SBI INFRA MANAGEMENT SOLUTIONS PVT LTD
(WHOLLY OWNED SUBSIDIARY OF SBI)

TWO BID TENDER SYSTEM THROUGH E-TENDERING PROCESS

Note: Bidder should possess valid digital signature for this e-tender

PART-A

TECHNICAL BID FOR PRE QUALIFICATION
ANNUAL CONTRACT FOR GARDEN MAINTENANCE SERVICES

AT

a) INTERNAL AUDIT DEPARTMENT (IAD), LINGAMPALLY, HYDERABAD
b) DMD/CGM RESIDENCES AT BANJARA HILLS, HYDERABAD
c) DMD BUNGALOW & CGM FLATS AT JUBILIE HILLS, HYDERABAD
d) SBI OFFICERS QUARTERS AT LINGAMPALLY, HYDERABAD

The Vice President,
SBI Infra Management Solutions Pvt. Ltd.
Ground floor, Commercial branch building
Bank Street, Koti,
Hyderabad – 500 095
Telangana

Ph: 040-23466310 / 46
**Notice Inviting Tender (NIT)**

SBI Infra Management Solutions Pvt Ltd (SBIIMS) Invites E-tenders in two bid system for Garden Maintenance Services on behalf of STATE BANK OF INDIA, INTERNAL AUDIT DEPARTMENT (IAD), LINGAMPALLY, HYDERABAD

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<tr>
<td>1</td>
<td>Date of download of tender documents from SBIIMS’s web site <a href="http://www.sbi.co.in">http://www.sbi.co.in</a> under “procurement news”.</td>
<td>From <strong>01/07/2020</strong> up to <strong>21/07/2020</strong>.</td>
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<td>2</td>
<td>Pre-Bid Meeting, at SBI Infra Management Solutions Pvt. Ltd., Ground floor, Commercial branch building, Bank Street, Koti, Hyderabad – 500 095.</td>
<td><strong>14/07/2020</strong> at 12.00 PM</td>
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<td>3</td>
<td>Last date and time for receipt of written queries for clarification from bidders.</td>
<td>By 12.00 PM on <strong>14/07/2020</strong></td>
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<td>4</td>
<td>Date of posting of clarifications on the Bidder’s queries.</td>
<td><strong>17/07/2020</strong> (Clarifications shall be posted only on the SBI E-TENDER portal. No individual communication shall be provided to the Bidder).</td>
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<td>5</td>
<td>Last date and time for submission of online e-tender.</td>
<td>Date: <strong>21/07/2020 by 3.00 PM</strong> at <a href="https://etender.sbi">https://etender.sbi</a></td>
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<td>6</td>
<td>Tender Cost</td>
<td><strong>Rs 3,000/-</strong> to be paid through State Bank Collect ONLY as detailed under;</td>
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<td>1) login <a href="https://www.onlinesbi.com">https://www.onlinesbi.com</a></td>
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<td>2) Select SB Collect from Top Menu, click the check box and “Proceed”</td>
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<td>3) Select “All India” in “State of Corporate/Institution” &amp; Select “Commercial Services” in “Type of Corporate/Institution” then “Go”</td>
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<td>4) Select “SBI Infra Management Solutions pvt. Ltd” in Commercial Services Name and “Submit”</td>
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<td>5) Select “Tender Application Fee” in “Payment Category” and enter the “Tender ID” exactly as given in first page top of this tender(characters in uppercase only).</td>
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<td>6) Fill up all fields such as email, GST No., Mobile No, Vendor/Firm Name etc and make payment.</td>
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<td>7) Enclose payment receipt having unique reference No. along with EMD</td>
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<td>6A</td>
<td>EMD and Tender Cost amount</td>
<td>a) SBI Infra Management Solutions Pvt. Ltd.</td>
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| to be submitted at: | Ground floor, Commercial branch building Bank Street, Koti, Hyderabad -500 095.  
| b) Firms registered under MSME OR NSIC for specific trade are exempted from EMD. |
| **By 21/07/2020** by 3.00 PM  
Contact: Vice President  
040-23466346. vg.reddy@sbi.co.in |
| 7 Date and Time of opening of e-tenders (Technical Bid). | Date: **21/07/2020 at 3.30 PM** at above mentioned office address.  
Technical Bid of those firms/contractors who do not submit EMD or MSME OR NSIC certificate shall be rejected. Representatives of Bidder may be present during opening of Technical Bid. However Technical Bids would be opened even in the absence of any or all of the bidder’s representatives. |
| 8 Place of opening of Bids | SBI Infra Management Solutions Pvt. Ltd., Ground floor, Commercial branch building, Bank Street, Koti, Hyderabad – 500 095. |
| 9 Address for communication: | SBI Infra Management Solutions Pvt. Ltd, Ground floor, Commercial branch building Bank Street, Koti, Hyderabad -500 095 |
| 10 Contact person | Vice president, SBIIMS, Hyderabad.  
Ph: 040- 23466310 |
| 11 Earnest Money Deposit | Rs. **25,000/-** (Rupees Twenty Five thousand only) in the form of DD in favour of “SBIIMS, Hyderabad” and to be submitted at SBIIMS, Hyderabad office by **21/07/2020 by 3.00pm**.  
Firms registered under MSME OR NSIC for specific trade are exempted from EMD. |
| 12 Bidder Contact Details | Bidder to Provide following information:  
1. Name of the Company  
2. Contact Person  
3. Mailing address with Pin Code  
4. Telephone number and Fax number  
5. Mobile Number & E-MAIL |
| 13 Date of Commercial Bid Opening | On a subsequent date which will be communicated to such bidders who qualify in the Technical Bid.  
Representative of Bidder may be present during opening of Price Bid. However Bids would be opened even in the absence of any or all of the Bidder’s representatives. |
| 14 Agency for arranging online bidding | M/S e-procurement Technologies limited, Ahmedabad.  
E-tendering guidelines may be obtained from Ms. Shubhangi Banodiya. Phone:- 079 – 68136826/6824/6868, Cell: +91- 9879996111.  
E-mail: shubhangi@aucticotiger.net  
E-mail: samjad@aucticotiger.net |
2. Purpose:
Annual Maintenance Contract for services such as Garden Maintenance etc.

3. Invitation:
The bidders desirous of taking up the project for supply of above Services for IAD are invited to submit their technical and commercial proposal in response to this Tender. The criteria and the actual process of evaluation and subsequent selection of the successful bidder (L1) will be entirely at SBIIMS/IAD’s discretion. We seek proposal from Bidders who have the necessary experience, capability & expertise to provide Garden Maintenance services adhering to IAD’s requirement outlined in this Tender.

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

The bidders have to submit the Bid covering letter along with documents as per Annexure-‘A’.

4. Eligibility Criteria:
Bid is open to all Bidders who fulfill the eligibility criteria. The bidders have to submit the details of eligibility criteria as per Annexure-B.

5. Disclaimer:
The information contained in this Tender document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of IAD is provided to the Bidder(s) on the terms and conditions set out in this Tender document and all other terms and conditions subject to which such information is provided.

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

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

6. Earnest Money Deposit (EMD)

Bidder to submit the EMD amount of Rs 25,000/- favouring "SBIIMS, Hyderabad" by 21/07/2020 by 3.00 PM.

EMD (Demand Draft) should be kept in the envelope containing PART-A (technical Bid). Any bid not accompanied with the requisite EMD or MSME OR NSIC certificate shall be treated as non-responsive and is liable to be rejected. MSME OR NSIC registered con- tractors/firms under valid category are exempted from submitting EMD. MSME or NSIC registered bidders should submit MSME OR NSIC certificate along with Technical bid. In case the contractor/firm who is MSME or NSIC registered, becomes L-1 and subsequently backs out of the work for some reason, we shall black list them from quoting any works in SBI and also recommend to MSME OR NSIC to delist them from their registration.

The EMD of the unsuccessful bidders will be returned within 30 days from date of opening of Price bid. Successful Bidder’s EMD will be returned upon the bidder signing the contract and submitting the required Performance Bank Guarantee.

No interest is payable on the amount of EMD.

If EMD is forfeited for any reason, the concerned bidder will be debarred from further participation for the TENDERs to be floated by the SBIIMS during next one year, at the sole discretion of the SBIIMS.

The EMD may be forfeited:

If a Bidder withdraws or amends its bid during the period of Bid validity specified herein: or
If a Bidder makes any statement or encloses any form which turns out to be false / incorrect at any time prior to signing of contract; or
In case of a successful Bidder, if the Bidder fails:
To sign the contract with the IAD within a period of 30 days; or
To furnish Security / Performance Guarantee to the SBIIMS.

7. Performance BANK Guarantee (BG)

The selected bidder would be required to submit a performance Bank Guarantee to the IAD for an amount equivalent to two month value of the contract within 15 days from the issue of work order. The BG will be valid for a period of 13 months or such other extended period as the IAD may decide for due performance of the obligations undertaken by the successful bidder.

