

TENDERNOTICENO.LHOPAT/P&E/2024-25/12/002 DATED: 24.12.2024

STATE BANK OF INDIA, PREMISES AND ESTATES DEPARTMENT, LOCAL HEAD OFFICE, PATNA-800001

**INVITATION FOR TENDER FOR CLEANING, MAINTENANCE, HOUSEKEEPING, AND CATERING SERVICES IN PREMISES OF STATE BANK INSTITUTE OF LEARNING & DEVELOPMENT, KALABHAWAN ROAD, PURNEA - 854301**

**START DATE: 30.12.2024**

**CLOSE DATE: 29.01.2025**

E-tenders are invited on the prescribed format from reputed agencies / contractors engaged in the business of cleaning, maintenance, housekeeping and catering services for providing these services in State Bank Institute of Learning & Development at Purnea under Two-Bid system i.e. Technical Bid and Financial Bid. Interested persons fulfilling the minimum eligibility criteria may apply in prescribed format which may be downloaded from the Bank's website [www.sbi.co.in](http://www.sbi.co.in) or [www.bank.sbi](http://www.bank.sbi) under link 'Procurement News'.

Details of the tender are given below:

1	Name & Location of Work	Cleaning, Maintenance, Housekeeping and Catering services in State Bank Learning Centre Building and campus at Purnea.
2	Eligibility Criteria	Please See Annexure -A
3	Availability of Tender documents	Tender documents can be downloaded from Bank's website <a href="http://www.sbi.co.in">www.sbi.co.in</a> or <a href="http://www.bank.sbi">www.bank.sbi</a> under 'Procurement News' section
4	Earnest Money Deposit (EMD)	Rs. 10,000/- by Bank draft/Banker's Cheque along with application.

5	Security Deposit	Rs. 2,00,000/- by way of Fixed Deposit Receipts issued by any branch of SBI and lien should be marked in favour of SBI LHO Patna within 7 days of date of Work Order.
6	Cost of Tender documents	Tender documents may be downloaded from Bank's website free of cost.
7	Tender documents downloading start Date	From 10.00 am on 30.12.2024
8	Tender documents downloading end date	Up to 2.00 pm on 29.01.2025
9	Last date and time of submission of Tender	Up to 3.00 pm on 29.01.2025
10	Address at which the tenders are to be submitted	Electronically Sealed e-tenders in two separately sealed parts i.e. Cover-I (Technical Bid) and Cover-II (Price Bid) are to be submitted online on the website: <a href="https://www.tenderwizard.com/SBIETENDER">https://www.tenderwizard.com/SBIETENDER</a>
11	Digital Certificates	For integrity of data and authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). also referred to as Digital Signature Certificate Page 8 (DSC), of Class II or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <a href="http://www.cca.gov.in">http://www.cca.gov.in</a> ].

12	Registration to use the Electronic Tender portal : <a href="https://www.tenderwizard.com/SBIETENDER">https://www.tenderwizard.com/SBIETENDER</a>	Bidders need to register on the portal. Registration of each organization is to be done by one of its senior persons vis-a-vis Authorized Signatory who will be the main person coordinating for the e-tendering activities. In the above portal terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and follow further instructions as given on the site. Note: After successful submission of Registration details please contact to the Helpdesk of the portal to get your registration accepted/activated.
13	For E-Tender related queries	<p><b><u>“M/S Antares Systems Limited.”</u></b></p> <p>1<sup>st</sup> floor, Old Bank of India compound,</p> <p>M/22 Building, Road No. 25, S.K. Nagar, Patna-800001</p> <p>Mobile : Rakesh kumar 9771414548,</p> <p>Mr. Pawan kumar Singh 9771414547,</p> <p>Mr. Amit Prafulla 9988401985</p> <p><b>Email:<a href="mailto:r.rakeshkumar@antaresystems.com">r.rakeshkumar@antaresystems.com</a>”</b></p>

14	Date and time of opening of tender	30.01.2025 at 04.00 pm.
15	Validity of offer	3 (three) months from last date of submission.
16	Period of contract	Two years, extendable by one year.
17	Please see documents attached for details.	Annexure A – Instructions for bidders
		Annexure B – General Terms & Conditions
		Annexure C – Schedule I (Periodicity of Cleaning, Maintenance & Housekeeping Services), Schedule II (List of indicative brands to be used in catering services) & Schedule III (Menu Card for catering services)
		Annexure D - Declaration regarding contract labour (Minimum Wages Act)
		Annexure E- Solvency Certificate
		Annexure F- Technical Bid Form
		Annexure G- Price Bid form
		Annexure H - Declaration regarding relatives
Interested participants are advised to go through the complete set of tender documents before submitting their tenders.		
In case the date of opening of tenders is declared a holiday, the tenders will be opened on the next working day at the same time. SBI has the right to accept/reject any/all tenders without assigning any reasons.		
(For and on behalf of State Bank Of India) The Assistant General Manager (Premises & Estate) State Bank of India Local Head Office, Patna Circle, Tel: 0612 – 2820823		

**INSTRUCTIONS FOR TENDERERS**

1. **Scope of Work** (Details provided in Annexure C – Schedule I, II & III).

SBILD, Purnea is located in an area of 1 acre and comprises a two storied building with total covered floor area of about 27000 Sq.ft. The open area with 16560 Sq.ft. (approx.)comprises of Garden, Parking space etc. whereas the covered area broadly comprises AGM Chamber-1 no., Office Room-1 no., Faculty Room- 4 nos., VC Room-1 no., Record Room - 1 no., Class Room – 2 nos., Computer Labs- 2 nos., Library -1 no., entrance hall, administrative section, hostel/guest rooms (18 nos.), Staff Canteen-1 no., Store Room-1 no., Dining Hall, Kitchen, Toilets, Recreation room, Generator Room, Stationery Room and other space. The work comprises broadly of the following areas:

- a. Cleaning and maintenance including cleaning, sweeping, washing in entire area of SBILD building including Hostel Canteen and the common area, road, parking area etc. of entire Complex.
- b. Collection and removal of garbage in the Complex.
- c. Other support activities like attending to minor electric problems, operation of water pump, switching on/off lights in common area etc.
- d. Catering Services for about 30 participants per day (The number may vary and Bank does not commit to a fixed number) and about 2-3 guests in guest house

Interested bidders are advised to visit and inspect the site before submitting their bids.

2. **Eligibility Criteria**

To be eligible to participate in the tender, the bidder/applicant should satisfy the following minimum eligibility criteria:

- a. The applicant must be a Registered/Licensed Organization in nature of a Public Ltd. Co./Private Ltd Co./Partnership firm/Sole proprietor/Limited Liability Partnership.
- b. The applicant must have (i) PAN No. (ii) all requisite licenses under Contract and Labour Regulation Act (iii) GST registration number (iv) EPFO registration (v) ESIC registration& (vi) any other permission/Certification under applicable laws, for the time being in force, which are necessary and incidental for effectively carrying out the work envisaged under these tender documents.
- c. The applicant must have a proven track record of providing cleaning, maintenance, housekeeping and catering services for a minimum period of two years in last 3 financial years to offices/ establishments/ departments/

- branches with capacity of a minimum average of 20 persons per working day (as per the contract terms) in Government Sector/Public Sector Bank(s)/ Public Sector Undertaking/reputed private sector Company. The past work experience in regard to these services must commensurate with the work envisaged under this tender.
- d. The applicant must have sound financial capacity/credit worthiness and duly supported by a Solvency certificate of Rs.5 lacs issued on or after 30.11.2024 or any other equivalent certificate acceptable to the Bank.
  - e. The applicant must have annual turnover of Rs. 20.00 lacs averaged over the last three Financial Years.
  - f. The applicant should have filed Income Tax returns for the FY 2021-22, 2022-23 & 2023-24.
  - g. The applicant should not have abandoned any work or rescinded any part of their contract or been disqualified by the client during the last 5 years.
  - h. The applicant should not have been blacklisted or debarred from participating in any tender for similar services by a Government Department, Organization, whether public or private, in last five years and must not be under rigors of any such blacklisting or debarment at the time of submission of tender documents.
  - i. The application form must be completely filled in with all supporting enclosures.
3. The eligible contractors, who satisfy the above criteria, may download the prescribed proforma from the Bank's website [www.sbi.co.in](http://www.sbi.co.in) or [www.bank.com](http://www.bank.com) under ' **Procurement News** ' and upload the proforma, duly filled in and duly supported by relevant documents to the website <https://www.tenderwizard.com/SBIETENDER>,

Any clarification in this regard may be obtained from Bank [0612-2820823 or email at <[agmpe.lhopat@sbi.co.in](mailto:agmpe.lhopat@sbi.co.in)> by 18.01.2025. Selection on technical parameters will be made based on fulfillment of eligibility norms and particulars and documents furnished by the applicant as required and satisfactory verification carried out by the Bank. Incomplete information in the application may lead to summary rejection of the same. Bank reserves the right to accept or reject any or all applications without assigning any reason whatsoever. Bank's decision as regards eligibility will be final and binding.

#### **4. SUBMISSION OF BIDS:**

Electronically Sealed e-tenders in two separately sealed parts i.e. Cover-I (Technical Bid) and Cover-II (Price Bid) are to be submitted online on the website: <https://www.tenderwizard.com/SBIETENDER>

**\*\*\*\*\* No bid shall be accepted off-line.**

#### **A. Cover- 1 (Technical Bid):**

Technical bid electronic envelop called “Electronic Format of Technical Bid” shall contain the following documents: The bidder has to upload the scanned copy of documents which will be a part of technical bid on the website. They are as under:

➤ Details of EMD: Scanned copy of Demand Draft/Bankers Cheque for Rs.10,000/- in favour of State Bank of India payable at Patna must be uploaded on e-tender website along with technical bid.

➤ The scanned copy of the following documents supporting the eligibility criteria must be uploaded on e-tender website i.e. “<https://www.tenderwizard.com/SBIETENDER>”.

- i) Technical Bid on the specified format (Annexure - F), duly filled in and signed by the bidder.
- ii) EMD of Rs.10,000/- in the form of Demand Draft/Bankers Cheque/Pay Order favouring 'SBI, LHO, Patna' and payable at Patna.
- iii) Annexures A (Instructions For Tenderer), B (General Terms & Conditions) and C (Schedule I, II & III – Periodicity of services, List of indicative brands and Menu), duly accepted by the bidder.
- iv) Annexure D (Declaration regarding contract labour), duly filled up.
- v) Annexure E (Solvency Certificate - issued by a Bank).
- vi) Annexure H (Declaration regarding relatives).
- vi) Certificate of experience of providing cleaning, maintenance, housekeeping and catering services for a minimum period of two years in last 3 financial years to offices/ establishments/ departments/ branches with capacity of a minimum average of 20 persons per working day (as per the contract terms) in Government Sector/ Public Sector Bank(s)/ Public Sector Undertaking/ reputed private sector Company.
- vii) Balance Sheet of last three Financial Years.
- viii) ITR of last three Financial Years (2021-22, 2022-23 and 2023-24).
- ix) Declaration duly signed and sealed on the Letter Head of the applicants that no work has been abandoned or rescinded any part of their contract or been disqualified by the client during the last 5 years and they have not

been blacklisted or debarred from participating in any tender for similar services by any Government Department, Organization, whether public or private, in last five years and are not under rigors of any such blacklisting or debarment at the time of submission of tender documents.

## **B. Cover- 2 (Price Bid)**

A sealed/closed electronic envelope, superscribe as 'Price Bid for Cleaning, Maintenance, Housekeeping and Catering Services for SBILD, PURNEA', containing Price Bid in the specified format, (Annexure – G).

5. The documents should be signed by the applicant on all the pages including on all necessary documentary evidence, wherever applicable. EMD will be refunded to all except the successful bidder. Technical Bid not accompanied by the EMD in the above manner will be rejected. Bank may, at its sole discretion, ask for documents or clarifications in regard to the bid submitted. If the information or documents asked for is not submitted within the specified period, Bank may treat the application as incomplete and reject the application.

### **6. Terms & conditions for Price Bid**

- a. The applicant should quote combined monthly charges (excluding GST), for various services to be provided, in Annexure – G, on the basis of items & periodicity of services detailed in Annexure- C.
- b. The costs quoted in the Price Bid should take in account the provisions of the Minimum Wages Act, as applicable to Central Govt. undertakings.
- c. The cost of food to be quoted in the Price Bid shall be realistic for providing good quality of food. If an applicant quotes unreasonably low rates for being selected as L1 and does not provide good quality food, Bank may terminate the contract and may even blacklist the applicant from participation in future bids.
- d. The Financial Bids will be opened of only those bidders who are found technically suitable on the basis of Technical Bid. The bidders or their representatives duly authorized under the sign and seal of the bidder may be present at the time of opening of the Price Bids. The authorized representatives should bring necessary authority letter on an official letter head of the bidder along with necessary document like Board resolution in case of Private Limited Company etc. conferring full and comprehensive authority to deal with all matters relating to the tenders.
- e. Selection of L-1 will be decided on the basis of lowest quote in the Price Bid. However, Bank reserve its right to reject the bid if in the estimation of the Bank, the price quoted by the bidder is unrealistic or unworkable. The Bank, for any justifiable reason, in its estimation, may reject the bid of lowest bidder and may declare the next lowest bidder as L-1 and the



decision along with reason provided by the Bank shall be final and binding upon all bidders including the lowest bidder.

- f. The applicants are advised to inspect the premises and assess the scope of work before quoting the rates.

#### **7. Earnest Money**

- a. The bidders are advised to submit the Earnest Money of Rs.10,000/- in the form of Demand Draft or Banker's Cheque in favour of 'SBI, LHO, Patna' drawn on any scheduled Bank in India and payable at Patna.
- b. EMD in any other form other than as specified above will not be accepted. Tender not accompanied by the EMD shall be rejected.
- c. No interest will be paid on the EMD.
- d. EMD of unsuccessful bidders will be refunded within 30 days of award of Contract.
- e. EMD of the successful bidder will be retained as a part of security deposit.

#### **8. Security Deposit**

The successful applicant will have to furnish a security deposit Rs 2,00,000/- less amount of EMD by means of Fixed Deposit issued by any branch of State Bank of India and lien should be marked in favour of 'SBI, LHO, Patna' within a period of 7 days of the date of Work Order conveyed to him by Bank.

#### **9. Signing of Contract Documents**

The successful bidder on completion of tender process shall enter into a formal written agreement with the Director, State Bank Institute of Learning & Development, Purnea within 15 days from the receipt of intimation of acceptance of his tender by the Bank. However, the written acceptance of the tender by the Bank will constitute a binding agreement between the Bank and successful bidder irrespective of whether such formal agreement is subsequently entered into or not.

#### **10. Validity of Tender**

Tenders shall remain valid and open for acceptance for a period of 3 (Three) months from the last date of submission of Bid. If the bidder withdraws his/her offer during the validity period or makes modifications in his/her original offer which are not acceptable to the Bank, the Bank shall be at liberty to forfeit the EMD without prejudice to any other right or remedy.

**GENERAL TERMS & CONDITIONS**

1. The applicant must produce relevant documentary evidence along with the Technical Bid form. Non-disclosure of relevant information or furnishing of incorrect information/ documents will suffer disqualification under Technical Bid.
2. The applicant shall not have any right to participate in the financial bidding merely on satisfying the above eligibility criteria or on being found suitable to apply for tender documents.
3. The applicant (including its Officer bearers in charge) must not have been prosecuted or suffered any penalty for violation of any labour laws by any Labour Authority/Competent Court. In such cases, Bank reserves its right to take final call subject to its satisfaction.
4. The applicant should not have rescinded/ abandoned any contract awarded by any of his client before the expiry of prescribed period of contract. In such cases, Bank reserves its right to take a final call on the eligibility of the applicant, subject to its satisfaction.
5. The applicant must neither be a sub-contractor to any other entity/person nor has at any time sub-let the contract awarded to the applicant to any other person.
6. The applicant must have complied with all labour laws and obtained all licences/approvals/ permissions to carry on the business of housekeeping, maintenance, catering and gardening services.
7. The applicant should not have suffered disqualification at any time in the past in rendering services like cleaning, maintenance housekeeping and catering services in respect of matters enumerated herein.
8. The applicant must furnish appropriate declarations in respect of the terms and conditions mentioned herein along with his Technical Bid forms.
9. The applicant should not form part of any cartel at any time for processing any contract including the present tender.
10. The Bank, in any manner, is not responsible for the delay in submission of bid due to any technical fault of the internet or the system or for any other analogous or other reason of whatsoever nature / loss /non-receipt of tender application/documents.

11. The Bank reserves the right to reject all or any of the tender documents without assigning any reason thereof.
12. 'Successful bidder' or 'the contractor' throughout this tender document or the agreement which shall be subsequently entered into on completion of tender process shall mean such bidder who has been declared successful by the Bank in bidding process and necessary approval for awarding of the contract has been accorded by the competent authority of the Bank.
13. The contract entered into with the successful bidder on completion of bidding process shall be for a period of two years from the date of commencement of the Agreement, subject to review at the expiry of every 12 months period, and extendable for one more year on same terms and conditions at Bank's discretion provided the contractor has license and /or renewed license and renders satisfactory services. Upon expiry of the three years period, the contract may be renewed for another term of three years on mutually acceptable conditions at sole discretion of Bank.
14. Pre-qualification under Technical Bid will be on the basis of meeting the minimum eligibility criteria. The short listed bidders will be eligible for participation in Price Bid.
15. The successful bidder shall bear all the cost and expenses in respect of all charges, stamp duty etc. of the agreement which will be entered into with him on completion of bidding process.
16. In terms of the provision of the contract labour (R&A) Act, 1970 and rules 72 and 73 framed there under, the successful bidder/contractor shall disburse the minimum wages to its personnel. The contractor shall be liable for any violation of the aforesaid provision of the labour laws.
17. The Courts in Patna (Bihar) alone shall have the jurisdiction in respect of any or all matters/disputes relating to or connected with the tender.
18. The bidder must obtain for himself at his own responsibility and expenses, all the necessary information/documents including approvals, permissions, risks, contingencies and other circumstances to enable him to make a proper tender and to enter into contract with the Bank, he must examine the specifications, conditions and seek whatever clarification he desires before submitting the Tender documents.
19. Omission, neglect or failure on the part of the bidder in obtaining requisite, reliable and full information on any matter affecting his tender or the subsequent contract or supply, shall not relieve the bidder from any liability under this tender documents or any subsequent contract or agreement.

20. If any bidder withdraws his tender after submission or makes any modifications to the tender after its submission, the tender will be treated as having been rejected by the Bank and it will not be processed further.
21. Final award of the contract for cleaning, maintenance, housekeeping and catering services will be subject to the approval of the Competent Authority.
22. Bank does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reason.
23. The successful bidder, after the work is awarded, shall have to execute an Agreement with the Bank on a stamped paper.
24. On award of contract the successful bidder shall not assign or sub-contract the benefit of this tender to any other person.
25. Bank reserves its right to cancel the tender at any stage without any reference to any bidder or to modify, amend or alter the terms of the tender at its sole discretion. Any such cancellation, modification, amendment or alteration shall be published on the Bank's website and no separate communication will be made to any bidder.

**CLEANING, MAINTENANCE, HOUSEKEEPING AND GARDENING SERVICES:**

26. The successful bidder on award of contract (referred as contractor in this tender documents) shall engage sufficient number of able, trained, efficient, neat & clean (viz. with trim hair cut, moustache, nail cut) healthy, honest, well behaved and skilled persons including supervisor (s) for upkeep and maintenance of entire premises including terrace, open area in the campus of State Bank Institute of Learning & Development, Purnea and up to 5 ft. outside the campus, as per Schedule (I) of Annexure-C.
27. The contractor shall also carry out gardening activities in the open area and potted plants in the campus, as per requirement of the Bank including tilling of soil, planting saplings, using fertilizers, watering, pruning plants/trees and other related activities that may be required in this regard. While the contractor shall arrange all the necessary tools/equipment and a part-time gardener at his cost, Bank shall provide for reimbursement the cost of soil, fertilizer and saplings, as per actual requirement.
28. The contractor shall arrange daily cleaning and other services of the entire State Bank Institute of Learning & Development, Purnea as specified in Schedule (I) of Annexure – C. Even if a room is not being used, the dusting/cleaning has to be done as per schedule. This should be strictly adhered to without fail.

29. The contractor shall arrange for daily cleaning of all toilets of the building of State Bank Institute of Learning & Development, Purnea with first grade (ISI mark or equivalent) phenyl and detergents, soap and other materials which shall be provided by the contractor at his cost.

30. The contractor shall arrange for making available beds in the rooms and guest rooms at State Bank Institute of Learning & Development, Purnea , replace the bed linen i.e. bed sheets, bedcovers, pillow covers and towels once in 3 days or change of occupancy as per Schedule (I) of Annexure-C. Bed sheets, covers, towels, pillow covers, blankets etc. will be supplied by the Bank. The contractor shall keep proper account of these items and arrange for their washing, ironing, dry cleaning, vacuum cleaning of curtains, blankets etc. at his cost.

31. The contractor shall provide trained and experienced personnel who will receive the participants at the reception lobby of SBILD, Purnea and arrange to carry their luggage etc. to their allotted rooms. One person should be available in the reception lobby to receive the participants.

32. The contractor shall install mosquito repellent machines and repellents of good quality such as All Out, Good Knight etc .at his/its cost in all the bed rooms, drawing, dining etc. The contractor shall provide pest control of rodents, cockroaches, flies, mosquitoes by carrying out spray work with good quality repellants such as Finit and/or Baygon etc. spray in the entire building at regular intervals, as required by DIRECTOR, SBILD.

33. The contractor shall ensure opening and proper locking of all rooms in SBILD, Purnea. In case of any breakage, pilferage of any fixture and/or furniture, equipment etc. the responsibility shall be of the contractor.

34. Duplicate of keys should always be available with the caretaker (provided by the contractor) at the SBILD, Purnea. In case of loss of any set of original/duplicate key due to negligence on the part of the contractor's employees, the cost of replacement of lock(s) or getting another set of key prepared will be recovered from the monthly bill of the contractor.

35. The check-in and check-out timing of the participants will be maintained by the contractor's personnel in a register which will be provided by the Bank. These records will be Bank's property.

36. The contractor will be responsible to attend to all complaints within the purview of the contract. He will also attend to minor problems on account of plumbing, electric troubleshooting and other issues affecting the upkeep of the premises. He will also be responsible to communicate immediately any complaint of sickness, mishap, accident etc. to the DIRECTOR, SBILD, Purnea.

37. A Welcome Kit has to be provided to each Guest in Guest Room on their official visit, the cost of which will be reimbursed by the Bank.

## **(II) CATERING SERVICES**

38. The contractor shall provide catering services at the SBILD, Purnea on daily basis as per the Menu described in Schedule (III) of Annexure – C. The items may be changed, as per Bank's requirement, within the prescribed costs. The caterer will prepare weekly menu in consultation with SBILD, Purnea officials and submit it in advance for approval.

39. The quality of the ingredients used in preparation of the eatables and beverages etc. shall be of AGMARK quality or equivalent quality, as approved/decided by the Bank from time to time. Suggested brand/quality is indicated in Schedule (II) of Annexure – C.

40. The contractor shall provide Bed Tea, Forenoon tea, Evening Tea / Coffee with light snacks, breakfast, lunch and dinner as per menu card to the participants as a package. Bed tea will be served in the rooms. In case the participants intend to skip breakfast/meals on a particular day (s) and if the caterer is intimated 6 hours in advance, no charge will be paid for such breakfast/meal.

41. The catering charges may be reviewed by the Bank after every 12 months, at absolute discretion of the Bank on account of increase in food prices, the quantum in increase will be based on the increase, during the past 12 months, in the corresponding consumer price index data of Government of India. The new rates will be effective prospectively.

42. The contractor will arrange for commercial LPG Gas cylinders at his cost used for cooking purpose and no coal / kerosene / wooden / charcoal stove has to be used in the kitchen.

43. The contractor will arrange for standard cooking utensils of high standard, table linen, napkin paper etc. at his cost. The table linen will be changed daily and washed at his expense. The said items shall be of superior quality to the full satisfaction of the Bank, whose decision in this regard shall be final and binding on the contractor.

44. Bank will provide the articles used in kitchen such as cooking range, water coolers, deep freezer, hot case, electric toaster, storage cup-boards, work tables, geysers, crockery and cutlery etc, as per requirement. The contractor shall

maintain proper record and take care of the said articles / equipment as a bailee, in terms of Indian Contract Act and return all these equipment in good and working order on the expiry/termination of the contract.

45. The contractor shall not be allowed to sell food to outsiders.

46. In the event of insufficient/bad quality or non-serving of any eatables agreed upon to be served, Bank will be within its right to deduct penalty from the contractor's bill @ Rs. 50/- per participant per day for the entire number of such days, besides taking such other action including but not limited to cancelation of contract for remaining period with immediate effect, as deemed fit by the Bank.

47. While the equipment mentioned above to be used in kitchen shall be provided by the bank, the maintenance thereof shall be the contractor's responsibility.

48. Bed tea will be served in the participant's rooms whereas in VIP guest house tea bags, sugar, coffee and milk have to be provided. Breakfast, lunch and dinner will normally be served in the dining hall. It/these shall be served in rooms only when the participant is sick or under instructions from the Director, SBILD or in guest rooms.

49. The contractor shall provide toilet soaps, toilet paper/liquid handwash in all the toilets. It shall be the responsibility of the contractor to deploy sufficient staff and provide cleansing material of superior quality for the cleaning of these toilets, toilet fittings, washing area, pantry, kitchen, dining halls and service areas.

50. Drinking water (from a water purifier provided by Bank) will be provided for all participants. In case of VIP guest, mineral water bottle has to be provided (cost to be reimbursed by Bank).

51. The minimum catering charges to the extent of 15 participants, i.e. 50% of the total capacity, will be paid to the contractor irrespective of whether the programme is running in one wing or in both wings for day one of the programme. If the programme is cancelled, catering charges for the actual number of participants present in all wings or 15 participants, whichever is higher, will be paid on day one. On other days of the programme, catering charges for the actual number of participants will be paid.

## **SPECIAL TERMS AND CONDITIONS**

52. The contractor shall engage the services of sufficient number (as per Annexure- G) of able, trained, efficient, neat, healthy, honest, well-behaved and skilled persons for cleaning, house-keeping, maintenance, gardening, cooking, serving and cleaning of kitchen, dining halls and service areas at his cost round the clock. The cook(s) shall be expert in preparation of various types of North Indian veg. and non veg. dishes. The attendants/ room boy-cum-helpers/cooks and other staff should be properly trained and shall wear neat and clean uniform (pattern to be got approved from the Bank) with their name badges. The contractor shall be responsible for the good conduct and performance on their part and the contractor shall be deemed, for all legal and contractual purposes, as the employer of the said persons and such persons will not have any claim for employment in the Bank now or at a future date. The contractor shall have to engage the services of sufficient numbers of bearers, cook, supervisor etc.

53. The contractor shall have full control over the employees engaged by him. The contractor shall give necessary guidance and directions to his employees to carry out the jobs assigned to them. The contractor shall also be responsible for the payment of their wages, statutory deductions and/or dues to his employees, to which they are entitled under the applicable laws. All liabilities arising out of violation of local laws and / or central laws shall be contractor's responsibility. He will remove any person (s)/employee (s) who may, in the opinion of the Bank be unsuitable or incompetent or who may misconduct and such a person shall not be again employed or allowed in the work/campus without the permission of the Director, SBILD, Purnea.

54. The contractor will pay rates and wages as per Minimum Wages Act (Central) and observe hours of work and conditions of employment as per existing rules, agreement and applicable laws. The contractor shall be having a valid license under the Contract Labour (Regulation & Abolition) Act, 1970 and rules there under and they must comply with and carry out all the provisions and obligations under the said Act and Rules and shall furnish all information to the Director, SBILD, Purnea as may be required by the Act / Rules and shall indemnify the Bank against any penalty / claims/ damages/ loss which may be made against or suffered by the Bank because of any default on the part of the contractor in execution of the obligation under the contract which will be entered with him by the Bank on approval from the competent authority of the Bank on his coming out successful in this tender process and the said obligation shall survive even after termination of the Agreement. Bank may undertake a review of the charges payable on account of revision in minimum wages payable as per Government directives.



55. It will be contractor's responsibility to ensure that the obligations under the contracts are duly performed and observed. The contractor shall also designate supervisor (s) by name who will personally check the working of their staff every day. The contractor shall maintain the Daily Report Register of services every day and make available for inspection by the DIRECTOR, SBILD or Bank's other officials.

56. The contractor shall ensure a high standard of housekeeping and maintenance of the entire building at all times, with due regard to hygiene and cleanliness. Disposal of all garbage shall be the responsibility of contractor. The black plastic bag shall be provided by the contractor for the dust bins of each room, kitchen etc. daily at his cost.

57. The contractor shall carry out improvements as may be necessary for ensuring satisfactory service and shall take due notice of complaints made by the participants or Director (SBILD) and/or Bank's staff. The contractor shall submit the Complaint Register to the Director (SBILD) at fortnightly interval or as and when required for further putting up to the Competent Authority.

58. The contractor shall be responsible for any loss due to theft/pilferage of /damage to the Bank's property, including any portion of the building under the contractor's occupation or the fittings, fixtures or other equipment entrusted to their charge, or any property belonging to the Bank's participants, 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(s), he shall be liable to pay to the Bank such amount in respect of such damage as may be assessed by Bank. Accordingly, the contractor shall ensure that the character and antecedents of the personnel to be engaged has been verified through the appropriate authority and they have unblemished past records.

59. The contractor shall not permit any portion thereof or any other area in the building to be used for residential purpose by him and/or any of his employee, except the room/area specifically permitted by the Bank.

60. All consumable materials and equipment required for day to day which are to be arranged by the contractor shall be of best quality and approved by the Bank, which shall be available for inspection by the officials from the SBILD, Purnea.

61. The contractor shall be liable to comply with all rules and regulations in respect of all the labour laws and statutory requirements and other regulations, which are in vogue or will become applicable in future.

62. The contractor shall accept and bear full and exclusive liability for the payment of any or all taxes etc., now in force or hereafter imposed and revised from time to time by the Central or State Government or by any other authority with respect to or covered by wages, salaries or other compensation paid or payable to persons employed by the contractor.

63. The contractor shall fully comply with all the applicable laws, rules and regulations relating to E.P.F. Act including the payment of P.F. contributions, Payment of Bonus Act, Minimum Wages Act, Workmen's Compensation Act, ESIC, Shops and Establishment Act, 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 TDS as per IT Act, applicable from time to time.

64. The contractor shall be responsible for maintenance of all registers, records and accounts so far as these relate to the compliance or any statutory provisions / obligations. The contractor shall be responsible for maintaining record pertaining to payment of Wages Act and also for depositing PF contributions, if required, with authorities concerned.

65. The contractor agrees to indemnify and keep the Bank indemnified against all claims, damages, loss, proceedings costs, charges, expenses, etc. which may be made against, suffered by, or brought against, the Bank, any of its Directors, officers or employees in connection with and/or relating to execution of the contract by the contractor, his representative(s), agents (s), employees, etc. for reasons of or consequent upon any breach or default of any of the terms of the contract or in respect of violation of any of the provisions of Law / Act / Rules or regulations having the force of law or any award or decision by any competent tribunal, court or authority in respect of the workmen or any employee / engaged by the contractor / sub-contractor in connection with this contract. This indemnity shall survive even after termination of the contract.

66. The contractor shall be responsible for all claims of his employees. The contractor's employees will not have any claim whatsoever against Bank.

67. The contractor shall engage dully trained and adequately experienced persons, who are medically fit. They should be free from all infections/diseases.

68. The contractor shall provide weekly off / holidays to his employees as per labour laws but it will be his responsibility to ensure uninterrupted services on all days at no extra cost.

69. The contract shall be terminated at one month's notice by the Bank without assigning any reason thereof. If during the currency of the contract, any Government notification prohibits employment of contract labour for any of these

services, the contract shall come to an end forthwith and no compensation shall be payable to the contractor. Besides, if the contract is terminated as stated above, the contractor shall be entitled to payment up to the date of termination of the work already performed.

70. The Bank reserves the right to terminate the contract with immediate effect without any compensation if the contractor commits such breach of the terms and conditions of this tender documents or the agreement which will be subsequently entered, which in the estimation of the Bank are material breaches affecting the quality of the services envisaged in the contract or the tender documents.

71. The Service Provider/Contractor agrees to comply with the obligations arising out of the Digital Personal Data Protection Act, 2023, as and when made effective. Any processing of Personal Data by the Service Providers in the performance of this Agreement shall be in compliance with the above Act thereafter. The Service Provider shall also procure that any sub-contractor engaged by it shall act in compliance with the above Act, to the extent applicable. The Service Provider understands and agrees that this agreement may have to be modified in a time bound manner to ensure that the provisions contained herein are in compliance with the above Act.”

72. No payment shall be made for any damage caused by natural calamities/Act of God.

73. The contractor would get the police verification of all employees hired by the contractor for the Bank's building(own/rented) done, a copy of which will be submitted to the Bank. List of employees with their Name, Photograph, Permanent address, Local address, contact number will be kept with the Bank.

74. The contractor shall obtain adequate insurance policy in respect of his/its employees to be engaged for the work, towards meeting the liability of compensation arising out of death/injury/disablement at work etc.

75. 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.

76. The contractor shall bear all the costs and expenses in respect of all charges, stamp duties etc. for executing the agreement with the Bank.

77. The successful bidder will have to furnish a security deposit Rs 2,00,000/- less amount of EMD by means of fixed deposit receipts in favour of 'SBI, LHO, Patna' drawn on any scheduled Bank in India and payable at Patna within a

period of 7 days of the date of Work Order conveyed to him by Bank. No interest will be paid on the amount retained by the Bank as Security Deposit.

78. The contractor shall be paid at monthly intervals upon presenting their bill (s) to the State Bank Institute of Learning & Development, Purnea for reimbursement. Bank shall endeavor to pay the bill within one week of receipt of the bill(s) from the contractor.

79. The contractor will provide latest local road map, trains' time table, airlines time table etc. at the reception lobby for use by the Bank's officials / participants, at his own cost.

80. The contractor shall display the following particulars on the Notice Board at the SBILD, Purnea:

- a. Full Menu Card
- b. Name of the contractor and mobile no. of key person with name
- c. Name of the caretaker / attendant
- d. Facilities available at the SBILD, Purnea
- e. Important Telephone numbers, viz. Travel Agents, Doctors, and Ambulance Service etc.

81. The contractor shall be responsible for any loss due to theft / pilferage and / or damage to the Bank's property, when such damage in the opinion of the Bank, is caused due to negligence / carelessness or any fault on the part of the contractor or his personnel / employee/ agent/ representative, the quantum of loss arrived by the Bank will be final and will be recovered from the contractor.

82. The contractor shall ensure that the antecedents of the personnel engaged by him are duly verified before engaging them in performance of the agreement.

83. The tender documents along with its annexure will be part and parcel of the contract which will be executed on completion of bidding process with the successful bidder.

84. Any indulgence, forbearance or waiver granted or shown or made on the part of the Bank will not prejudice its right under the contract / agreement.

I agree to abide by the above mentioned terms and conditions.

**Dated:**

**Signature of Contractor**

**Address and Seal of firm**

**Schedule-I**

**PERIODICITY OF CLEANING, MAINTENANCE, HOUSEKEEPING & GARDENING SERVICES**

a	Sweeping and Mopping : All interiors including rooms	Once a day and on change of occupancy
	Lobbies & Corridors, Dining Hall	Sweeping & Mopping once a day and as and when warranted.
	Reception & Stair case	Sweeping twice a day, Mopping once a day
	Open terraces, Road/Pavements, parking space, lawn, garden, generator room etc.	Sweeping/Mopping once a day
b	Cleaning of waste and garbage from rooms, kitchen, open space in building etc.	Twice a day and on change of occupancy
	Disposal of garbage and waste paper to the Municipal Garbage	Once a day
c	Dusting of furniture	Once a day
d	Vacuum cleaning of carpets/sofa sets	Once a week
e	Cleaning of toilets/WC's/Wash basins	Once a day and on change of occupancy (except for three common toilets near class rooms which shall be cleaned minimum twice a day, or more, if required by Director, SBILD)
f	Cleaning of buckets/mugs with Vim/Detergent	Once a day and on change of occupancy

g	Cleaning of bath room tiles/fittings	Once a week
h	Cleaning of window panes/wall paneling	Once a week
i	Cleaning of fans/switch – boards/walls/tube-lights/wall - hanging	Once a week
j	Washing/dry cleaning of bed sheets, towels, pillow covers	Replacement once in three days and also on change of occupancy / at the request of the Bank's participants.
k	Cleaning of all refrigerators	Once a week.
l	Placing of disinfectants in wash basin, urinal pots etc.	Once a week
	:	
m	Placing liquid mosquito repellent in all rooms as well as in office	Refilling as and when required

Dated:

Signature of Contractor

Name, Designation, Address  
& Seal/stamp of firm

**Schedule- II**

**LIST OF INDICATIVE BRANDS OF ITEMS TO BE USED IN CATERING SERVICES:**

<b>Sl.No.</b>	<b>Item</b>	<b>Brand</b>
1	Milk& Curd	Sudha / Amul
2	Bread	Morrish/Any Standard Brand
3	Butter	Sudha / Amul
4	Jam	Kisan / Tops
5	Tomato Sauce	Kissan / Maggi
6	Chilli Sauce	Kissan / Maggi
7	Tea / Tea Bags	Tata / Taj Mahal / Twinning
8	Coffee	Nescafe / Bru
9	Refined Oil / Groundnut Oil	Sundrop/Dhara/Fortune/Patanjali
10	Vanaspati Ghee	Sunflower / Fortune / Dhara/Patanjali
11	Mustard Oil	Fortune / Nature Fresh/Patanjali
12	Rice	Good Quality
13	Sugar	Good Quality
14	Atta / Maida / Besan	Shakti Bhog / Aashirwad
15	Pulses	Good Quality

16	Spices	MDH / Everest/Cookme
17	Fruits/vegetables	Seasonal fresh quality
18	Salad	Green fresh vegetables of good quality and variety
19	Ice Cream	Kwality / Vadilal / Amul

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

Dated:

Signature of Contractor

Name, Designation, Address  
& Seal/stamp of firm



### Schedule- III

#### **MENU CARD FOR CATERING SERVICES:**

<b>BED TEA</b>	Tea ( One cup) – to be served in participant’s/guest’s rooms
<b>BREAKFAST</b>	I.Tea – one cup
<b>(8.30 AM to 9.30 AM)</b>	II.(a) Six big-sized slices of bread of reputed make and quality having good taste and butter 10 grams & Jam/Jelly & Sauce
	<b>Or</b>
	6 puris or 2 Parathas with vegetable (curry) or Masala Dosa with Sambhar
	III.Two (2) boiled eggs or fried eggs or one (1) omelette of two eggs to choice ( for non-vegetarians)
	<b>Or</b>
	Two (2) vegetable chops or two (2) standard size sweets (for vegetarian)
	IV.Banana 1 big size or 2 medium size or any fruit of the season in lieu thereof with the approval of Director (SBILD)
<b>FORENOON TEA</b>	One cup Tea with two biscuits (or equivalent) to be served in class room/lobby
<b>(11/11.30 AM)</b>	
<b>LUNCH</b>	<ul style="list-style-type: none"><li>• Chapati</li></ul>
<b>(Time as per training schedule)</b>	<ul style="list-style-type: none"><li>• Rice (Pulao – once in a week instead of rice)</li><li>• Dal</li><li>• Dry vegetable (Seasonal)</li></ul>

**FOR VEGETARIANS ONLY:**

Vegetable Curry or Korma or stuffed or any other good preparation of vegetable – 100 grams

**FOR NON-VEGETARIANS**

Chicken/egg curry or fish curry or mutton curry or korma or any other good preparation of mutton- 100 grams

(Chicken curry twice in a week. Fish curry twice in a week, mutton curry twice in a week, Egg curry once in a week)

- Salad
- Papad
- Lemon
- Pickles or Chatni
- Curd with salt or sugar to choice or Raita to choice – 100 grams
- Sweet dish – 2 sweets or Kheer or Custard or Sewai

**AFTERNOON  
COFFEE/TEA**

**(3 PM to 4  
PM)**

One cup Tea or Coffee with two biscuits or equivalent.

**EVENING  
TEA WITH  
SNACKS**

**(5.30 to 6  
PM)**

- Tea – one cup
- Two Biscuits (Britannia, Glaxo, Marie or Glucose) or 4 salted biscuits

**Or**

One Pastry

**DINNER**

**(8 PM to 9**

- a. Chapati
- b. Rice

**PM)**

- c. Dal
- d. Dry Vegetable
- e. Vegetable – curry or korma or stuffed vegetable or any other good preparation of vegetable (seasonal) – 150 grams
- f. Salad
- g. Lemon
- h. Pickles/Chatni
- i. Sweet Dish – 2 sweets/kheer/custard/sewai

**NOTE:**

- iii. Tea/Coffee will be served in cup and saucer
- iv. Rice – pulao will be served at least once in a week.
- v. Non-vegetarian preparation/vegetables curry will be served in bowl.
- vi. Lunch/Dinner/Breakfast etc. will not be served in rooms. It may be served in rooms when a trainee is sick and under instructions from the Director (SBILD) or in guest house.
- vii. No food may be served after 10.00 PM except on special occasions.

**SCHEDULE OF THE SPECIAL LUNCH:**

- A. Nan/Tandoori Roti/Missi Roti
- B. Matar Paneer/Palak Paneer/Khaoya Matar
- C. Pulao Jafrani/Vegetable Pulao
- D. Bundi Raita/Dahibada
- E. Dal Makhani/Dal Satrangi
- F. Chicken Masala/Chicken Do pyaja/ Fish and Mutton/Fish Fry
- G. Salad, Pickle, Papad, Lemon
- H. Ice Cream – Vanilla/Kulfi/Fruit Custard
- I. GulabJamun/Rasogolla – 2 pcs

J. Seasonal vegetables

K. Vegetable soup

The above Menu is subject to revision at the discretion of the Bank any time at short notice within the prices decided/ offered. Any other items may be added or deleted subject to requirement.

Dated:

Signature of Contractor

Name, Designation,  
Address & Seal/stamp of firm

**Schedule- IV**

**VERIFICATON REPORT**

(In respect of various electronic, furniture and sanitary items provided in SBILD, Purnea)

To be submitted by the Supervisor to DIRECTOR, SBILD, State Bank Institute of Learning & Development, Purnea on half-yearly basis.

**ITEMS**

SI No.	No's
Rooms	
CFL	
FAN	
Tube Light	
CTV	
AC	
Electric Kettle	
Iron	
Double Bed	
Bed Sheet/Mattress	
Rugs	
Tables/Chairs	

Curtains	
Taps	
Cistern	
Bucket	
Mirror	
Other Items	

Dated:

Signature of Contractor

Name, Designation, Address  
& Seal/stamp of firm

**DECLARATION REGARDING WAGES TO BE PAID BY THE CONTRACTOR  
TO LABOUR**

This is to enable SBI to satisfy themselves of the intention of the bidder to adhere to Minimum Wages Act, as applicable to Central Govt. Undertakings.

Wage per day proposed to be paid by the bidder to labour **including EPF and ESIC costs to employer**

**(TO COMPLY WITH MINIMUM WAGES ACT AS APPLICABLE TO CENTRAL GOVT UNDERTAKINGS)**

<b>Manpower</b>	<b>Expected Man Power</b>	<b>Rate</b>
<b>Skilled</b> <b>(Receptionist-1, Cook-1)</b>	<b>2</b>	Rs. ....Per Day Rs.....Per Month
<b>Semi-skilled</b> <b>(Assistant Cook-1)</b>	<b>1</b>	Rs. ....Per Day Rs. ....Per Month
<b>Un-skilled</b> <b>(Services boy/ waiter/ dish cleaner/ gardener-3, Sweepers -3)</b>	<b>6</b>	Rs. ....Per Day Rs.....Per Month

These costs should correspond to the rates to be quoted in Price Bid.

Date:

Signature of applicant with seal

Place:

**To be issued on letter head of the Bank**

(Name, address, email ID, contact no. of the issuing Bank)

The Assistant General Manager

Premises & Estate Department

State Bank of India

Local Head office

Patna

Dear Sir/Madam,

**Solvency Certificate**

This is to state that, to the best of our knowledge and information, M/S....., a customer of our Bank, is respectable and can be treated as good up to a sum of Rs.....lacs (Rupees in words.....lacs). It is certified that this information is furnished without any risk and responsibility on our part. This certificate is issued at the specific request of the customer.

Yours faithfully,

BRANCH MANAGER



**TECHNICAL BID FORM**

**FOR CLEANING, MAINTENANCE, HOUSEKEEPING, GARDENING AND CATERING SERVICES AT STATE BANK INSTITUTE OF LEARNING & DEVELOPMENT, PURNEA,**

a. Name of the Company/Individual/Firm/Organisation:

Address (with landline number, mobile number)

Email ID

Fax No.

b. PAN Number (enclose copy) :

c. Name of the Key Person, Designation, Tel. No.

Mobile No., Fax No. and e-mail address:

d. Year of establishment:

e. Name of the Proprietor/Partners/ :

Directors

f. Details of Registration/Partnership Deed

(for Company/Partnership firm etc.)

g. Past experience in the field from 01.04.2021 to 31.03.2024 (enclose supporting papers. Experience for other years may also be mentioned):

Period of Contract	Name & Address of concern serviced	Nature of contract undertaken	Remarks, if any
From	To		

(You can use additional sheets, if required)

h. List of Organisations /Persons to whom cleaning, maintenance, housekeeping and catering services have been rendered during 01.04.2021 to 31.03.2024 (enclose supporting papers):

Period of Contract	of	Name & Address of Organisation	Nature of contract undertaken	Name of the Contact Person with Mobile No. & Email ID
From	To			

(You can use additional sheets, if required)

i. Annual turnover during the last three years (enclose copies of last three years financial statements – FY 2021-22, 2022 -23 and 2023-24)

Financial Year	2021-22	2022-23	2023-24
Turnover (Rs. in lacs)			

Turnover  
(Rs. in lacs)

(Enclose copies of assessed IT returns for FY 2021-22, 2022 -23 and 2023-24)

- j. License under Contract Labour Regulation Act (enclose copy)
- k. GST Registration No. (enclose copy of certificate)
- l. EPF Registration. Nos. (enclose copy of certificate):
- m. ESIC Registration. Nos. (enclose copy of certificate):
- n. Solvency Certificate : Give details & enclose certificate
- o. Enclose Performance Certificate from previous & present clients:
- p. Whether provided similar services to minimum of 20 persons per day during any 2 years as per contract (out of the 3 year period of 01.04.2021 to 31.03.2024) – Yes/ No:
- q. No. of persons employed :

Permanent:

Temporary:

r. Name and address of Bankers and type of facility enjoyed from them

(enclose statement of a/c for last 3 months)

s. Names of references and their addresses: (a)

with telephone numbers (b)

t. Details of enclosed EMD of Rs.10,000/- in the form of DD / BC favoring 'SBI Local

Head Office Patna and payable at Patna.

u. I declare that I have not abandoned any work in the past and have not been blacklisted by a client.

Note: Documentary evidences should be enclosed, wherever necessary

**v. Documents to be enclosed (including Annexures A, B, C, D, E and H):**

i. Certificate of Incorporation, Articles / Memorandum of Association/Partnership Deed etc., as applicable.

ii. Copy of PAN Card

iii. Certificate of Registration under GST

iv. Certificate of Registration with the Office of the Regional Provident Fund Commissioner

v. Certificate of Registration with Employees' State Insurance Corporation.

vi. License under Contract Labour Regulation Act

vii. Financial Statement (P & L and Balance Sheet) for the last three financial years

viii. Copies of Assessed Income Tax Return for the last three financial years (FY 2021-22, 2022 -23 and 2023-24 )

ix. Performance certificate obtained from previous and present clients for minimum last 3 years.

x. Solvency Certificate (on the format enclosed)

xi. EMD by way of DD/BC No..... fvg. 'State Bank of India, LHO Patna for Rs.10,000.00 dated ..... drawn by ..... Bank on a Bank at Patna (Pl. specify) .....

xii. Declaration duly signed and sealed on the Letter Head of the applicants that no work has been abandoned or rescinded any part of their contract or been disqualified by the client during the last 5 years and they have not been blacklisted or debarred from participating in any tender for similar services by any Government Department, Organization, whether public or private, in last five years and are not under rigors of any such blacklisting or debarment at the time of submission of tender documents.

Date:

Signature of the Tenderer with Seal

Name, designation & Address

**ANNEXURE – G**

**PRICE BID FORM** (Please fill up before submission)

**FOR CLEANING, MAINTENANCE, HOUSEKEEPING, GARDENING AND CATERING SERVICES AT STATE BANK INSTITUTE OF LEARNING & DEVELOPMENT, PURNEA**

**ALL COSTS TO BE MENTIONED EXCLUSIVE OF GST**

**I. CATERING CHARGES (per day, per head)**

<b>Item Head</b>	<b>Amount</b>
Bed tea / coffee	Rs.
Breakfast	Rs.
Forenoon tea / coffee	Rs.
Lunch	Rs.
Afternoon tea / coffee with biscuits	Rs.
Evening tea / coffee with light snacks	Rs.
Dinner	Rs.
<b>Total cost per person , per day (A)</b>	<b>Rs.</b>
<b>Total cost for 30 persons per day for 25 days (A)*30*25 -----(B)</b>	Rs

**II. RATES FOR SPECIAL LUNCH (per head rate)**

<b>Item</b>	<b>Amount</b>
One Special Lunch / Dinner -- (C)	Rs.
Total cost for 30 special lunch/dinner per month - <b>D= (C)*30</b>	

**CARE: Payments to the selected contractor will be paid as per actuals (details mentioned in tender documents).**

**III. OTHER COSTS FOR CLEANING, MAINTENANCE, HOUSE KEEPING AND GARDENING (per month)**

<b>Items</b>	<b>Amount (in Rs.)</b>
i. Washing / Dry / Vacuum clearing of bed sheets, towels, pillow covers, carpets etc.  ii. Supply of cleansing and toiletries materials such as soap, naphthalene balls, odonil  iii. Phenyl, All Out, Baygon, Finit, Vim/Detergent, cleanzo, Brooms, Dusters, Floor Duster, etc. or equivalent material acceptable to Bank  iv. All other services mentioned in the tender documents  <b>Total cost for above-mentioned services (E)</b>	Rs.

**IV. Calculation of estimated per month cost as per quoted rates**

(Considering 30 participants per day for 25 days in a month)

1. Cost of providing catering services per month (equal to B above) = Rs.
2. Cost of special lunch per month (equal to D above) = Rs
3. Cost of providing cleaning, maintenance and housekeeping services per month (equal to E above) = Rs.
4. **Total cost for one month (F =B+D+E) = Rs.**

**Amount in figure Rs.**

**Amount in words (Rupees-----)**

- **Total cost (F) will be the basis for considering L1Tender.**

**Date:**

**Signature of Contractor**

**Name, designation, address & Seal/stamp of firm**

DECLARATION REGARDING NEAR RELATIVES OF SBI EMPLOYEES

I / We .....S/O D/O W/O

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

.....hereby certify that none of our relatives (s)\* is/are employed in State Bank of India. In case at any stage, it is found that the information given by me is false/incorrect, State Bank of India shall have the absolute right to take any action as deemed fit, without any prior information to me.

- **The near relatives are members of HUF/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) and daughter's husband (son in law) , brother(s) and brother's wife, sister(s) and sister's husband (brother in law).**

Place:

Date:

Signature with seal;

Name in Block Letters:

Designation:

Address: