OF KAILASH, ASIAD VILLAGE, GREEN PARK & VASANT KUNJ FLATS & Three (03) skilled electrician at RAJOURI GARDEN, PUNJABI BAGH & NARELA NEW DELHI/DELHI/NCR AREA daily (shift, if required, to be decided by concerned official) to execute the said work. We agree to provide for the above mentioned number of workmen in each category on daily basis and also increased number of workmen, if any, as per requirement of SBI and it shall be binding on us to pay under the Minimum Wages Act the total pay and statutory benefits to the workmen on the number of man day basis. SBI reserves the right to increase or decrease the manpower stated in Annexure E as per the requirement at the site during the contract period.

2) We shall maintain all the necessary registers, record as per the existing Labour Laws and also agree to maintain additional registers, record as directed by the Bank from time to time. All the workmen working with us in SBI residential flats shall be given Identity Cards with photographs and it will be ensured by us that they carry the same without fail.

3) We also agree that in case any workmen working with us in, 04 Skilled Electrician and three (03) semi skilled in SBI OFFICERS RESIDENTIAL COMPLEX AT

G BLOCK, EAST OF KAILASH, ASIAD VILLAGE, GREEN PARK & VASANT KUNJ FLATS & Three (03) skilled electrician at RAJOURI GARDEN, PUNJABI BAGH & NARELA NEW DELHI/DELHI/NCR AREA discontinues his service for any reason or terminated, transferred etc., it will be binding on us to report the same to SBI immediately and there will not be any replacement unless agreed to by both the parties.

4) We shall ensure that the amount which relates to the payment to be made to the workmen shall be passed on to the workmen and remitted to the concerned authorities for compliances of the necessary statutes (e.g. PF, ESI etc.)

5) We also agree that the charges would be paid to us on the basis of actual presence of the No. of workmen working on any given day and the man day basis charges shall be worked out on the basis of considering 26 working days in a month.

6) We have noted that the rise in Special Allowance declared by the Govt. Authorities in each year shall be paid to the workmen along with other direct/indirect benefits by us.

Date: Contractor’s Stamp & Signature