The BG should be issued by any scheduled commercial BANK, other than SBI. A format for BG is attached as per Annexure –E.

The Performance bank Guarantee is required to protect the interest of the SBIIMS against the risk of non performance of the successful bidder or breach of performance of the conditions of the contract which may warrant invoking of Bank Guarantee (BG). Also, if any act of the Contractor results
in imposition of Liquidated Damages then the SBIIMS reserves the right to invoke the Performance Bank guarantee.

**8. Bidding Document:**

8.1 Cost of Bidding: The Bidder shall bear all costs associated with the preparation and submission of its bid. SBIIMS will not responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

8.2 Content of Bidding Document

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

8.2.2 The Bidder is expected to examine all instructions, statements, terms and specifications in the bidding document. Failure to furnish all information required by the bidding documents or submission of bid not responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in rejection of the bid. SBIIMS has made considerable effort to ensure that accurate information is contained in this TENDER and is supplied solely as guidelines for Bidders. Furthermore, during the TENDER process, SBIIMS is entitled to issue corrigendum to Tender relevant to the Scope of Work. Nothing in this TENDER or any addenda is intended to relieve Bidders from forming their own opinions and conclusions in respect of the matters addressed in the TENDER or any addenda.

8.3 Clarifications & Amendments:

8.3.1 If deemed necessary the SBIIMS may seek clarifications on any aspect from the bidder. However that would not entitle the bidder to change or cause any change in the substances of the bid already submitted or the price quoted. The bidder may be asked to give presentation for the purpose of clarification of the bid.

8.3.2 The Bidders requiring any clarification on the bidding documents should submit written queries on or before Date: **14/07/2020** by 12.00 PM.

8.3.3 At any time prior to the deadline for submission of bids, SBIIMS may modify or alter the bidding document by issuing an amendment.

8.3.4 Any clarification issued by SBIIMS will be in the form of an addendum / corrigendum and will be available in SBI’s website – [http://sbi.co.in](http://sbi.co.in) under “procurement news”. The amendment will be binding on all bidders. SBI, at its discretion may extend the deadline for submission of bids which shall be informed to all through SBI’s website- [http://sbi.co.in](http://sbi.co.in) (procurement news)

**9. Bidding Process:**

9.1 The tender (two bid system) shall be submitted through online( E- tendering), one containing PART-A (Technical Bid) and other Price Bid (PART-B), both to be submitted online through e-tender. All details with the relevant information / documents / acceptance of all terms and conditions strictly as described in this tender document will have to be submitted. In the first stage, only TECHNICAL BID will be opened and evaluated. Bidders satisfying eligibility criteria and agreeing to comply with all terms and conditions specified in this document will be evaluated
for technical specifications. Only those who qualify in the Technical Bid shall be eligible to be considered for PART-B (Commercial Bid) opening. The Commercial Bids of those who do not qualify in the Technical Bid will not be opened.

9.2 The Bidder should be willing to participate in the on-line E-tendering to be conducted by SBIIMS’s authorized service provider on behalf of the SBIIMS. If required Bidders will be trained by SBIIMS’s authorized service provider for this purpose. Bidder should also be willing to abide by the e-business rules for e-tendering framed by the IAD/Authorized service provider. The details of e-business rules, process and procedures will be provided to the bidders. The bidder should obtain digital signature for participating in e-tendering.

10. Preparation and Submission of Bids:

10.1 The bids prepared by the bidder and all correspondence and documents relating to bids exchanged by the bidder must to be written in English.

10.2 Bidder must provide specific and factual replies to specific questions asked in the TENDER.

10.3 The bids should be uploaded directly on the portal of M/s abc procure i.e. [https://etender.sbi](https://etender.sbi)

10.4  
   i. The EMD of Rs.25,000/- (Rupees Twenty Five Thousand only) in favour of “SBIIMS, Hyderabad” or MSME or NSIC certificate on or before 21/07/2020 by 3.00pm
   ii. A letter on bidder’s letterhead mentioning.
      a) Details of EMD or MSME or NSIC certificate submitted, technical competence and experience of the bidder.
      b) Certifying that the period of the validity of the bid is 90 days from the date of submission of bid.
      c) Confirming that the bidder has quoted for all the items / services mention in the bid in their commercial bid.
      d) Supporting documents in respect of Eligibility Criteria as mentioned in Annexure-B.
   iii. Bidder’s information as per Annexure –D on bidder’s letter head.
   iv. Audited balance sheets and profit and loss account statement for last 3 years.
   v. A copy of board resolution or power of attorney showing that the signatory has been duly authorized to sign the tender document.
   vi. Response to all points of the Technical evaluation format as per Annexure-C.

10.4 Bidder should submit price bid as per Annexure – F of the bid document through e-tendering
10.5 **Bid prices:**

The price quoted should inclusive of escalation on account of increase in material cost during the contract period of initial one year and renewable at the same terms and contract period of another one year, including profit, lump sum payment towards the cost such as Insurance, personal protective equipment, tools required, mobile charges, all taxes, uniform, consumables, duties & statutory levies etc. **The successful vendor has to submit system generated GST tax invoice incorporating IAD’s GST in number and vendor GST no. Manual GST invoices will not be accepted.** Any increase in minimum wages /VDA as per Central Govt Act, the same shall be reimbursed by SBIIMS. Bonus as per Bonus act shall be reimbursed and therefore shall be not loaded in the commercial Bid.

10.6 **Revealing of Prices:**

The rates and/or prices in any form or for any reasons should not be disclosed in the technical or other parts of the bid except in the price bid and failure to do so would result disqualification and rejection of the bid.

10.7 **Pre-Bid Meeting:**

The SBIIMS shall organise a pre-bid meeting on **14/07/2020** at 12.00 PM at SBI Infra Management Solutions Pvt Ltd, Ground floor, Commercial branch building Bank Street, Koti, Hyderabad -5000 95. All communications regarding points / queries requiring clarifications shall be given in writing to “The Vice President, SBI Infra Management Solutions Pvt Ltd, Ground floor, Commercial branch building Bank Street, Koti, Hyderabad -5000 95”. The clarification on the quires shall be communicated to the bidders through the bank website [www.sbi.co.in](http://www.sbi.co.in) under procurement news.

10.8 **Validity of Bids:**

Bid shall remain valid for 90 days from date of submission mentioned at Bid Details. A bid valid for shorter period is liable to be rejected. The bidder may require to give consent for the extension of the period of validity of the bid beyond initial 90 days, if so desired by the SBIIMS in writing or by FAX. Refusal to grant such consent would result in rejection of bid without forfeiture of the EMD. However any extension of validity of bids will not entitle the bidder to revise / modify the bid document.

10.9 **Bid Integrity:**

Wilful misrepresentation of any fact within the Bid will lead to the cancellation of the contract without prejudice to other actions that the SBIIMS may take. All the bids with accompanying documents will become property of IAD.

10.10 **Format and Signing of Bid**

10.10.1 The bidder should prepare submission as per minimum eligibility criteria, Technical Bid, Price Bid and other requested information.

10.10.2 All pages of the Bid document should be serially numbered and shall be signed by the authorized person(s) only. The person(s) signing the bid shall sign all
pages of the bid and rubber stamp should be affixed on each page except for an un-
amended printed literature. The bidder should submit a copy of board resolution or power of attorney showing that the signatory has been duly authorized to sign the tender document.

10.10.3 Any interlineations, erasures or overwriting shall be valid only if the person(s) signing the bid sign(s) them in full.

10.10.4 Bid should be typed and submitted on A4 size paper [font times new roman 12], spirally bound securely and in serial order. Bidders responding to this TENDER shall submit covering letter included with the bid and compliance certification statement required for submission of a proposal.

In the event of the target date for the receipt of bids being declared as holiday for the SBIIMS, the bids will be received till the target time on the next working day. The SBIIMS may at its discretion extend the bid submission date. The modified target date & time will be notified on the web site of the SBIIMS.

10.11 Bid Currency:
Prices shall be expressed in Indian Rupees only.

10.12 Late Submission of bids:
Any bid uploaded after the due date and time will be rejected.

10.13 Modification and Withdrawal of Bids:
Once bid is submitted no modification is permissible. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of period of bid validity.

11. Opening and Evaluation of Bids:

11.1 Opening of Technical Bid: All the Bids will be opened at the date, time & locations mentioned under the clause Bid Details. The technical bids will be open in the presence of representatives of the bidders who choose to attend.

11.2 Evaluation process

11.2.1 Preliminary examination:
The bids will be examined by the SBIIMS to determine whether they are complete and whether required bid security has been furnished. A bid determined as not substantially responsive will be rejected. The SBIIMS may, at its discretion waive any minor non conformity or irregularity in a bid which does not constitute a material deviation.

After opening of the technical bids and preliminary examinations, some or all of the bidders may be asked to make presentation of the solution/services offered by them.
Any effort on the part of bidder to influence bid evaluation process or award of contract may result in the rejection of the bid.

11.2.2 PART- A Technical Evaluation:

Detailed technical evaluation will include, scrutiny of minimum eligibility criteria (as mentioned in Annexure B) and technical information submitted as per technical bid format (Annexure C) and site visits.

Bids meeting the eligibility criteria & having complied with the points of Technical Bid and attain minimum technical score shall be qualified for price bid opening & evaluation / E- tendering.

11.2.3 PART- B Commercial Evaluation:

The price bid of only those Bidders, who are short-listed after technical evaluation, would be opened. The format for quoting price bid set out in Annexure-F. The commercial offer should consist of Cost for the tendered work. Bidder must provide detailed cost breakdown, for each and every categories mentioned in the commercial bid.

Note: The Bidders should ensure to follow the minimum wages (Central Govt.) Labour act, ESIC, EPF, Insurance and all statutory obligations, etc. while quoting the price bid and final price in the e-tendering. The price quoted should inclusive of escalation on account of increase in material cost during the contract period of initial one year and renewable at the same terms and contract period of another one year , including profit , lump sum payment towards the cost such as Insurance, personal protective equipment, tools required, mobile charges, all taxes, uniform, consumables, duties & statutory levies etc. The successful vendor has to submit system generated GST tax invoice incorporating IAD’s GST in number and vendor GST no. Manual GST invoices will not be accepted. Any increase in minimum wages /VDA as per Central Govt Act, the same shall be reimbursed by IAD. Bonus as per Bonus act shall be reimbursed and therefore shall be not loaded in the commercial Bid.

11.2.4. Final Evaluation:

The online e-tendering will be conducted by M/s E-Procurement Technologies Ltd (abc procure/auction Tiger), Ahmedabad. E-tendering guidelines may be obtained from Yashraj Sinha Rathod, Business Development Executive, Phone: 079-40016815/24/26/14 cell: 9879996111, Email: yashrajsinh@auctiontiger.net

12. Award & Signing of contract:

SBIICM will notify successful bidder (L1) in writing by letter in duplicate or fax that its bid has been accepted. The Selected bidders has to return the duplicate copy of the SBIIMS within 7 working days duly Accepted, Stamped and Signed by Authorized in token of acceptance.

The successful bidder shall be required to enter into a contract with the IAD, within 7 days of the award of the tender or within such extended period as may be decided by the SBIIMS/IAD along with the letter of acceptance, BG and other terms and conditions as may
be determined by the SBIIMS to be necessary for the due performance of the work in accordance with the Bid and acceptance thereof.

Copy of board resolution or power of attorney showing that the signatory has been duly authorized to sign the acceptance letter and contract should be submitted.

13. **Sub contracting**

As per scope of the TENDER, subcontracting is explicitly prohibited.

14. **Cancellation of Contract**

The SBIIMS shall have the right to cancel the contract with the selected bidder at any time during the contract period, by giving a written notice of at least one (1) month, without assigning any reason.

15. **Liquidated Damages**

If contract fails to perform services in the technical specifications and scope of work with the requisite quality, minimum qualification of the manpower and within stipulated time schedule, the SBIIMS shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent up to 5% of the monthly bill.

16. **Statutory and other Regulations**

The Contactor shall comply with all the statutory obligations of the Government of India / State Governments / Municipal Authorities and local authorities applicable and the SBIIMS shall not be liable for any action under the statutes applicable due to non-fulfilment of statutory obligations by the Contract.

17. **Arbitration**

In case of any dispute or difference arising out of or in connection with the successful bidder and the SBIIMS the parities shall first endeavour to settle such disputes or differences amicably. If both the parties fail to reach such amicable settlement, all the disputes or differences shall be finally settled by arbitrator as provided herein.

In case of failure of such amicable settlement by the parties, either party may within 28 days of such a failure give a written notice to the other party requiring that all matters in dispute or difference be arbitrated upon. Such written notice shall specify the matters, which are in dispute, or differences, which require to be referred to the arbitrator. A single arbitrator should be appointed by both the parties jointly or in case of disagreement as regards appointment of a single arbitrator, both the parties shall appoint one arbitrator each and the two arbitrators so appointed shall appoint an umpire. The provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof and rules framed there under from time to time shall apply to such arbitrations.

In the event of the Arbitrator or any one of the arbitrators, as the case may be, dying, neglecting, refusing to act or resigning or being unable to act for any reason or the award be-
ing set aside by the Court for any reason, it shall be lawful for the parties to appoint another Arbitrator in the manner provided herein above.

The venue of arbitration shall be Hyderabad, India.

The Arbitrator or Arbitrators so appointed under this Schedule shall hold the arbitration proceedings.

The Arbitrator, Arbitrators or Umpire, as the case may be shall give reasoned award in respect of each item of disputes, which shall be final and binding on both the parties.

In case during the arbitration proceedings, the parties mutually settle, compromise or compound their dispute or difference, the reference to arbitration and the appointment of the Arbitrator or Arbitrators, or Umpire, as the case may be, shall be deemed to have been revoked and the arbitration proceeding shall stand withdrawn or terminated with effect from the date on which the parties file a joint memorandum of settlement thereof with the Arbitrator or Arbitrators or the Umpire, as the case may be.

Governing Law: The contract shall be interpreted in accordance with the laws of the Government of India.

18.1 Inspection:

The SBIIMS shall have the right to inspect duties being performed by the personnel, and the quality of materials used, to ensure that the Contractor is effectively carrying out the obligations under the Maintenance Contract. All questions relating to the performance of the obligations under the Maintenance Contract, 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 SBIIMS, whose decision shall be final, conclusive and binding on the Contractor.

18.2. Powers to Vary or Omit Work

No alterations, amendments, omissions, additions, suspensions or variations of the work (hereinafter referred to as variation) under the contract shall be made by the successful bidder except as directed in writing by SBIIMS. The SBIIMS shall have full powers, subject to the provision herein after contained, from time to time during the execution of the contract, by notice in writing to instruct the successful bidder to make any variation and be bound by the same conditions as far as applicable as though the said variations occurred in the contract documents. If any suggested variations would, in the opinion of the finally selected bidders, if carried out, prevent him from fulfilling any of his obligations under the contract, he shall instruct the successful bidder to make such other modified variation without prejudice to the contract. The finally selected bidders shall carry out such variation and be bound by the same conditions as far as applicable as though the said variations occurred in the contract documents. If SBIIMS confirms its instructions, the successful bidder’s obligations shall be midfied to such an extent as may be mutually agreed, if such variation is substantial and involves considerable extra cost. Any agreed difference in cost occasioned by such variation shall be added to or deducted from the contract price as the case may be.
In any case in which the successful bidders has received instructions from SBIIMS as to the requirement of carrying out the altered or additional substituted work which either then or later on, will in the opinion of the finally selected bidders, involve a claim for additional payments, such additional payments shall be mutually agreed in line with the terms and conditions of the order.

If any change in the work is likely to result in reduction in cost, the parties shall agree in writing so as to the extent of change in contract price, before the finally selected bidder(s) proceeds with the change. In all the above cases, in the event of a disagreement as to the reasonableness of the said sum, the decision of SBIIMS shall prevail.

**18.3 No Waiver of SBIIMS Rights or Successful Bidder’s Obligations**

Any indulgence, forbearance or waiver granted or shown by the SBIIMS/IAD will not prejudices the rights of the SBIIMS/IAD nor shall it relieve the successful bidder from carrying only his obligation under the contract.

**19. Deduction from Monthly Costs**

The SBIIMS/IAD reserves right to delete or reduce any item or sanction of the bills before effecting payment in case any complaints regarding quality of services, inefficient service, non-adherence to agreed quality of materials, **non attendance of agreed number of workers(to be included)** or services have been received or noticed by the Committee specifically constituted by IAD for the purpose, without assigning any reason whatsoever and no claim will be entertained in this regard.

The Contractor shall reimburse the IAD all costs, charges, damages or expenses which the IAD may have paid, (which the contractor is obliged under this Maintenance Contract to pay) within 30 days upon written request of the IAD, failing which such costs, charges, damages or expenses including statutory payments, if any shall e deducted / recovered / set off by the IAD against the bills raised by the Contractor or from any money due or becoming due to the Contractor under the Maintenance Contract or may be recovered by action under law or otherwise from the Contractor or by invoking the SBIIMS Guarantee furnished by the Contractor.

**20. Period of Contract:**

Initial period of the contract is 01 (one) year. After initial contract period of one year the contract may be renewed on the same terms and conditions for a further period of one year, at the discretion of the IAD.

**21. Commencement Period:**

The work has to be commenced immediately an award of the contract in favour of the successful bidder. If the Contractor delays the commencement of the work or more than 7 days after award of the contract or such exceeded time as may be intimated to the successful bidder. The SBIIMS/IAD will be at liberty to cancel the award of contract without giving any notice. Failure to commence the contract within the above period will lead to forfeiture of the EMD amount.
22. **Manpower, Wages, etc.**

- The contractor should ensure to comply with all the provisions of Labour Act/Central Govt. agreed procedures. The Contractor shall be solely responsible for compliance of provisions of Various labour and industrial laws and all statutory obligations such as minimum wages as per Central Govt. Rules, allowances, compensations, EPF, gratuity, Insurance, ESIC, etc. relating to personnel engaged by them. The SBIIMS shall have no liability in this regard.

- The Contractor should obtain necessary labour license form statutory authorities for deploying man power.

- All personnel provided by the Contractor will be on the payrolls of the Contractor / Company and there will be no Employee and Employer relationship between the personnel engaged by the Contractor and the IAD.

- That the Contractor will not sub-contract or permit any other person to perform any of the work or services agreed to without prior written permission from the IAD.

- The Contractor shall ensure the availability of a reliever for weekly off and a substitute is provided if a person is absent. The Contractor should arrange for replacing his workmen to give weekly off to his workmen as per the labour rules.

- Contractor’s personnel or their family members shall not be allowed to stay / reside at site.

- The documents related to submission of EPF, ESIC, salary paid, etc, to the respective statutory bodies has to be submitted along with next month bill to the IAD, Hyderabad for scrutiny.

- The contractor shall abide by “The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act-2013”

23. **Safety, Security, etc.**

- That the IAD shall not be liable for any compensation in case of any fatal injury / death caused to any of the Contractor’s employees while performing / discharging their duties/ visiting IAD’s premises for inspection or otherwise. The contractor shall alone be fully responsible for safety and security & insurance or life insurance of their personnel who are engaged for maintenance work.

- In no case, safety norms shall be violated.

- The Contractor agrees that its personnel shall comply with security regulations in effect from time to time at IAD’s premises. The Contractor alone shall be fully responsible for safety and security & insurance or life insurance of their personnel.
• The Contractor should issue valid Company identity cards to all their staff personnel who will be providing services under this contract.

• The Contractor shall provide and ensure that the personnel engaged by them wear proper uniform, protection gears like helmets, safety shoes, hand gloves, fully body safety belts, ladders, etc.

• The Contractor shall ensure to get the police verification for all the manpower deployed by them and the contractor should ensure that the manpower deputed should bear good character and conduct.

• The contractor shall be responsible for the good conduct and performance on the part of his personnel and the contractor shall be deemed, for all legal and contractual purposes, the employer of the said personnel engaged by him and such persons shall not have any claim for employment in the IAD/SBIIMS in whatsoever and howsoever manner or in any connection therewith against IAD/SBIIMS now or at a future date. The contractor will at the request of the authorized officer of the IAD/SBIIMS / Establishment will remove from the work place any person engaged by him for the services, who may be unsuitable or incompetent or whose conduct is not trustworthy or who misbehaves and / or is not courteous, polite with the employees of the SBIIMS or it’s customers. The contractor should undertake to thoroughly verify the antecedents, addresses, qualifications, character, family background and technical qualification etc of its personnel.

• The Contractor shall ensure that necessary tools and equipment are always available for the purpose of attending repairs on emergency basis.

• The Supervisor & workers shall be available and be report to the concerned Bank’s official every day.

• All Contractor personnel will be subjected to physical checking while coming and leaving the premises. The contractor should maintain a register of its personnel who carry out the work and such register shall be kept open for inspection by the SBIIMS/IAD as and when required.

• The contractor is required to maintain First Aid kits for use whenever it becomes necessary.

24. Payment Terms:

• Payment of wages/EPF/ESI etc to all the workers engaged by the contractor should be through an Account maintained with any Scheduled Commercial Bank which should be witnessed by an officer of the IAD and evidences should be submitted to the IAD. The payment to be made before 07th of the month.

• The performance of the contractor shall be monitored by the committee based on the feedback on quarterly basis.
25. **Termination of the Contract**

The IAD reserves the right to terminate the agreement in case of breach of any terms and conditions of this agreement by the Contractor, with one month notice. The IAD also reserves its right, to claim damages for such breaches and the decision of the IAD in this regard shall be final. IAD can terminate the agreement if the services provided by the Contractor are found to be unsatisfactory. Delivery of the services and performance of the services shall be made by the contractor in accordance with the time schedule and other terms and conditions as specified in the TENDER. Any delay in performing the obligation/ defect in performance by the contractor may result in imposition of liquidated damages, invocation of Performance Bank Guarantee and /or termination of contract.

26. **Force Majeure**

Neither party shall be liable for delay in performing obligations if the delay or failure is due to any of the following force majeure i.e. Act of God or any Government Act, fire, earthquake, explosion, strikes/ Bandh, civil commotion or anything beyond the control of either party. The party shall make all reasonable endeavours to minimize any such delay.

27. **Governing Language**

The contract and all correspondence / communications and other documents pertaining to the Contract, shall be written in English.

28. **Signing of Agreement of Maintenance Contract**

This tender document shall be the basis for the Maintenance Contract to be entered into with the successful tenderer and the offer shall be strictly in line with the terms specified herein. No deviation from the terms and conditions specified shall be acceptable. For this purpose, the tenderer shall submit all the documents as specified in this tender duly signed and stamped on each page as a token of acceptance. The agreement shall be entered by IAD.

29. **Income Tax** will be deducted on the gross amount of the monthly bill at the rates notified under Income Tax Act, 1961, from time to time by Govt. of India. TDS will be deducted as applicable from the total bill which includes cost of Manpower.

30. Necessary CAR policy for all employees who are engaged for maintenance works, for safety & security & third party Insurance to be obtained.
<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Items to be maintained</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>I Complete maintenance of the entire garden features having as per yard stick in the garden area i.e., lawn trees, shrubs, herbs, hedge, potted plants flowers beds, foliages, creepers etc including hoeing, weeding pruning replacement of plants, gap filling, watering, mowing of lawn, grass cutting by lawn mover and brush cutter, removal of garden waste, applying insecticides, pesticides &amp; fertilizers (whenever required) top dressing of lawn with good earth and manure and maintenance of other garden related works as directed by the bank at the following locations (For 12 months)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A Entire IAD premises including interior plants, rooftop, all around the premises including roads</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B Staff quarters</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C A-1, A-3 &amp; A-4 bungalows at SBI Executive Enclave, Banjara Hills*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D DMD &amp; CGM bungalows at SBI Executive Enclave, Jubilee Hills*</td>
<td></td>
</tr>
</tbody>
</table>

* Proportionate amount will be deducted, if any of the above bungalows are unoccupied / or the particular gardener is absent for duty

**Skilled Supervisor:** Should be a diploma / graduate / in Horticulture / Agriculture with at least two year working/field experience. Should be in a position to communicate and carry instruction in English, Hindi and Telugu.

**Unskilled Garden Mali:** The person should have working knowledge in various horticultural and agricultural activities.

The following equipments and machinery should be available readily with the Contractor to carry out the activities.

i. Lawn mower
ii. Hedge Cutter
iii. Hand drawn roller
iv. Sprayers
v. Motorized saw
vi. Fogging Machine
vii. Water pipes
viii. Shovels, rakes, knives, spades etc
ix. Any other required equipment for garden maintenance.
Annexure-H

General terms & conditions of Garden Maintenance

a) All the materials and minor equipments required for day to day horticulture work will be provided by the contractor in sufficient quantity and these shall be of best quality as approved by the Bank. All expenses for manure, compost, chemical fertilizer, application of anti-termite chemicals, insecticides, cost of plants & shrubs etc at actual cost, supplied on demand by the Bank, will be borne by the Bank. Major equipments for maintenance of the garden will also to be borne by the Bank.

b) Cost of new plants supplied by the contractor at the request of the Bank, will be reimbursted by the bank, at actual market rate. Maintenance of the said plants will be the part of the contractor duties.

c) The Contractor will be obligated to meet the Garden Maintenance Committee of Bank once in a month for assisting and monitoring of the Garden services rendered and for which notice will be given to his/her either in paper or by written communication.

d) The Garden maintenance services contract -shall be for the entire premises occupied by IAD, Lingampally, Hyderabad and other premises as mentioned

e) The jobs shall be carried out at locations of the Bank mentioned as per schedule-I. No conveyance or any other allowance will be paid to the Contractor for attending complaints / carryout out maintenance activities.

f) Entire Horticulture works shall be carried out during the working hours with required malis, supervisors. The contractor shall also deploy required manpower in shifts for watering in summer season as well as at times as and when required as directed by the Bank’s Officer

g) The contractor shall keep at site well versed and experienced Malis / Supervisor to perform the activities and also co-ordinate with instructions of Bank’s officer.

h) The Contractor shall engage required employees including supervisors for upkeep and maintenance of entire premises occupied by IAD, State Bank of India, Lingampally, Hyderabad and other premises as mentioned including roads and up to 15 feet outside the complex (including horticulture, Garden.

i) The Contractor shall arrange for & ensure daily cleaning and other services for the entire complex as specified in Annexure K. Even if the area is not being used, the maintenance would be done at their cost as per the schedule. Contractor should submit weekly work plan for improvement of Garden.

j) The Contractor shall forward the Daily Report/ complaint register every day to the AGM (Admin)/ designated officer.

k) The Contractor shall ensure a very high standard of garden maintenance of the entire complex at all times, with due regard to hygiene and cleanliness. Disposal of all garbage shall be the responsibility of the Contractor.
l) The Contractor shall maintain all machinery, equipments and installations like, irrigation pipeline, foggers, drip irrigation and sprinkler irrigation system by qualified Gardener and supervisor.

m) 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, furniture or other equipments entrusted in his charge, 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 and quantified by the AGM (Admin) or any other officer authorized in this regard.

n) 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. In any event the damage assessed in terms of money will not exceed the cost of item/article lost.

The Contractor shall provide for diseases & pest control against insects, pests, termites attack, etc. Spraying should be carried out at regular intervals.

The Contractor shall engage required number of trained employees for garden maintenance the contractor shall ensure that they observe cleanliness and wear neat and clean uniforms with plastic Name Badges, identity cards with photographs and that they are courteous, polite and prompt while rendering efficient service in their respective areas. 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 by the Contractor. 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 his responsibility. He will on the advise of AGM (Administration) / DGM, immediately remove from the work any person(s) / employee(s) who may, in the opinion of the Bank are unsuitable or incompetent or who may misconduct himself and such a person shall not be again employed or allowed in the work in campus without the permission of the AGM (Administration).

The Contractor will pay rates and wages and observe hours of work and conditions of employment as per existing Rules, agreement and applicable laws. The contractor has to further ensure that minimum wages prescribed under law will be paid to workmen engaged by him as per the provisions of the Minimum Wages Act. He shall be responsible to register himself and obtain a valid license under the Contract Labour (Regulation and Abolition) Act, 1970 and rules thereunder and he must comply with and carry out all the provisions and obligations under the said Act and the Rules & Regulations framed under the said Act; and furnish all information to the AGM (Admin) as may be required by the Act, Rules and shall indemnify the Bank against any penalties / claims from any default on his part, and the said obligation shall survive even after the termination of the agreement.

It will be the Contractor's responsibility to ensure that the obligations under the garden maintenance service contracts are duly performed and observed. The Contractor shall also designate supervisor by name that will personally check the working of garden maintenance staff every day. The Contractor shall forward the Daily Report register every day to the AGM (Admin).

The Contractor shall carry out improvements as may be necessary for ensuring satisfactory service and shall take due notice of complaints/ suggestion made by the Garden Committee Mem-
bers / AGM (Admin) / DGM). The Contractor shall submit the Complaint/ suggestion Register to the AGM (Admin) every day for further putting up to the Competent Authority.

The performance of contractor would be assessed and monitored by the Bank at periodical interval with or without the assistance of external expertise as may be decided by the Bank. The contractor shall comply with such observations/feedback made and furnished for improvement of the services by him/her. **Failure to adhere to the norms and stipulations mentioned above will compel the Bank to levy penalty. The decision to levy the penalty will be the sole discretion of the Bank and the decision of Bank in this behalf shall be final and binding on the contractor.**

In the event of shortage of water supply it will be Contractor's responsibility to ensure that arrangements are made for storage of water in sufficient quantity for garden purpose. The Contractor will for this purpose ensure smooth working of the water pump, bore well, recharging of well & bore well etc.

The Contractor shall not permit the Administrative Block or the Transit Guest House Block or any portion thereof or any other area in the Bank campus to be used for residential purpose by him and / or any of his employees.

(I) The Contractor shall 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 as per the law of the land at that time.

(II). The Contractor shall accept and bear full and exclusive liability for the payment of 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 provision of services or arising out of or in connection with wage, salaries, or other compensations paid or payable to persons employed by the Contractor.

(III). 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.

(IV). The Contractor shall be responsible for proper maintenance of all Registers, Records and Accounts as required under the applicable laws/ statutory provisions and or Rules/Regulations framed there under. 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.

(V). The Contractor shall bind himself executors or administrators and shall indemnify and hold harmless the Bank, in respect of this contract, including all claims, damages proceedings, "Cost, 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 or in respect of violation of any of the provisions of Law Act Rules or regulations having the force of law or under any award or decision by any competent tribunal, court or authority in respect of the workmen or anyone employed engaged by the Contrac-
tor sub-Contractor in connection with this contract. This indemnity shall survive even after termination of the contract.

(VI). The Contractor shall be responsible for all the claims of his employees and the employees of the Contractor shall not make and claim whatsoever against the Bank. The Contractors' workmen will not have any right whatsoever to get absorbed in the Bank.

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

(VIII). The Contractor shall obtain adequate **insurance policy/policies** 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. The Contractor shall provide Weekly off / holiday to his workmen as per applicable laws / labour laws but it will be his responsibility to ensure uninterrupted services on all days

(IX). The garden maintenance services are to be done in such timings that the working of the Bank is not disturbed in any way.

(X) In case the Contractor, or any of his employees, fails to fulfil his obligations under the provisions as per above clause no.21 for any day or any number of days, to the satisfaction of the Bank, for any reason whatsoever, he shall pay by way of liquidated damages up to a sum of Rs.5,000/- (Rupees Five Thousand Only), per day for the entire number of such days and the Bank shall without prejudice to its other rights and remedies, shall be entitled to deduct such damages from the money, if any, payable to the Contractor.

(XI) The contract shall be terminated by efflux of time or earlier, by one month’s notice at the option of the Bank. The Contractor shall have the option to terminate the agreement after giving three months notice to the Bank. If during the currency of the contract, any Government notification prohibits employment of contract labour for garden maintenance services, the contract shall come to an end forthwith and no compensation shall be paid, or payable to the Contractor. Besides, if the contract is terminated as stated above the Contractor shall be entitled to the payment for the work already performed up to the date of termination.

(XII) 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.

(XIII) Complaint of any nature reported / recorded in any of the form are to be redressed within a reasonable time prescribed / as considered reasonable by Bank. Else the penalty clause will be invoked as per **Annexure L**. In case the contractor found negligent in taking proactive measures in avoiding recurrence of these lapses penalty as per amount specified in **Annexure L** would also be levied by the Bank at its discretion.

(XIV) Contractor shall ensure that peace, order and decorum are maintained in the premises by the Contractor’s employees. Any disturbance in the premises by the Contractor or his representatives / employees would render the termination of the contract without notice by the Bank.

(XV) All questions relating to the performance of the obligations under this agreement 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 referred to the Director, IAD, Lingampally, Hyderabad-500 019, whose decision shall be final, conclusive and binding on the parties to this agreement.

(XVI) The Contractor shall bear all the costs and expenses in respect of charges, including stamp duty, registration etc. of this agreement and / or any other documents / agreements, which are required to be executed.

(XVII) The Contractor shall pay wages of the employee through the saving bank account maintained by them. The bank may decide in consultation with the contractor, a transparent mechanism to ensure that paid wages are in conformity with the laws & there is no violation.

The Contractor’s rate shall remain unchanged throughout the contract period.

The Contractor shall provide the following machineries.
   a. Lawn mower
   b. Hedge Cutter
   c. Hand drawn roller
   d. Sprayers
   e. Motorized saw
   f. Fogging Machine

   Over and above, the other equipment which are required for Garden Maintenance Services are to be provided.

   The Contractor shall be paid at monthly intervals upon presenting his bills(s) and evidence of deposit of EPF/ESI/premium and actual payment of Bonus (if any), subject to imposition of penalty for defects/deficiencies as agreed.

NOTE:

I. Timing for carrying out work pertaining to above noted services shall be as advised from time to time by the AGM (Admin.)

II. The staff should wear immaculate dress with company’s logo and photo identity card

III. The Payment to the contractor will be released on submission of monthly bills along with proof of adhering to the contract conditions after deducting the taxes at source.

Signature of the Tender with seal
ANNEXURE J

Daily Responsibility of the Contractor

1. All employees of the contractor should report for duty at 9.00 A.M. every-day. The working hours will be as per the labour hours in force at the time. Various activities as decided by the Bank to be performed by Contractor's employees will be advised to the Supervisor depending upon the nature of services required.

2. All the labours of the Contractor should report for duty to the Contractor's Supervisor. All the labour of the Contractor will be supplied with Id-Card by the Contractor and photocopies of the Id-cards should be handed over to us for identification and verification by Security guards at the time of entry. All the labours of the Contractor should always wear the Id-card inside the complex.

03. A system of checking the quality of services by the Contractor will be as under:-

i) Supervisor of the Contractor will visit Bank's garden area including roads, pathways, lawn and nursery area daily twice with a representative of Garden Committee, in the morning & afternoon and record their findings on a register.

ii) The above registers will be maintained at the Administration department. As per records of the registers AGM (Admin) will arrange to impose penalty for not adhering to terms and conditions of contract, at the time of release of payment to the Contractor every month.

NOTE : The applicants may verify the premises on any working day between 10.00 A.M to 3.00 P.M.
ANNEXURE-I

General Responsibility of the Contractor.

i) Contractor must have a valid license under Shops & Establishment Act, 1988 (that regulates working conditions and employment conditions of the employees). The Registration certificate is issued by Labour Dept. of the State for a calendar year and it has to be got reviewed by the Contractor every year.

ii) The Contractor shall arrange to obtain license from the appropriate authority under Contract Labour (R & A) Act Rules 1971 by applying a form IV on the basis of form V issued by the P.E.

iii) Contractor has to maintain Register for contract labour on form 13 and submit ½ yearly returns to the ALC of labour / licensing officer. Every Contractor shall issue employment Card to his Labours form XIV within 3 days of employment.

iv) The Contractor has to pay the minimum wages to his employees and shall also pay ESI and PF contributions and comply with all rules and regulations. The Bank will put a suitable mechanism in place to ensure payment of minimum wages, ESI and PF contribution.

v) The Contractor must maintain the following register:-

   I. Attendance Register on form XVI (16).
   II. Wages Register on form XVII (17)
   III. Leave Register.
   IV. Overtime Register on form XXIII
   V. Register of fines on form XXI (21)
   VI. Register of advances on form XXII (22)
   VII. Register of deductions on account of damage or loss caused to the employees on form XX.

  VIII. Register for Contract employees on form 13.
   IX. Contractor shall submit half yearly return before 30 days of completion of half year for the previous half year on form XXIV.
   X. Register of overtime in form XXIII (23).
   XI. Every Contractor shall issue a wage slip on form XXIX (29) to his employee atleast 1 day prior to disbursement of wages.
   XII. All the records to be retained for a period of 3 calendar years.
   XIII. Contractor shall posses own ESI code number and remit ESI contribution
before 20th of every month and submit a copy of the challan to the P.E.

XIV. Every Contractor shall maintain an Inspection book in which the Inspector visiting may record his remarks. The Inspection book shall be of 18 x 15 cms size bind book. The first page of the book shall contain the following particulars:-

a. Name and address of the establishment
b. Registration No.
c. Name of employees.
d. Father’s name.
e. Postal address.

Contractor shall maintain the First Aid Box in the Establishment with the prescribed contents.

T.S. Labour Welfare Fund Act: The provisions of this act to be complied with.

Non Compliance of above provisions will attract penalty the contractor as per clause no.25 of special condition of contract.
## ANNEXURE K

### Schedule of Garden Maintenance Services

<table>
<thead>
<tr>
<th>S.No</th>
<th>Specific details of job works</th>
<th>* D</th>
<th>* W</th>
<th>* M</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Sweeping/ Cleaning the garden areas of roads, lawns flower beds, hedges, parks, pathway and rocks, slopes, all open and other uncovered places etc. if any.</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Removing the dry leaves, dry branches / barks of tree / waste plastic bottles / containers / bags/ and disposing in the dustbins/ waste pits / dumping ground.</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Watering the plants / hedges/ shrubs/Lawns</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>04</td>
<td>Soiling / top soiling the flower beds Lawns</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>05</td>
<td>Spreading and spraying pesticides, fungicides and applying fertilizers manures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Developing flower beds, planting, sowing, raking, mulching, cutting, stems for vegetative propagation, pruning and training of trees.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Replacement of new pots of indoor plants placed in vantage point</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>08</td>
<td>Keeping the entire premises free from animals menace like dog, cat menace, monkey menace and removing water logging.</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>09</td>
<td>Maintenance of garden equipments like mowers, shovels, rakes, knives, spades, water pipes. Fire extinguisher pipes etc., (as and when required)</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>10</td>
<td>Coloring pots (earthen pot at garden) and bottom of trees, replacing of potted plants at all important places like entrance, main gate, Principal's cabins, Corridor, Lecture Halls etc.</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Control of weed and removal of unwanted plants from the Orchard flower beds like rosary etc,</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>12</td>
<td>Application of fertilizer, manures to Fresh plants, rose garden flower beds twice in a year</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Maintenance of irrigation system installed in the entire premises</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Pruning, trimming of shrubs &amp; trees, climbers etc. planted in the Bank and cleaning 15 feet out side boundary wall to give good look.</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Maintenance of lawns of the premises</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>16</td>
<td>Maintenance of Green house measuring 560 sq. meters Application of pesticides, weeding replanting, cutting and sale of produce like flowers &amp; vegetables</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>17</td>
<td>Reporting of indoor plants in the nursery</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>18</td>
<td>Maintenance of shade-nets i.e. lath house, sprinkler, drips</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>19</td>
<td>Maintenance of pot, water shade model, water harvesting etc.</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>20</td>
<td>Any other work entrusted as and when needed etc.,</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>
## Format of Register for Schedule of Garden Maintenance Services

**Periodicity: Daily**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Specific details of job works</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sweeping/ Cleaning the garden areas of roads, lawns flower beds, hedges, parks, pathway and rocks, slopes, all open and other uncovered places etc. if any</td>
</tr>
<tr>
<td>2</td>
<td>Removing the dry leaves, dry branches / barks of tree / waste plastic bottles / containers / bags/ and disposing in the dustbins/ waste pits / dumping ground.</td>
</tr>
<tr>
<td>3</td>
<td>Watering the plants / hedges/ shrubs/Lawns</td>
</tr>
<tr>
<td>4</td>
<td>Soiling / top soiling the flower beds Lawns, Developing flower beds, planting, sowing, raking, mulching, cutting stems for vegetative propagation, pruning and training of trees.</td>
</tr>
<tr>
<td>5</td>
<td>Keeping the entire premises free from animals menace like dog, cat menace, monkey menace and removing water logging.</td>
</tr>
<tr>
<td>6</td>
<td>Maintenance of garden equipments like mowers, shovels, rakes, knives, spades, water pipes. (as and when required)</td>
</tr>
<tr>
<td>7</td>
<td>Control of weed and removal of unwanted plants from the Orchard flower beds like rosary etc.</td>
</tr>
<tr>
<td>8</td>
<td>Application of fertilizer, manures to Fresh plants, rose garden flower beds twice in a year</td>
</tr>
<tr>
<td>9</td>
<td>Pruning, training of shrubs &amp; trees, climbers etc. planted in the Bank to give good look.</td>
</tr>
<tr>
<td>10</td>
<td>Maintenance of lawns of the premises</td>
</tr>
<tr>
<td>11</td>
<td>Replacing of indoor plants</td>
</tr>
<tr>
<td>12</td>
<td>Any other work entrusted as and when needed etc.,</td>
</tr>
<tr>
<td>13</td>
<td>Operation of compost machine as per manufactures instructions</td>
</tr>
</tbody>
</table>
## Schedule of Garden Maintenance Services

**Periodicity: Weekly**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Specific details of job works</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Spreading and spraying pesticides, fungicides and applying fertilizers, manures</td>
</tr>
<tr>
<td></td>
<td>Replacement of new pots of indoor plants placed in vantage point</td>
</tr>
</tbody>
</table>

## Schedule of Garden Maintenance Services

**Periodicity: Monthly**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Specific details of job works</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Upkeeping pots (earthen pot at garden) and bottom of trees, replacing of potted plants at all important places like entrance, main gate, etc.</td>
</tr>
<tr>
<td></td>
<td>Application of fertilizer, manures to Fresh plants, rose flower beds twice in a year</td>
</tr>
<tr>
<td></td>
<td>Pruning, training of shrubs &amp; trees, climbers etc. planted in the Bank to give good look.</td>
</tr>
</tbody>
</table>

## Schedule of Garden Maintenance Services

**Periodicity: quarterly**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Specific details of job works</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Desalting of water storage ponds</td>
</tr>
<tr>
<td></td>
<td>Cutting of Branches of big trees to maintain premises look</td>
</tr>
<tr>
<td></td>
<td>Colouring of trees &amp; pots</td>
</tr>
</tbody>
</table>
Penalty Clause Area Wise:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Penalty Area</th>
<th>Amount in Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Non-Removal of Garden Waste daily</td>
<td>Rs. 200/- Per area</td>
</tr>
<tr>
<td>02.</td>
<td>Non Cleaning of Lawn &amp; other Area</td>
<td>Rs.200/- Per area</td>
</tr>
<tr>
<td>03.</td>
<td>Non Cleaning of 15 feet space out- side the boundary wall</td>
<td>Rs.1000/- per occasion</td>
</tr>
<tr>
<td>04.</td>
<td>More than 5% of rose plants in rose garden found dead at any point of time to be considered as non maintenance of rose garden and accordingly penalty to be imposed.</td>
<td>Rs. 100/- per plant</td>
</tr>
<tr>
<td>05.</td>
<td>Non Weeding of particular area of Garden .</td>
<td>Rs.500/- per area</td>
</tr>
<tr>
<td>06.</td>
<td>Non submission of daily Report</td>
<td>Rs.200/- Per occasion</td>
</tr>
<tr>
<td>07.</td>
<td>Non weeding/ cleaning of unutilized area of garden</td>
<td>Rs.500/- per area per occasion</td>
</tr>
<tr>
<td>08.</td>
<td>Any other point belongs to Annexure –K is not done in time frame will attract penalty.</td>
<td>Rs.2000/-</td>
</tr>
<tr>
<td>09.</td>
<td>Vacant / dry of any border/hedge</td>
<td>Rs.100/- per feet per month</td>
</tr>
<tr>
<td>10.</td>
<td>Vacant / dry of Lawn</td>
<td>Rs.200/- per sq metre</td>
</tr>
<tr>
<td>11.</td>
<td>If required number of workers goes below approved number</td>
<td>Rs 1000 per day/per worker</td>
</tr>
<tr>
<td>12.</td>
<td>If contractor is not present for the Garden Maintenance meeting (monthly once)</td>
<td>Rs 2000 per month</td>
</tr>
</tbody>
</table>

# However the overall monthly penalty will not exceed 20% of the contract value.
ANNEXURE-P

PROPOSED MANPOWER FOR GARDEN MAINTENANCE SERVICES AT OFFICES/BUNGALOW/RESIDENCES UNDER SBI-IAD, LINGAMPALLY, HYDERABAD.

<table>
<thead>
<tr>
<th>Description of Manpower</th>
<th>Description</th>
<th>Category of manpower</th>
<th>Minimum Employees proposed</th>
<th>No of days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>General Shift only.</td>
<td>Skilled</td>
<td>1</td>
<td>26</td>
</tr>
<tr>
<td>Garden workers</td>
<td>General Shift only.</td>
<td>Un Skilled</td>
<td>8</td>
<td>26</td>
</tr>
</tbody>
</table>

* Any Increase in VDA component of the minimum wage would be paid whenever it is increased by the Govt. of India.
* General shift will be counted 26 days.
* The contractor shall provide a Substitute if a person is absent.
* General shift timing 9AM to 5PM
Bid Covering Letter: To be submitted by the bidder along with Bid documents

To,

The Vice President
SBI Infra Management Solutions Pvt Ltd
Ground floor, Commercial branch building
Bank Street, Koti,
Hyderabad- 500 095

Sir,

Our Bid for ________________________________

We submit our Bid Document herewith. We understand that

1. You are not bound to accept the lowest or any bid received by you, and you may reject all or any bid without assigning any reason or giving any explanation whatsoever.
2. SBIIMS may follow close or open bidding process as per requirement of the SBIIMS.
3. If our Bid is accepted, we undertake to enter into and execute at our cost, when called upon by the purchaser to do so, a contract in the prescribed form.
4. If our Bid is accepted, we are to be jointly responsible for the due Performance of the contract.
5. Vendor means the bidder who is decided an declared so after examination of commercial bids.
6. The Commercial Bidding process will be through an e-procurement e-tendering process. The online e-tendering will be conducted by the SBIIMS or a company who have been authorized in this regard by the SBIIMS. The bidders are required to possess a valid Digital Certificate for participating in the e-procurement process bid for Annual Maintenance contract for Garden Maintenance Work.

II CERTIFICATE:

I/We read and understood all conditions and requirements of SBIIMS / IAD, Hyderabad for providing garden maintenance services.

Yours faithfully,

For:
Signature:
Name:

Seal of Company
2. **Qualification criteria:**

   a) Bidders meeting the following criteria are eligible to submit their Bids along with supporting documents. If the Bid is not accompanied by all the required documents supporting eligibility criteria, the same would be rejected:

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Eligibility Criteria</th>
<th>Documents to be submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The bidder must be a Firm / Proprietary / Company registered under Companies Act. With an experience of minimum 05 years in the field of Garden Maintenance.</td>
<td>In case of Proprietary copy of the GST Registration certificate / In case of firms Copy of the firm registration Certificate / In case of company copy of certificate of incorporation issued by Registrar of Companies and full address of the registered office plus GST registration certificates.</td>
</tr>
</tbody>
</table>
| 2      | Handled minimum 3(three) single completed annual contracts in commercial complexes for Garden Maintenance in **anywhere in the state of Telangana** with each contract having value of not less than **Rs 10,00,000/-**.          | Copy of the work order and work completion certificates issued by the principal Employers specifying the below criteria’s for the works carried out during the period from **01/04/2015 to 31/03/2020.**
   
   Or
   
   Handled minimum 2(Two) single completed annual contracts in commercial complexes for Garden Maintenance in **anywhere in the state of Telangana** with each contract having value of not less than **Rs 13,00,000/-**.        | 1. Scope of work.
   2. Contract value.
   3. Area.
   4. No. of staff deployed by the contractor for the contract.
   5. Period of the contract for completed.
   6.Monthly payment
   
   Note:
   (i) Renewal of annual contracts shall be considered as a single contract.
   (ii) Copy of agreement should be enclosed.                                                                                                               |
| 3      | The bidder should have a minimum average annual turnover of **Rs 8,00,000/-** for the previous three years (as on 31-03-2020). Audited / Certified Balance Sheet (by Charted Accountant) for the years **2017-2018, 2018-2019 and unaudited balance sheet of 2019-2020**, establishing the turnover criteria should be submitted. | (i)Copy of the audited P&L Account and Balance Sheet duly Certified by the Charted Accountant including 3CA/3CD and auditor notes and accounts.
   (ii) Copies of returns submitted to the Tax authorities such as IT & Service Tax etc.
   (iii) Any return submitted to the la- |
5 | Bidder should have at least one Office at Twin cities. | Address Proof of the firm should be submitted.

The bidder should have (i) Valid labour licence under section 12(1) of the Contract Labour Regulation and Abolition Act, 1970. (ii) Registered with ESI, EPF, GST etc authorities and must be in possession of Permanent Account No (PAN).

A copy of the Documentary evidence must be furnished against each of the above criteria along with an index. All documents must be signed by the authorized signatory of the bidder. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be highlighted.

Signature
Seal of Company
ANNEXURE –C.

**TECHNICAL BID EVALUATION (MATRIX)**
Evaluation Information

The bidder should fill the table below and submit documentary evidence for all the particulars mentioned hereunder:

**TECHNICAL BID EVALUATION: Part-I**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Marks</th>
<th>To be filled up by the SBIIMS</th>
<th>Documents attached [Yes/No]. If Yes, state the nature of documents(s).</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Average annual turnover of the Company as per Audited Balance Sheets as on 31&lt;sup&gt;st&lt;/sup&gt; March 2018, 2019 and 2020</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>&gt;1.50 crores</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>&gt;1.00 crores but &lt;=1.50 crores</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>&gt;51 lakhs but &lt;=1.00 crore</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>&gt;26 lakhs but &lt;=50 lakhs</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>&gt;10 lakhs but &lt;=25 lakhs</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>No. of Employees on payroll in Garden maintenance as on 01/04/2020</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>&gt;50</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>&gt;26 but &lt;=50</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>&gt;13 but &lt;=25</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Number of years of experience in Garden maintenance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>&gt;= 10 years</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>&gt;=8 but &lt;10 years</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>&gt;=5 but &lt;8 years</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Latest ISO Certification</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Available</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not Available</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Whether the Bidder had provided services in</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Govt./PSU +Private</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Govt./PSU</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Private</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Constitution</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Public Ltd.</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Private Ltd.</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Partnership/LLP</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-----------------</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Others</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Value of single largest annual contract in the past Five years (__________________) in Garden maintenance in Complexes located at Telangana.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>&gt;1.00 Cr</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>&gt;0.26 Cr but &lt;=1.00 cr</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Complaint registration and response</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a)Online (electronic, web-based)system available with the Contractor</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b)Manual system available with the Contractor</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(c) No system used by the Contractor</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Maximum Score for Part-I of Technical Bid Evaluation: 50 marks
## TECHNICAL BID EVALUATION (SITE VISIT): PART-II

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Site visit by a panel from the SBIIMS &amp; IAD to one or more sites out of the sites whose reference is given by the bidder.</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>During site visit, the members will evaluate the work being performed by the contractor at the site and its suitability for the SBIIMS, which will be based on, but not limited to, the following criteria:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Level of general cleanliness – 2 Marks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Quality of Garden maintenance – 3 Marks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Turnout of the workers – 1 Mark</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Use of technology in complaint redressal- 1 Mark</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Mechanization of operations - 1 Mark</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Scope of the Contract: 1.Cleaning, 2.Gardening, 3.Other Services – 1 Mark</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Maintenance of suitable records - 1 Mark</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Verbal feedback received from the clients served by the applicants on the basis of, Cleanliness, Speed of complaints redressal, mechanization of operation, Frequency of training provided to workers, etc.</td>
<td>5</td>
</tr>
</tbody>
</table>

Maximum Score for Part-II (Site Visit): 15 marks  
Minimum marks required for qualifying in the Part-II (Site Visit): 8 marks

The bidder has to obtain minimum qualification marks in both Part-I & Part –II of TECHNICAL BID EVALUATION (MATRIX) for opening of the price bid.

Note: The SBIIMS will use criteria and information in addition to what has been asked above for evaluation. This would include, but may not be limited to, verification of references given by the contractor, evaluation of contractor’s existing work by making site visits, etc.

Signature of Authorized Representative___________________________

Name of Authorized Representative _______________________________

Place:________________

Date:________________

[DULY AUTHORIZED SIGNATORY]
BIDDER DETAILS

Details of the Bidder

1. Name of the Firm:

2. Date of Incorporation and / or commencement of business:

3. Certificate of incorporation:

4. Brief description of the Bidder including details of its main line business:

5. Company website URL, if any

6. Particulars of the Authorized Signatory of the Bidder

   a. Name:

   b. Designation:

   c. Address:

   d. Phone number (Landline):

   e. Mobile Number:

   f. Fax Number:

   g. Email Address:

Signature

Seal of Company
Format for Performance Guarantee

BANK GUARANTEE

To,
The AGM (Admin),
IAD
Lingampally, Hyderabad

(Hereinafter referred to as “IAD”)

Whereas consequent to your Request for Tender dated __________ you have awarded the contract vide letter No.___________ dated ____________ to M/s ___________ having its Corporate Office at ______________ (hereinafter referred to as “the Contractor”) to _________________________. Whereas as per the payment terms of the said TENDER the Contractor has to submit a Bank Guarantee from any scheduled commercial Bank, other than SBI in favour of you.

And whereas, we, _______________ IAD, having our branch office at _______________ (hereinafter referred to as “the Guarantor”) on the request of the Contractor hereby expressly and unreservedly undertaken and Guarantee to pay to you, a sum not exceeding Rs._____________/-(Rupees ______________ only) , in the event of any breach by the Contractor of the obligations under the contract, or reasons attributable to the Contractor on account of the same. This Guarantee shall be limited to an amount not exceeding Rs._____________/-(Rupees ______________ only). You may raise a demand on us in writing stating the amount claimed under the Guarantee and on receipt of your claim in writing, without any demur, protect or contest and without any reference to the Contractor, we the Guarantor shall make the payment under this Guarantee to IAD within 24 hours of receipt of written claim/demand.

We the Guarantor, further confirm that a mere letter from the IAD that there has been a breach by the Contractor of its obligations or there are sufficient reasons for invoking this Guarantee, shall without any other or further proof be final conclusive and binding on the Guarantor.

We shall not be discharged or released from this undertaking and the Guarantee by any arrangement, variation, violation between you and the Contractor, indulgence to Contractor by you with or without our consent or knowledge and this Guarantee shall be in addition to any other Guarantee or security you possess against the Contractor.

This Guarantee shall be a continuing Guarantee and shall not be discharged by any change in the constitution of the IAD, Guarantor or the Contractor. It is further guaranteed that the payment un-
nder this Guarantee shall be made by us on receipt of your written demand as aforesaid making refer-
ence to this Guarantee.

Notwithstanding anything contained herein above, our liability under this Guarantee is restricted
to Rs__________/-(Rupees____________________________ Only).

This Guarantee shall remain in full force and effect for a period of ______ years up to
________ unless a claim under this Guarantee is made against us within one month from that
date i.e. on or before ______, all your rights under this Guarantee shall be forfeited and we shall
be relieved and discharged from all liabilities there under.

Thereafter, our Guarantee shall be considered as null and void whether returned to ourselves or
not.

Date:

For___________________
(IAD)

Place:
CERTIFICATE

Certified that we have remitted the monthly subscription of Employees Provident Fund & Employees State Insurance to the workers employed by me in Offices/ Bungalows /residences under IAD, Lingampally, Hyderabad for Annual Maintenance Contract for Garden Maintenance work for the Month..................Year................................

<table>
<thead>
<tr>
<th>Office in which subscription remitted</th>
<th>Bill No. &amp; Date</th>
<th>Emp. Prov. Fund (EPF)</th>
<th>ESI</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature with seal of the Contractor
ANNEXURE-N

DECLARATION OF NEAR RELATIVES OF SBI EMPLOYEES

I/We..........................................................................................................................S/o/D/o............................................................
..............................................................................................................................Residing at
...............................................................................................................................  hereby certify that none of our
relatives(s) as defined in the Tender document is/are employed in SBI as per details given in
tender 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- laws), daughter(s),
husband (son-in-law), brother(s) and brother's wife, sister(s) & sister's husband (brother-in-law).

Place :

Date :

Signature with seal of the Contractor

Name in Capital Letters:

Address:
ANNEXURE-O

UNDERTAKING

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

Place :
Date :

Signature with seal of the Contractor
Name in block letters:
Address:
SBI INFRA MANAGEMENT SOLUTIONS PVT LTD
(WHOLLY OWNED SUBSIDIARY OF SBI)

PART-B

TWO BID TENDER SYSTEM THROUGH E-TENDERING PROCESS

Note: Bidder should possess valid digital signature for this e-tender

PRICE- BID

ANNUAL CONTRACT FOR GARDEN MAINTENANCE SERVICES

AT

a) INTERNAL AUDIT DEPARTMENT (IAD), LINGAMPALLY, HYDERABAD
b) DMD/CGM RESIDENCES AT BANJARA HILLS, HYDERABAD
c) DMD BUNGALOW & CGM FLATS AT JUBILIE HILLS, HYDERABAD
d) SBI OFFICERS QUARTERS AT LINGAMPALLY, HYDERABAD

The Vice President,
SBI Infra Management Solutions Pvt. Ltd.
Ground floor, Commercial branch building
Bank Street, Koti,
Hyderabad – 500 095
Telangana
ANNEXURE – F

COMMERCIAL PRICE BID

To,
The AGM (Admin)
IAD, LINGAMPALLY,
Hyderabad

Sir,

COMMERCIAL INDICATIVE PRICE BID:
TENDER FOR PROVIDING GARDEN MAINTENANCE CONTRACT AT OFFICES/ PREMISES/ RESIDENCES/ QUARTERS UNDER SBI-IAD, LINGAMPALLY, HYDERABAD

With reference to your Notice Inviting Tender for providing Garden Maintenance Contract for your IAD, LINGAMPALLY, Hyderabad, we give below our commercial prices:

<table>
<thead>
<tr>
<th></th>
<th>Cost for Manpower requirement</th>
<th>Unskilled: 08 Skilled (Supervisor):01 Person(s) as per Annexure-P</th>
<th>Minimum wages shall be paid as per the prevailing rates as fixed by the Govt. of India from time to time by the contractor and claim the same as reimbursement based on monthly average of attendance of skilled/ unskilled staff.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Garden Tools cost like Grass/Lawn mowers, cutting machines and other Equipments etc</td>
<td>monthly</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Cost for Insurance, Gum Shoes, Uniform for staff</td>
<td>monthly</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Contractors service charges etc</td>
<td>monthly</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Cost of for one month</td>
<td>(B+C+D)</td>
<td></td>
</tr>
</tbody>
</table>

Total In words:

NOTE: Bidder should include cost for Insurance, personal protective equipment, uniform, required tools & machineries etc. GST amount should not be loaded in the Commercial Bid and shall be paid extra as applicable, by IAD. The successful vendor has to submit system generated GST tax invoice incorporating IAD’s GST in number and vendor GST no. Manual GST invoices will not be accepted. Bonus amount as per Bonus Act will be reimbursed and should not be loaded in the Commercial Bid.

2. Man Power requirement is indicative. It may vary plus or minus 10%.

Dated this __________ day of ___________2020
For and on behalf of ___________________________(With seal)
Signature_____________________________________
Name _______________________________________
Designation_________________________________
Firm Name with seal: