

TENDER NO.: SC / Manit. /2024-25	Date: 17.02.2025
REQUEST FOR PROPOSAL(RFP) FOR HOUSEKEEPING SERVICES AT INDIAN BANK STAFF COLLEGE KOLKATA	

**TENDER DOCUMENT
FOR PROVIDING
HOUSEKEEPING SERVICES
AT
INDIAN BANKSTAFF COLLEGE KOLKATA
1A, RONALDSHAY ROAD, ALIPORE, KOLKATA-700027**

Indian Bank Staff College Kolkata
1ए, रोनाल्डशेय रोड़, अलीपुर,कोलकाता-700 027
1A, Ronaldshay Road, Alipore, Kolkata – 700 027

दूरभाष सं./ Tel No.: 033-2479 4578
ई-मेल/ Email id: stc.kolkatametro@indianbank.co.in

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**NOTICE INVITING TENDER FOR HOUSEKEEPING SERVICES AT
INDIAN BANK STAFF COLLEGE KOLKATA
1A, RONALDSHAY ROAD, ALIPORE, KOLKATA-700027**

INTRODUCTION:

Sealed tenders in two bid system on item rate basis for each item of work as specified below are invited from interested reputed, resourceful and experienced Contractors providing specialized HOUSEKEEPING services, possessing relevant record of providing unblemished housekeeping services in a medium sized reputed organization including Banks or Offices/Organisation of similar working nature of training establishment or reputed Staff Training College / Centre of a Bank and having a complement of minimum of 20 (twenty) persons on their pay rolls at Kolkata for providing the undernoted services at Indian Bank Staff College, 1 A, Ronaldshay Road, Alipore, Kolkata- 700 027.

Item No.	Nature of Work
1	Specialised Housekeeping Services including Caretaking, Sweeping, Cleaning & Maintenance of Premises (Hostel Rooms, Executive suite , Office, Class Rooms, Common Areas, Canteen, Library , Toilets and Bathrooms etc.), Furniture & Fixture, Electrical Installation/ Maintenance, Plumbing, Gardening , Maintenance of Aquariums etc.

TENDER FORM:

Interested parties may download Tender Documents / Form(s) containing the broadterms & conditions etc. by downloading from the website of the bank www.indianbank.in.

BID DETAILS:

The schedule of availability and submission of tender forms, opening of bids etc. is as under:

Sl.No	Particulars	Period/ Date / Remarks
1	Date of Advertisement in the Newspaper	18.02.2025
2	Procurement of Tender Document	To be downloaded by the bidder from Indian bank website www.indianbank.in
3	Date of Pre-bid Meeting	03.03.2025 @ 05.00 pm
4	Submission of Tender Document	18.02.2025 to 03.03.2025 upto 3.30 pm
5	Last Date of Submission of Tender Document	03.03.2025 upto 3.30 pm
6	Date & time of Opening of Technical Bid	04.03.2025 at 05.00 pm
7	Address for Communication	The Principal, Indian Bank Staff College, 1A, Ronaldshay Road, Alipore, Kolkata-700027 Tele.: 033 24794578 Email : stc.kolkatametro@indianbank.co.in

8	Bidder Contact Details	Bidder to provide following information in the Bid: 1. Name of the Firm/Company : 2. Contact Person: 3. Mailing address with Telephone: 4. Telephone No. & Fax No.: 5. Mobile No.: 6. Email id:
9	Date & Time of Opening of Commercial Bid	Will be intimated to eligible bidders over valid mail ID, after evaluation of Technical bids.
10	Time Period for Execution of Work Order	15 days from the date of issuance of Work Order
11	Who can apply	Reputed and resourceful registered (including GST registration)/ licensed contractor possessing a minimum of 5 (Five) years record of providing unblemished housekeeping Services in a Medium Sized reputed organization or Govt. Offices/ Organisation of similar working nature of training establishment or reputed Staff Training College / Centre of a Bank and having a complement of minimum 20 (Twenty) persons on their pay rolls and set up at Kolkata, may apply.
12	Earnest Money (Exemption from submission of EMD shall be given to bidders, who are Micro and Small Enterprises (MSEs). Such bidders have to submit the necessary document issued by NSIC to avail the exemption. To qualify the EMD exemption, firms should necessarily enclose a valid copy of registration certificate which are valid on last date of submission of the RFP Bids. The bidders have to submit a declaration as per Annexure-VII.)	Rs. 50000/- (Rs. Fifty Thousand only) in the form of DD/ Banker's Cheque favoring "Indian Bank Staff College, Kolkata" payable at Kolkata. 1. Will be released on the next day after finalization of Technical as well as Commercial Bid stages to the unsuccessful bidders. 2. Will be released after the execution of the contract for successful bidder. In case, the successful bidder refuses to execute the contract for whatever reasons, the Earnest Money will <u>be forfeited.</u>
13	Payment Terms	In the following month on production of bills for satisfactory services rendered for the preceding month.
14	Taxes	The rate quoted by the firm should be inclusive of all the taxes, GST, duties etc.
15	Validity of offer	120 (hundred twenty) days from the date of the opening of the Bid

16	Place of Opening of Technical & Financial Bid	<p>Indian Bank Staff College, First Floor, 1A, Ronaldshay Road, Alipore, Kolkata-700027</p> <p>The Technical Bid will be opened first and the Commercial Bids will be opened of only those bidders, who qualify in technical bid. Bidders who qualify in the technical bid will be communicated accordingly. The bidder who does not qualify in technical bid will not be called at the time of opening of the Commercial Bid.</p> <p>Representative(s) of the Bidders should be present during opening of the Commercial Bid date of which will be announce (informed) after verifying the technical Bid. However, bids would be opened, even in the absence of any or all the Bidder's representative.</p>
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SUBMISSION OF FORM :

1. The last date for submission of the Tender Form(s), duly filled in and complete in all respects, will be 03.03.2025 up to 03.30 p.m. in two separate sealed covers/envelops for Technical Bid and Commercial Bid superscribing the envelopes
 1. TENDER FOR HOUSEKEEPING SERVICES (TECHNICAL BID) and
 2. TENDER FOR HOUSEKEEPING SERVICES (COMMERCIAL BID).

These two covers/envelops should be put in a single cover/envelop subscribed as "Response to Indian Bank RPF for Maintenance dated: 18.02.2025" and submitted to the Bank at the address mentioned above.
2. The above mentioned Bids should be addressed to The Principal, Indian Bank Staff College, 1A, Ronaldshay Road, Alipore, Kolkata-700027. The Technical Bid should accompany a non-refundable Bank Draft payable at Kolkata for Rs.2000/- (Rupees Two Thousand Only) in favour of '**Indian Bank Staff College Kolkata**' towards cost of tender document.
3. Acceptance of the Tenders shall solely rest with the Competent Authority of the Bank, who do not bind himself/themselves to accept the lowest tender. The Bank reserves the right to accept / reject any or all the Bids/offers without assigning any reason, whatsoever at any stage.

4. The firm/promoter /partner /proprietor of any firm, if presently classified as defaulter/NPA borrower by any financial organization or bank, is not be eligible to apply. Any vendor debarred by any organization on account of any misconduct, deficiency in service or any other reason is also not eligible to apply. A notarized undertaking /declaration need to be submitted along with the Technical Bid.
5. Incomplete Tender/Bid will be summarily rejected.
6. All other terms & conditions are mentioned in the tender document.

**PRINCIPAL & ASST. GENERAL MANAGER
INDIAN BANK STAFF COLLEGE KOLKATA**

Covering Letter for Submission of Bids

Ref No.

Dated:

The Principal & Assistant General Manager
Indian Bank Staff College,
Kolkata.

Dear Sir/Madam,

Tender for Housekeeping Services at INDIAN BANK
STAFF COLLEGE, Kolkata

In response to your Notice Inviting Tender published in _____(News paper) on _____(date) & on the Internet Website on _____(date) I/We submit the **Technical Bid & Commercial Bid** as per format **separately** for favor of your kind consideration as per terms & conditions as stipulated by you.

Yours faithfully,

Signature of the authorised signatory with Seal

Name of the Contractor/ Firm: _____

Address _____

Mobile No.: _____

Email: _____

Encl: As stated above.

Letter – Enclosure to Technical Bid (Part I)

M/s. -----

Dated: _____

**Indian Bank
Staff College Kolkata**

Dear Sir,

**Tender for Housekeeping Services (Housekeeping and General Maintenance)
at Indian Bank, Staff College, Kolkata**

Tender documents in two Parts (I & II) for the captioned services are hereby issued which is to be submitted as advised below-

1. Both parts of the tenders are to be submitted in **separate sealed envelopes** -
 - i) Envelope containing forwarding letter, Technical Bid of tender and requisite certificates shall be marked **“Part-I (Tech-Bid)”** and the envelope containing price schedule shall be marked as **“Part-II (Fin. Bid)”**.
 - ii) The name of tender submitting firm shall be marked clearly on both the envelopes. Both the sealed envelopes should be sent/submitted in a common envelope superscribing **“TENDER FOR HOUSEKEEPING SERVICES AT INDIAN BANK STAFF COLLEGE KOLKTATA”** at the given address, so as to reach on or before 03.30 PM on 03.03.2025
 - iii) Name of the project is **“TENDER FOR HOUSEKEEPING SERVICES AT INDIAN BANK STAFF COLLEGE KOLKATA”**. Opening of Part-I of Bid shall be as per schedule mentioned herein this document.
2. Earnest money of Rs.50,000.00 (Rupees Fifty thousand only) should be in the form of crossed Demand Draft/IOI /Banker Cheque from any Nationalized Bank favoring Indian Bank Staff College, Kolkata and payable at Kolkata, must be attached with Technical Bid Only. **Technical bid must also be accompanied by a Draft or Bankers’ Cheque of Rs.2000.00 (Rupees Two thousand only)** towards the cost of bid documents favoring **Indian Bank Staff College, Kolkata** and payable at Kolkata,
3. Bidders are advised **not to give any clues** regarding their offer rates/amount or financial stipulations in Part-I. However, conditions, if any, may be mentioned in a SEPARATE SHEET attached to Part-I only. If any condition is found attached with part-II of Tender (Commercial Bid), the condition will be treated as null & void.
4. This letter shall become part of the contract. Hence, it shall be signed and submitted along with the tender.
5. Tenders are to be submitted within the stipulate time frame and the same will be opened as per schedule given in Notice Inviting Tender.

The Bank reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

Yours faithfully,

Principal & Asst. General Manager

Encl: As stated above

(Signature of the Contractor/Authorised Signatory)

(Note: If downloaded from website, applicant firm/ contractor etc. has to fill his/her/their details before submission)

**BROAD TERMS & CONDITIONS OF HOUSE KEEPING SERVICES AT
INDIAN BANK STAFF COLLEGE KOLKATA
1 A, RONALDSHAY ROAD, ALIPORE, KOLKATA – 700 027**

1. The Contractor/Bidder should possess a minimum of 5 years record of providing unblemished Housekeeping Services in a medium size organization including Bank, Govt. Office and reputed Staff Training Colleges/Centre of a Bank and having a complement of minimum 20 persons on their payroll at Kolkata. The Contractor will have to produce certificate(s) to this effect from organization (s) for having satisfactory / unblemished work experience. {as per point no. 6 of Tender Form (Technical Bid)}.
2. The Floor Manager/Administrator/Supervisor should be invariably present at the Staff College , Kolkata, 1-A, Ronaldshay Road, Alipore, on all days **including Sundays and Holidays without fail**, to ensure uninterrupted services to the guests staying in Hostel / Office Staff/ Faculties.
3. Rough estimate of size of operations and some details of previous years:
 - 3.1 Approximate Area : Ground Floor to Third Floor.
 - a) Ground Floor – Executive Suite, Reception Counter, Corridor-20x6 sq feet.
 - b) First Floor – Main Lecture Room, Dining Hall, Common Toilets, Office, Faculty Rooms(2), AGM & Principal Chamber and one room for trainee : Aprox area : 5870 sqft.
 - c) Second Floor- Hostel Rooms: 12 and Common Corridor and common bathrooms. Aprox area : 5080 sqft.
 - d) Third Floor- Hostel Rooms : 8 rooms, one Room with attached bathroom, Common Corridor, Common Bathrooms, Computer Lab, Server Room, UPS Room. Aprox area : 5080 sqft.
 - e) Roof- Overhead Tanks and one Yoga Room. Aprox area : 5870 sqft.
 - f) Garden and Parking Space
 - 3.2 Hostel Size–21 Rooms for residents, One Executive Guest room and one Yoga Room.
4. The bidder shall submit Technical Bid and Commercial Bid **separately in two sealed envelopes which may be kept in a third cover & submitted.** Commercial Bid if found “open” along with technical bid will be summarily rejected.
5. Commercial bids of ONLY those Contractors will be opened who qualify in the Technical Bids. Commercial Bids shall include Housekeeping Charges and Service Charges(as per format attached to this document) of the Contractor .

6. In case the lowest rate (L1) quoted by two or more bidders is same / equal, then fresh sealed Price Bids will be obtained from such bidders for revised prices, which will be opened only in their presence to determine the lowest bidder on the date to be decided subsequently.
7. No Bidder shall contact the College Authority on any matter relating to its Bid, from the time of the bid opening to the time the Contract is awarded. Any effort by a Bidder to influence the College Authority in the College Authority's bid evaluation, bid comparison or contract award decisions may result rejection of the Bidder's bid.
8. The Contractor will provide a team of 5 (Five) number of personnel (as per details given in point No. 09) for smooth functioning, cleaning, maintaining of various activities of the college on per day and every day basis.
9. The number of such persons/ employees shall be as per details given hereunder:

S.No.	Positions	No of persons	Skill level
1.	Supervisor	01	Semiskilled
2.	Wordboy / General purpose	02	Unskilled
3.	Sweeper	02	Unskilled

1. General Conditions:

- 1.1 Housekeeping contract will include all covered as well as open areas of the Staff College, Kolkata complex including hostel, class rooms, meeting hall, gardens, lawns, inside and outside of the boundary walls, precincts, streets etc.
- 1.2 All the daily services relating to office complex will be accomplished before office hours, i.e., by 8.30 AM, unless specially advised otherwise. Even on Sundays and Holidays all jobs relating to housekeeping will be completed as per usual schedule.
- 1.3 The staff deployed should be trained in House Keeping / Services, bear good conduct/behaviour without any criminal background and fit for the work.
- 1.4 The contractor shall provide **identity cards, summer and winter uniforms, shoes, etc.**, to his staff engaged for the above services as per bank's specification at his own cost and expenses and all the staff will wear the same in clean condition while on duty. The uniform comprises navy blue full trouser, light blue full shirt, black socks and leather shoes with the caretakers monogram on the pocket of the shirt. During winter season full sweater of navy blue color will be added with the uniform. Non-compliance will attract penalty as may be decided by the Principal.
- 1.5 The Contractor will ensure desired level of cleanliness in the entire complex of the Staff College, Kolkata. For this purpose, all materials, Instruments, Tools, Brushes, Brooms, Wipers, Spongers, Mops etc. will be provided in sufficient quantity (as decided by Staff College, Kolkata) by the Contractor. The Contractor shall provide following machineries: Industrial Heavy Duty Wet & Dry Vacuum Cleaner, Shampooing Machine, Sanitiser Spraying Machine/Dispensers Glass Cleaner, Garden Mower, Washing Machine, Brasso/Silvo/Polishing Material, Kit for Electrical Checking, Grass cutter, Injector Machining for Sofa/Chair Cleaning, Jet Pressure cleaning Machine, Floor Scrubbing, Cleaning, Polishing machine, Cutting/Drilling Machines etc. Over and above this, the other equipments which are required for Housekeeping Maintenance services are to be provided by the Contractor. The supervisor of the Contractor will attend to complaints on urgent basis round the clock.

- 1.6 The period of contract will be initially for **Two (02) Years** from the date of the contract. The Bank may review the contract thereafter, for further renewal for another two (02) years at a mutually negotiated rate (to be decided at required stage) or otherwise for such further period and on such terms and conditions, as may be mutually agreed upon by the Bank and the Contractor.
- 1.7 All Toiletries/Cleaning materials in sufficient quantity and of good quality (as decided by the Bank) to be provided by the contractor.
 - (a) Soaps, Hand wash
 - (b) Odonil, Naphthalene any other brand product in toilets.
 - (c) Detergents, phenyl, harpic etc
 - (d) Glass/kitchen cleaners sprays,
 - (e) Mosquito repelling mats & liquids/ Braso/Silvo/ Polishing Material etc
 - (f) Cleaning brushes, moppers, etc.
- 1.8 Specialized maintenance/cleaning of all hostel rooms and bathrooms along with furniture/ fixtures, mattresses, pillow , blankets, bathroom/ hostel room / office room/ class room, linen, electrical fittings, generator(s) maintenance , PCs and Laptops, bathroom fittings, buckets, sanitary wares, racks etc.
- 1.9 Class room and bedroom linens will be changed at least thrice in a week i.e., on every **Sunday, Wednesday and Friday** during training week and at commencement of every new programme, or as may be decided by the Bank. The Contractor at his own cost will arrange hygienic Machine washing and pressing of all Linen, i.e., Chair Cover, Bed Sheet, Curtains, Towels, Hand Towels, Pillow Covers, Blanket Covers (wherever provide), etc.
- 1.10 The overhead water tanks will be cleaned thoroughly using Bleaching Powder/ Detergent/ Cleaning chemicals at least once in a Month/Quarter or need based in a year. Pest Control measures at regular intervals and/or need based has to be ensured.
- 1.11 Provision of the following specialised staff will be ensured:
 - a. Cleaners/ Service boys to ensure proper upkeep of office/classroom/hostel rooms/library/reception counter/store room/lobby etc.
 - b. Plumber (with license) as and when required.
 - c. Maintenance staff for Electrical Installation (with license) as and when required
2. The bidder shall submit Technical Bid and Commercial Bid **separately in two sealed envelopes**. Commercial Bid if found "open" along with technical bid will be summarily rejected.
3. Commercial bids of ONLY those Contractors will be opened who qualify in the Technical Bids. Commercial Bids shall include Housekeeping Charges-as applicable and Service Charges of the Contractor etc.
4. In case of any Emergency/Eventuality, the contractor should provide required services immediately.
5. The charges for specialized housekeeping services shall be paid on monthly basis subject to production of bills, vouchers up to the satisfaction of the Bank. The same will have to be corroborated by the attendance register. Payment will be made strictly as per attendance register keeping in view absence / leaves availed by the staff.
6. The Contractor shall obtain necessary license, permit, consent, sanction, etc., as may be required or

- called for from / by local or any other authority for doing such work. The Contractor shall comply with all applicable laws, rules and regulations in force.
7. The Contractor shall bear all taxes, rates, charges, levies or claims, whatsoever, as may be imposed by the State, Central Government or any local body or authority. The Contractor shall furnish such proof of payment of compliance or the obligations including registration certificates, receipts, licenses, clearance certificates etc. as may be required & in-force by the **STAFF COLLEGE** from time to time.
 8. The Contractor shall devote his full attention to the work of housekeeping and shall discharge his obligations under the agreement most diligently and honestly.
 9. The Contractor's employees will be allowed entry in to the specified areas of the premises of the **STAFF COLLEGE** with the specific permission of the Principal or any other Officer authorized on his/her behalf, with valid photo identity card issued by the Contractor and displayed prominently.
 10. The Contractor and all his employees shall at all times during the continuance of this agreement, obey and observe all the directions and instructions which may be given by the **STAFF COLLEGE** concerning any aspect of house-keeping services.
 11. The Contractor shall comply with all the provisions and extant rules of the Govt. of West Bengal, Employees Insurance Act, 1948; the employees Provident Fund Act, 1952; the contract labour (Regulation & Abolition) Act, 1970 and the rules thereunder, and pay salary, allowances, compensation, etc. to its employees as per extant rules/Laws including Minimum Wages/Bonus/PF etc. and any other acts/rules that may be applicable from time to time. The contractors shall also comply with and fulfill the instructions/directions/guidelines/orders of the Central Labour Department / State Government / State Labour Department / Court of Law issued from time to time.
 12. The contractor shall also keep Staff College Kolkata indemnified against all liabilities and responsibilities for his non-compliance of any of the provisions of the said acts & schemes and in particular, laws governing employer/employee in respect of the staff engaged by the Contractor. The Contractor shall get necessary license at his end and maintain record/registers of it for checking/inspection by any appropriate Govt. Agency, Inspector, Bank Officials, or any Authority as and when required and shall submit returns & shall pay contributions in accordance with the said acts in respect of the employees employed for operating the canteen. The Bank will not be responsible for payment of anything to the employees of the Contractor.
 13. In case the Contractor or any of his employees fails to fulfill his/ their obligations for any day or for any number of days to the satisfaction of the STAFF COLLEGE for any reason whatsoever, the contractor shall pay by way of liquidated damages, a sum to be decided by the Bank per day for the entire number of such days and the STAFF COLLEGE shall, without prejudice to its other rights and remedies shall be entitled to deduct such damages from the money, if any, payable by it, to the Contractor.
 14. The Bank shall pay on monthly basis or as may be agreed upon between the parties from time to time for the services that may be rendered by the Contractor on performing the services to its fullest satisfaction.
 15. **The Contractor shall not assign or sub-contract any part of these contracts.** In case of violation/contravention of any of the terms and conditions mentioned herein, the Bank reserves the right to terminate the agreement forthwith without giving any notice to the Contractor and without prejudice to its right to recover damages and other charges / cost to the Bank/ **STAFF COLLEGE** from amount payable to him/her or otherwise.
 16. The Principal/AGM/In-Charge of the **STAFF COLLEGE** shall be the sole authority to decide and judge the quality of the service rendered by the Contractor and all other matters and his decision shall be final and binding.

17. The Contractor shall maintain good standard of services as indicated above. The performance of the contractor will be reviewed on monthly basis and in case the services are not found up to the mark the contract will be terminated even before the expiry of contract period by giving one month's notice.
18. The contractor shall ensure proper washing of Linen which includes washing of Curtains, Bed sheets, Bed covers, Pillow covers, Blankets, Towels, Sofa covers, chair covers etc. wherever provided. Only branded cleaning & other material, as decided by the Principal, will be used for cleaning the premises, linen and others items.
19. The Contractor will be responsible for proper maintenance and safety of all furniture & fixtures, materials, goods, stocks, books, periodicals, vehicles lying in **STAFF COLLEGE** premises, etc. **The cost of missing items / shortages of stocks / materials etc. will be deducted from the monthly payments / any others sum / deposit due to the contractor.**
20. The contractor shall pay a **Security Deposit equivalent to 10% of the annual approximate cost of the contract** as per the approved rate or a performance guarantee for a similar amount in lieu thereof from a Bank acceptable to the **STAFF COLLEGE** prior to commencement of service under this agreement. The **STAFF COLLEGE** shall be entitled to adjust or appropriate the said security deposit or the proceeds of guarantee towards loss or damage caused by the Contractor or his employees or the amount of value of shortage or breakage or damage to the equipments and any other items entrusted to or caused to other assets of the **STAFF COLLEGE** by the Contractor or his employees or any other liability of the Contractor. The security deposit that may be made with the STAFF COLLEGE shall **not carry any interest.**
21. The Contractor will maintain its gadgets & equipments, etc. in good working conditions with all safety measures at his own cost and expenses. The Annual maintenance Charges of the equipments/gadgets, etc owned by the Bank will be borne by the Bank. However, the contractor will be responsible for its proper upkeep and regular maintenance.
22. The contractor shall have to keep with him/her/themselves sufficient working capital fund for not less than 2 month's expenditures on Housekeeping Services.
23. The contractor will bear the cost of replenishment/replacement of any part of the furniture/fixtures/structure/machine/equipment required due to poor/negligent maintenance by the contractor or his/her employees. After six months of the contract, if any replacement is required due to usual wear & tear, the Bank will bear the cost of equipment/furniture/fixtures/structure/machine parts, for which acceptable bills & prior approval will be required and the contractor will bear the service cost for fitting/refitting/replacing/repairing etc.
24. The contractor and his staff will participate in security drill/ fire drill or any other necessary events as decided by Staff College Management.
25. In case, if any dispute arises between the Bank and the contractor, the same shall be subject to the Courts of Kolkata jurisdiction only.

26. PERFORMANCE SECURITY

- 26.1 Within fifteen (15) days of the receipt of notification of award from the Bank, the successful **L1 Bidder** shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided.
- 26.2 The proceeds of the performance security shall be payable by the bidder as compensation for any loss resulting from the Bidder's failure to complete its obligations under the Contract. The

Performance Security shall be denominated in Indian Rupees only and shall be in form of Bank Guarantee issued by a reputed Bank located in India.

- 26.3 The performance security will be discharged by the Bank and returned to the Bidder not later than 60 days following the expiry of obligations, unless specified otherwise in the General Condition.

27. USE OF CONTRACT DOCUMENTS AND INFORMATION

- 27.1 The Bidder shall not, without prior written consent of the Staff College, disclose the Contract or any provision thereof or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Staff College, Kolkata in connection therewith, to any person, other than a person, employed by the Bidder in the performance of the Contract. Disclosure to any such employed person shall be made in confidence & shall extend only so far as may be necessary for purposes of such performance.
- 27.2 KYC compliance is mandatory for all persons employed by the contractor and deployed for the services.
- 27.3 Subject to General Condition, if the Bidder fails to deliver any or all of the Services or fails to perform the Services within the time period(s) specified in the Contract, the Staff College, Kolkata shall, without prejudice to its other remedies available to it under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to percentage up to a maximum damage realisation. Once the maximum is reached, the Bank may consider termination of the contract pursuant to General Condition.

- 35 **TERMS OF PAYMENTS:** In consideration of services to be rendered by the Contractor, the monthly charges for Housekeeping as agreed shall be paid on monthly basis, subject to production of bills/vouchers etc. to the satisfaction of the Staff College, Kolkata. The charges / payments shall be made at the rate as agreed upon (inclusive of Service Charges of the Contractor excluding GST, as applicable, which will be paid extra on actual basis).
- 36 The Contractor shall keep the Bank indemnified against all the claims and liabilities or any legal requirements. The Contractor shall comply with all applicable laws, rules & responsibilities in force from time to time.
- 37 The Contractor shall devote his full attention to the work of Housekeeping and Caretaking etc. purchases, installation and repairs and shall discharge his duties / obligations under this agreement most diligently and honestly.
- 38 The Contractor shall provide summer and winter uniforms, shoes, gloves, apron etc. to his staff engaged for the above services, as per Bank's specification at his own cost and expenses and all the staff will wear the same in clean condition while on duty. The Contractor shall further ensure that the employees are in uniform, whenever in service and in case of default in this regard, a penalty of Rs.100/- per occasion would be imposed on the Contractor. The Contractor shall engage the services of only able, efficient, healthy, honest, and well-behaved persons for Reception, Caretaking, cleaning, Plumbing, Electrical Maintenance, Gardening etc., at his/her cost and responsibility in the conduct of housekeeping services, who shall be considered, for all legal and contractual purpose, as the employees of the Contractor himself/herself. The Contractor will provide necessary identity & address proof for the staff engaged to fulfil the govt. norms. The Contractor shall ensure that all his employees shall always appear for work in well-groomed and presentable condition i.e. shaved, properly cut and set hair, clean and properly pressed uniform etc.

- 39 The Contractor will pay salary, allowances, compensation, etc. to his/her employees as per rule under Minimum Wages Act under Labour Law/Bonus/PF etc. as applicable at his/her end. The Contractor has to ensure to register the employees under NPS and ensure deposit of EPF, ESI etc. as per extant labour laws and keep a record of it for the checking / inspection by any of the Government Agency, Inspector, Bank Official or any Authority as and when required. If anything is found contrary to it, at any time in future, the contract will be terminated without any notice and the security money (point no. 20) held will also be forfeited. The Bank will nowhere be responsible for lapses found, if any, and the Bank will not be responsible for payment of anything to the employee of the caretaker / Contractor.
- 40 In case the Contractor or any of his employees fail to fulfil his/their obligations for any day or any number of days to the satisfaction of the Staff College, Kolkata, for any reason whatsoever, the Contractor shall pay by way of liquidated damages to be decided by the Bank for the entire number of such days and the Staff College, Kolkata without prejudice to its other rights and remedies. The Bank shall be entitled to deduct such damages from the moneys, if any, payable by it to the Contractor.
- 41 The Contractor shall return all articles, gadgets & equipments etc. provided by the Bank in similar condition as received, on expiry of the contract (by completion of the contract period or termination of the same due to any reason whatsoever).
- 42 The Contractor shall not assign or sub-contract the contract to other parties. In case of violation/contravention of any of the terms and conditions mentioned herein, the Bank reserves the right to terminate this agreement forthwith without giving any notice to the Contractor and without prejudice to its right to recover damages and other charges / cost to the Bank from amount payable to him or otherwise.
- 43 The day-to-day cleanliness and maintenance of the premises will be the exclusive responsibility of the Contractor. The number of persons to be provided by the Contractor per day should not be less than 5 (Five). In case of emergency/eventuality the Contractor should arrange additional/ replacement manpower. In case it is found that the workers including the Contractor engaged, are less than 5 on any day, a penalty of Rs.200/- per day per worker would be imposed and deducted from the amount payable to the Contractor and the Principal, Staff College, Kolkata shall be the exclusive authority in the matter.
- 44 The staff deployed will be trained in caretaking technique; bear good conduct and shall be physically fit for the work. The Contractor's employees will be allowed entry into the specified areas of the premises of the Staff College, Kolkata with the specific permission of the Principal or any officer authorized in this behalf and with valid photo identity card issued by the Contractor and displayed prominently.
- 45 In the recruitment process undertaken by contractor for the staff to be deployed for caretaking services at staff college , preference shall be given to local people and shall be in consultation with College Authority/Committee as decided by the Principal or College-in-charge .
- 46 **PRE-BID MEETING:** A Pre-bid Meeting shall be held with the intending Contractors at 05.00 PM on 03.03.2025 to clarify doubts, if any, raised by them on the tender. No separate communication shall be sent for this meeting. The requests for clarifications may be submitted in writing either prior to or on the day of the pre-bid meeting.
- 47 Miscellaneous
- a. The bank reserves the right to alter any of the above terms & conditions or terminate this agreement/contract at any time by giving one month notice in writing.

- b. The bank shall not be liable / responsible for any incident/ occurrence/ casualty/death/ injury/damage caused to the person/deployed by the Contractor for rendering services as per this agreement due to the negligence or any reason whatsoever.
- c. The Contractor shall indemnify the Bank for any incident/ occurrence/ injury/ death/damage/loss etc., caused to the employees of the Bank/Participants/ Faculties etc., due to negligence on the part of the Contractor or his employees/ persons/ agents etc.

Additional Terms and Conditions:

1. The Tenderer should quote the rates and amounts in figures as well as in words. All rates shall be quoted on the tender form properly.
2. The Tenderer shall be bound to perform the work during the contract period at the rates and amounts quoted and cannot claim any escalation during the period of the contract.
3. The price quoted should be unconditional and should not contain any string attached thereto. Bid, which do not confirm to our eligibility criteria and terms & condition, will be liable for rejection.
4. On acceptance of the tender, the name of the authorised representative of the Contractor who would be responsible for taking instructions from Bank shall have to be communicated.
5. The Contractor shall sign on all pages of the tender documents and that after the work is awarded, he/she will have to enter into an agreement with Bank on stamp paper of applicable rate.
6. Time wherever mentioned in this document is as per Indian Standard Time. The above dates and timelines are tentative and subject to change without any prior notice or intimation. If a holiday is declared on the dates fixed for submission of bids, opening of bids (Technical or Commercial) , the same shall stand revised to the next working day at the specified time and place unless communicated otherwise.
7. Unless contrary to the context or meaning thereof, Contract or agreement wherever appearing in this RFP shall mean the contract to be executed between the Bank and the successful bidder.
8. Unless the context otherwise requires, reference to one gender includes a reference to the other, words importing the singular include the plural and words denoting natural persons include artificial legal persons and vice versa.
9. The cost of preparing the bids, including visit / visits to the Bank is not reimbursable.
10. All pages of the Bid document, Clarifications/Amendments, if any, should be signed by the Authorized Signatory under the seal of the bidder company/ firm and to be uploaded with technical bid. A certificate to the effect that the Authorized Signatory has authority to bind the company/ firm should also be attached along with the technical bid.
11. The amendments & clarifications if any, will be published in Bank website and will form part of the Bidding document.
12. No bidder shall be allowed to withdraw the bid, if bidder happens to be successful bidder.

13. The Bank may waive any minor informality, non-conformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the eligibility of any Bidder.
14. The Bid submitted and all supporting documentation/ templates are the sole property of Indian Bank and should NOT be redistributed, either in full or in part thereof, without the prior written consent of Bank. Violation of this would be a breach of trust and may, inter-alia cause the Bidder to be irrevocably disqualified. The proposal and all supporting documentation submitted by the Bidder shall become the property of Indian Bank and will not be returned.
15. By submitting a signed bid, the Bidder certifies that:
 - a. The Bidder has arrived at the prices in its bid without agreement with any other bidder of this RFP for the purpose of restricting competition; and
 - b. The prices in the bid have not been disclosed and will not be disclosed to any other bidder of this RFP; and
 - c. No attempt, to induce any other bidder to submit or not to submit a bid for restricting competition, has occurred.
16. Nothing in this document shall be construed to create a partnership or joint venture between the BANK and the contractors or any relationship or principal and agent between the Parties, and the rights and obligations of the parties shall be only those expressly set forth herein. The Parties shall be deemed to be independent contractors and employees of one shall not be deemed to be the employees of the other. Neither Party shall have authority to bind the other except to the extent authorized herein.
17. The Contractor shall visit the establishment at least once in week and contact the Bank's authorized representatives.
18. Child labour is strictly prohibited and if there is any violation, the contract will be terminated.
19. There is no employer and employee relationship between Bank and the Contractors or its employees.
20. The Contractor shall comply with all conditions laid down under all applicable statutes, licences and permissions and undertakes to keep all licences and permissions valid and subsisting during the period of contract failing which the service agreement shall be liable to be terminated without notice or compensation or any payment whatsoever at the sole discretion of the Bank.
21. The Contractor shall keep and maintain proper books of accounts, supported by vouchers, for inspection by any authorised person of the Bank.
22. Nothing contained in the tender and the subsequent agreement to be entered into, is intended to be nor shall be construed to be a grant, demand or assignment in the premises or any part thereof by the Bank to the Contractor or his employees and the Contractor and his employees shall vacate the same on the termination of the agreement period either by flux of time or otherwise.
23. The Contractor shall be responsible for fulfilling the requirements of all statutory provisions of The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Gratuity Act, The Employees' Provident Fund & Miscellaneous Provisions Act, 1952, The Employees' State Insurance Act, 1948, The Contract Labour (Regulation & Abolition) Act, 1970 and all other applicable laws at his own cost and risk in respect of all the persons employed by him. The Contractor shall maintain the records required to be maintained under the statutory enactments and an authorized representative of the Bank shall be entitled to inspect the records at any time. In general, the

Contractor shall be responsible for strict compliance of all statutory provisions of the relevant labour laws applicable from time to time. If, due to any reason whatsoever, the Bank is made to pay any amount on account of commission or omission of the Contractor under any of the furnish a certificate that all statutory dues have been paid on Quarterly basis.

24. The Contractor shall take necessary insurance for the staff engaged by him for this contract and shall provide certified copies of the insurance policies to the Bank.
25. The Contractor shall use his own books, forms and stationery and shall pay for services like telephone, air-conditioners, photocopier, fax etc. if availed from the Bank.
26. The Contractor shall co-ordinate with other persons / firms / Annual Maintenance Contractors etc. engaged by the Bank for any specific work for smooth execution of the same.
27. The Contractor has to make available the services of the carpenters for all maintenance works and the charges for materials are payable by Bank.
28. The Contractor should ensure availability of liquid soaps in wash basins, naphthalene balls and toilet papers in toilets and refilling the same as and when required.
29. Fans, AC units, water coolers and refrigerators are to be cleaned once a month.
30. All overhead tanks and sumps to be cleaned once a month using cleaning materials and chlorine.
31. Making proper arrangements for disposal of waste and refuse as per guidelines of State Government of West Bengal. The waste and refuse shall be put inside polythene bags (not in banned plastic bags) of prescribed colour and of not less than the prescribed thickness before arranging to shift the same out of Staff College complex. Solid waste shall be segregated and removed before letting out wastewater from work area/kitchen to the drain.
32. Daily upkeep of sports materials, TV, Radio and all electric and electronic items like computers, DVD players etc. and control over magazines, newspapers and other Bank materials.
33. The Bank shall pay the cost of materials and labour if any, for any repair works of the Bank's property and prior permission of the Bank shall be taken before incurring such expenditure incurred by them for repairs.
34. Income tax and other statutory levies, if any, will be deducted by the Bank at source from the bills payable to the Contractor as per Income Tax Rules and other statutes applicable from time to time.
35. The Bank reserves the right to terminate the contract at any time without giving any prior notice and without assigning any reason therefor.
36. The Contractor will provide good quality cleaning materials, soap oil, liquid soaps, tissue papers for wash basin, disinfectant like phenyl, Odonil, Naphthalene balls etc. in sufficient quantity which will be applied in all the bath rooms and toilets daily.
37. The Contractor shall provide weekly off / holidays to his workmen as per labour laws but it will be his responsibility to ensure uninterrupted services on all days including Sundays and holidays.
38. Contractor shall ensure that inside College campus Smoking and drinking of Alcohol is not resorted to by any of its workman and violation thereof will attract penalty as decided by Bank.

39. The Contractor has to comply with the directions of Central Govt.& State Government of West Bengal, Local Authorities on usage of plastic / Health advisories/ ESG guidelines etc issued from time to time.
40. The Contractor has to submit quarterly PF statements and copy of ESI card as proof of complying with PF and ESI act respectively and to submit the relevant challans of EPF/ESI and GST on monthly basis. Annual returns have to be submitted to the Labour Department / Govt. Agencies and Bank in this regard.
41. The Contractor shall be solely responsible for full compliance with the provision of “Sexual Harassment of Women at work place (Prevention, Prohibition and Redressal) Act 2013” in respect of their employees.
42. Any bribe, commission, or advantage offered or promised by or on behalf of the BIDDER/CONTRACTOR to any officer or official of the Bank shall(in addition to any criminal liability which the BIDDER/CONTRACTOR may incur) debar his BID from being considered. Canvassing on the part of or on behalf of the BIDDER/CONTRACTOR will also make his BID liable to rejection. In case of any indication of cartelization, the Bank shall reject the BID and forfeit the EMD.

43. Confidentiality:

The contractor shall ensure at all times that, without the consent of Indian Bank Staff College Kolkata in writing not to divulge or make known any trust, accounts matter & transactions undertaken or handled by the Staff College and also shall not disclose any matter about the affairs of Staff College.

44. Corrupt practices:

During the course of contract if any contractor's personnel or the contractor are found to be indulging in any corrupt practices causing any loss to Indian Bank Staff College, College is entitled to terminate the contract forthwith duly forfeiting the contractor's performance guarantee & security deposit without prejudice to any other right or remedy that College may have against the contractor.

45. The integrity of the personnel engaged by the contractor should be beyond doubt . The contractor shall verify and establish the character & antecedents of the personnel proposed to deploy on duty.
46. If as a result of post payment audit or otherwise any overpayment is detected in respect of any work done by the contractor or alleged to have been done by the contractor under the contract , it shall be recovered by College from the contractor.
47. The contractor shall ensure full compliance with tax laws of India and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements, evidencing filling of returns every year and shall keep the College fully indemnified against Liability of tax , interest penalty etc of the contractor in respect thereof which may arise.
48. The workmen getting salary more than at present Rs 21000/- (Rs Twenty one Thousand) who are not covered under ESI will be covered under Group insurance. The premium of the group insurance will be borne by the contractor.

49. Jurisdiction

The Contract shall be interpreted in accordance with the laws of India. Any dispute arising out of the contract will be under the jurisdiction of Courts of Law in Kolkata. Compliance with labour and tax laws, etc. will be the sole responsibility of the Contractor at their cost.

SCHEDULE OF SERVICES

DAILY SERVICES

A) Sweep & Upkeep of College Building:

- i) Removal of waste material / garbage from the dustbins / room buckets, mugs, collecting of garbage from the rooms and entire premises including the toilets, open areas / lawns and gardens etc.
- ii) Dusting and vacuum cleaning of furniture, cup-boards telephone instruments, doors, computers/laptops, windows, ventilators, blinds and glass partition using glass cleaning chemicals to keep all such articles dust free, to be done during the morning time.
- iii) Acid cleaning and scrubbing of toilets, washbasins, sanitary fittings using detergents, cleaning agents, deodorants and disinfectants, at least twice a day.
- iv) Cleaning/sweeping of premises /mopping of floor area, lobby/corridor/staircase by detergents, disinfectants, etc. in the morning or as and when required, during the day.
- v) Provision of toiletries in the toilets in the morning after daily checkup.
- vi) Vacuum cleaning / washing of carpets, wherever provided at the institute.
- vii) Provide toiletries kit, procured at Bank's Cost, to each participant at the beginning of each Programme or on each Monday, whichever is earlier.
- viii) Check water purifier/ RO/ in order to ensure uninterrupted water supply availability for drinking and cooking, round the clock.
- ix) Dusting & Cleaning of office furniture.
- x) Provide Work Schedule of Daily Services, which will be authenticated at the end of the day by the Bank officials.

WEEKLY SERVICES

- a. Mechanical washing and scrubbing of floor area with detergents, dust removing chemicals and polishing of the floor areas, etc.
- b. Removal of cobwebs, dusts, termites, pests, etc.

- c. Windows sponging and cleaning with Jet Pressure Machine.
- d. Keeping ceiling and table / pedestal fans, air – conditioning grills dust free.
- e. Cleaning of dustbins and buckets with detergents.
- f. Up keep of partition glasses and panes with utmost care and by application of glass cleaning chemicals.
- g. Acid/Harpic cleaning of sanitary wares.
- h. Polishing & oiling of door closers, door handles, and other brass fittings with Silvo / Brasso / lubricants. Dusting & cleaning of Murals, Sceneries, Photo-frames, idols, etc.
- i. Polishing of taps and other steel fittings in the toilets with Silvo / Brasso.
- j. To spray Finit etc. in hostel rooms, class rooms, office rooms, auditorium, conference hall, dining room etc. to keep all such areas insects/mosquito free. The contractor will provide the Finit pump and the spraying material at his own cost. Provide Pest control services for cockroaches, bed bugs and other insects of the entire building on weekly basis at contractor's own cost.
- k. Shampooing / Spraying / Disinfecting all Carpets/ Chairs/Sofas with Injector machine, Wet/Dry Vacuum Cleaner.
- l. Provide Work Schedule of Weekly Services, which will be authenticated at the end of the day by the Bank officials.
- m. Cleaning of Kitchen /overhead water tanks on Quarterly basis.

MONTHLY SERVICES

- i) Cleaning of overhead/underground water tank at **STAFF COLLEGE/Residential Block with proper cleaning agent/ adequate bleaching powder**. The cost of material used will be borne by the caretaker himself/herself. The equipment required for the job will be made available by the caretaker himself.
- ii) Oiling/Greasing of ceiling fans and servicing of other electrical installations including generator.
- iii) Testing of electrical lines/panels to ensure proper distribution of supply.

PS: While quoting the rates on month-to-month basis, the concept of minimum wages (skilled / Semiskilled/ Unskilled) as per prevailing Act/Rules (as applicable in respect of Central Government Establishments) should be taken into consideration, failing which the tender will be treated as cancelled automatically without assigning any reasons.

Apart from the team of Five Staff Complements as already indicated, the owner of the 'Establishment' providing the Housekeeping services or authorized representative must attend the Staff College on regular basis to oversee the functioning of the members of the 'staff' provided as per requirement.

Attendance (to be decided mutually) & punctuality with dress code are required to be followed strictly.

TENDER FORM (TECHNICAL BID- PART-I)

**INDIAN BANK STAFF COLLEGE,
1 A, RONALDSHAY ROAD, ALIPORE, KOLKATA – 700 027**

**APPLICATION FORM FOR PROVIDING HOUSEKEEPING SERVICES AT
INDIAN BANK STAFF COLLEGE,
1 A, RONALDSHAY ROAD, ALIPORE, KOLKATA – 700 027**

1	Full Name of the Contractor / Firm: (in block letters)	
2	Full address of the Contractor / Firm : (With Telephone number, e-mail number, Mobile Number, Fax number)	
3	Years of Incorporation:	
4	Constitution : Sole / Proprietorship / Partnership/Company	
5	Name(s) of the Proprietor(s) / Partner (s)with their full address, telephone number, e-mail number, Mobile Number, Fax number	
6	Work experience in detail as Caretaker / Housekeeper for last Five (05) years (Certificate to be enclosed)	
7	Name of the Major clients with their addresses, telephone no./contact details ,(enclose certificates/credentials issued by the clients-Acceptable to Bank) :	

8	Details of infrastructure, persons employed, number of offices /branches available with the contractor																											
9	<table border="1" data-bbox="250 995 1421 1260"> <thead> <tr> <th data-bbox="250 995 683 1066">Details of Registration, obtained from various authorities</th> <th data-bbox="683 995 1052 1066">Registration No.</th> <th data-bbox="1052 995 1243 1066">With Effect from</th> <th data-bbox="1243 995 1421 1066">Valid up to</th> </tr> </thead> <tbody> <tr> <td data-bbox="250 1066 683 1102">Labour License (Central)</td> <td data-bbox="683 1066 1052 1102"></td> <td data-bbox="1052 1066 1243 1102"></td> <td data-bbox="1243 1066 1421 1102"></td> </tr> <tr> <td data-bbox="250 1102 683 1138">E.P.F.</td> <td data-bbox="683 1102 1052 1138"></td> <td data-bbox="1052 1102 1243 1138"></td> <td data-bbox="1243 1102 1421 1138"></td> </tr> <tr> <td data-bbox="250 1138 683 1173">E.S.I.C.</td> <td data-bbox="683 1138 1052 1173"></td> <td data-bbox="1052 1138 1243 1173"></td> <td data-bbox="1243 1138 1421 1173"></td> </tr> <tr> <td data-bbox="250 1173 683 1209">Electrical License</td> <td data-bbox="683 1173 1052 1209"></td> <td data-bbox="1052 1173 1243 1209"></td> <td data-bbox="1243 1173 1421 1209"></td> </tr> <tr> <td data-bbox="250 1209 683 1245">GSTIN</td> <td data-bbox="683 1209 1052 1245"></td> <td data-bbox="1052 1209 1243 1245"></td> <td data-bbox="1243 1209 1421 1245"></td> </tr> </tbody> </table> <p data-bbox="342 1260 732 1295">(Enclose applicable Xerox copies)</p>	Details of Registration, obtained from various authorities	Registration No.	With Effect from	Valid up to	Labour License (Central)				E.P.F.				E.S.I.C.				Electrical License				GSTIN						
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11	Latest Income-tax Return (with TAN/PAN number), Professional tax, GST, Municipal Tax Returns, Clearance certificate (enclose Xerox copies)																											
12	Audited Balance Sheet and Profit & Loss A/c for the last 03 (three) years (enclose Xerox copy)																											

13	Bank A/C Details : Name & Full Address of Contractor's Banker :	
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14	<p><u>Details of material to be used (Mandatory):</u></p> <p style="text-align: center;">Washing of linens (bed sheets, towels, curtains etc.)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Cleaning Material</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Brand Name</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Quantity (Monthly) to be used approx.</u></th> </tr> </thead> <tbody> <tr><td>1. _____</td><td>_____</td><td>_____</td></tr> <tr><td>2. _____</td><td>_____</td><td>_____</td></tr> <tr><td>3. _____</td><td>_____</td><td>_____</td></tr> <tr><td>4. _____</td><td>_____</td><td>_____</td></tr> <tr><td>5. _____</td><td>_____</td><td>_____</td></tr> <tr><td>6. _____</td><td>_____</td><td>_____</td></tr> <tr><td>7. _____</td><td>_____</td><td>_____</td></tr> <tr><td>8. _____</td><td>_____</td><td>_____</td></tr> <tr><td>9. _____</td><td>_____</td><td>_____</td></tr> <tr><td>10. _____</td><td>_____</td><td>_____</td></tr> <tr><td colspan="3" style="text-align: center; padding: 10px 0;">For Sweep-upkeep, mopping & Cleaning etc.</td></tr> <tr><td>11. _____</td><td>_____</td><td>_____</td></tr> <tr><td>12. _____</td><td>_____</td><td>_____</td></tr> <tr><td>13. _____</td><td>_____</td><td>_____</td></tr> <tr><td>14. _____</td><td>_____</td><td>_____</td></tr> <tr><td>15. _____</td><td>_____</td><td>_____</td></tr> <tr><td>16. _____</td><td>_____</td><td>_____</td></tr> <tr><td>17. _____</td><td>_____</td><td>_____</td></tr> <tr><td>18. _____</td><td>_____</td><td>_____</td></tr> <tr><td>19. _____</td><td>_____</td><td>_____</td></tr> <tr><td>20. _____</td><td>_____</td><td>_____</td></tr> </tbody> </table>		<u>Cleaning Material</u>	<u>Brand Name</u>	<u>Quantity (Monthly) to be used approx.</u>	1. _____	_____	_____	2. _____	_____	_____	3. _____	_____	_____	4. _____	_____	_____	5. _____	_____	_____	6. _____	_____	_____	7. _____	_____	_____	8. _____	_____	_____	9. _____	_____	_____	10. _____	_____	_____	For Sweep-upkeep, mopping & Cleaning etc.			11. _____	_____	_____	12. _____	_____	_____	13. _____	_____	_____	14. _____	_____	_____	15. _____	_____	_____	16. _____	_____	_____	17. _____	_____	_____	18. _____	_____	_____	19. _____	_____	_____	20. _____	_____	_____
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I / We certify that I / We have read, understood and accept the contents of the broad terms and conditions incorporated in the Tender Form and 'Notes' mentioned hereunder and submit this Tender for consideration. I/ We certify that the above statements are true and correct to the best of my/our knowledge & belief.

I/we further declare that I/we am/are not defaulter of any Bank (Commercial/Other) or financial institution.

(Signature of the Contractor/ Vendor / Authorized signatory)

Full Name:

Address:

.....

.....

(SEAL)

DATE:

Note:

1. All sealed tenders must be submitted within the stipulated period. i.e., from 10.00 AM of 18.03.2025 to 03.30 PM on 03.03.2025
2. Use the proper application form applicable for Housekeeping.
3. Interested Contractors may obtain further information / clarification from the Principal & AGM, Indian Bank Staff College, 1-A, Ronaldshay Road, Alipore, Kolkata-700027 before submission of the tender.
4. Duly filled in Tender Form (Technical) for Housekeeping / Caretaking Services, supported by all the required testimonials, should be submitted in a sealed envelope superscribing the envelope **“TENDER FOR HOUSEKEEPING SERVICES AT INDIAN BANK STAFF COLLEGE KOLKATA”(TECHNICAL BID-PART-I)** within the stipulated dates and times. One Contractor/Vendor/Firm can submit only one Tender Form.
5. Place of opening of Tender will be at the premises of INDIAN BANK Staff College, 1-A, Ronaldshay Road, Alipore, Kolkata-700027
6. Application should be submitted in two separate sealed envelopes superscribing as **“TENDER FOR HOUSEKEEPING SERVICES AT INDIAN BANK STAFF COLLEGE KOLKATA” (TECHNICAL BID-PART-I)** and the other envelope as **“TENDER FOR HOUSEKEEPING SERVICES AT INDIAN BANK STAFF**

COLLEGE KOLKATA” (COMMERCIAL BID-PART-II) between 18.02.2025 and **03.03.2025** during working hours. Both the sealed envelopes should be sent/ submitted in a common envelop superscribing **“Tender for Housekeeping Services at Indian Bank, Staff College KOLKATA** “at the above mentioned (point no 5) address so as to reach on or before 03:30PM on 03.03.2025 Tenders received late shall not be accepted / allowed and will be summarily rejected.

7. Tender forms will be available at the Bank’s website: www.indianbank.in
8. Earnest money deposit of Rs 50,000/- (Rupees Fifty thousand only) in the form of DD Favoring “Indian Bank Staff College, Kolkata payable at Kolkata” must be attached with Technical Bid Only. Technical bid must also be accompanied by a Draft or Bankers’ Cheque of Rs.2000.00 favoring “Indian Bank Staff College, Lucknow” payable at Lucknow towards cost of Bid documents.
9. Technical Bids duly filled in and supported by all the required testimonials and DD / Bankers Cheque must be submitted in a separate sealed envelope superscribing the envelope **“Tender for Housekeeping Services – Technical Bid- PART-I”** within the stipulated date and time i.e., **by 03.30 PM on 03.03.2025**
10. The Tender (Technical bids) will be opened on 04.03.2025 **at 05.00 PM** in the presence of Tenderers/ Bidders or their duly authorized representatives, if available.
11. No further discussion / addition of information / documents will be granted to the tenderer/bidder, after it is submitted or whose quotation are disqualified.
12. INDIAN BANK reserves the right to accept or reject any or all the offers without assigning any reasons.
13. No postal communication shall be entertained for obtaining of tender documents.
14. Tender documents are not transferable.
15. The Bank reserves the right to cancel / postpone the date of receipt and or opening of the tenders.
16. Before submission of the tender, contractors may verify the eligibility criteria and ensure fulfilling all the terms and conditions.
17. Any form of canvassing at any stage will disqualify the Bidder from the tender process automatically.

TENDER FORM (COMMERCIAL BID-PART-II)

**INDIAN BANK STAFF COLLEGE,
1 A, RONALDSHAY ROAD, ALIPORE, KOLKATA – 700 027**

APPLICATION FORM FOR PROVIDING HOUSEKEEPING SERVICES AT

**INDIAN BANK STAFF COLLEGE,
1 A, RONALDSHAY ROAD, ALIPORE, KOLKATA – 700 027**

The details of rates quoted:

For providing following Services : Housekeeping Services including Caretaking, Sweeping, Mopping, Cleaning & Maintenance of Premises, Electrical Installation/Maintenance, Plumbing, Gardening etc. as per the broad terms & conditions of the Tender.	<p align="center"><u>Bid Amount</u> On Monthly Basis (Inclusive of all taxes and service charges, GST – as applicable etc.)</p> <hr/> Rs.....
---	---

Break Up

Manpower Cost:

Material Cost (if any):

Service Charges:

(TOTAL: Rupees _____ **only)**

1	Full Name of the Contractor / Firm: (in block letters)	
2	Full address of the Contractor / Firm : (With Telephone number, Mobile No., E-mail, Fax number)	
3	Year of Incorporation:	
4	Constitution : Sole / Proprietorship / Partnership/Company	
5	Name(s) of the Proprietor(s) / Partner (s)with their full address, telephone number, e-mail number, fax number	

6	Work experience in detail as Caretaker / Housekeeper for last Five years (Certificate to be enclosed)																										
7	Name of the Major clients with their addresses, telephone no./contact details, (enclose certificates/credentials issued by the clients-Acceptable to Bank):																										
8	Details of infrastructure, persons employed, number of offices /branches available with the contractor as housekeeping contractor																										
9	<table border="1" data-bbox="298 1230 1446 1558"> <thead> <tr> <th data-bbox="298 1230 659 1339">Details of Registration, obtained from various authorities</th> <th data-bbox="659 1230 992 1339">Registration No.</th> <th data-bbox="992 1230 1219 1339">With Effect from</th> <th data-bbox="1219 1230 1446 1339">Valid up to</th> </tr> </thead> <tbody> <tr> <td data-bbox="298 1339 659 1381">Labour License (Central)</td> <td data-bbox="659 1339 992 1381"></td> <td data-bbox="992 1339 1219 1381"></td> <td data-bbox="1219 1339 1446 1381"></td> </tr> <tr> <td data-bbox="298 1381 659 1423">E.P.F.</td> <td data-bbox="659 1381 992 1423"></td> <td data-bbox="992 1381 1219 1423"></td> <td data-bbox="1219 1381 1446 1423"></td> </tr> <tr> <td data-bbox="298 1423 659 1465">E.S.I.C.</td> <td data-bbox="659 1423 992 1465"></td> <td data-bbox="992 1423 1219 1465"></td> <td data-bbox="1219 1423 1446 1465"></td> </tr> <tr> <td data-bbox="298 1465 659 1507">Electrical License</td> <td data-bbox="659 1465 992 1507"></td> <td data-bbox="992 1465 1219 1507"></td> <td data-bbox="1219 1465 1446 1507"></td> </tr> <tr> <td data-bbox="298 1507 659 1558">GSTIN</td> <td data-bbox="659 1507 992 1558"></td> <td data-bbox="992 1507 1219 1558"></td> <td data-bbox="1219 1507 1446 1558"></td> </tr> </tbody> </table> <p data-bbox="342 1562 748 1598">(Enclose applicable Xerox copies)</p>			Details of Registration, obtained from various authorities	Registration No.	With Effect from	Valid up to	Labour License (Central)				E.P.F.				E.S.I.C.				Electrical License				GSTIN			
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10	Name of 2 Referees of repute with address telephone number, Mobile No. (enclose their certificates) if any.	1. 2.																									

11	Latest Income-tax Return (with TAN/PAN number), Professional tax, GST, Municipal Tax Returns, Clearance certificate (enclose Xerox copies)																																											
12	Audited Balance Sheet and Profit & Loss A/c for the last 03 (three) years (enclose Xerox copy)																																											
13	Bank A/C Details : Name & Full Address of Contractor's Banker :																																											
14	<p>The details of rates quoted: The charges for specialized housekeeping services including care-taking, sweeping/mopping and cleaning, maintenance of premises, plumbing, gardening, etc. shall be Rs. _____ (Rupees _____) only) per month (inclusive of all taxes), as per details hereunder:</p> <p>A) Staff Complements:</p> <table border="1"> <thead> <tr> <th><u>SNo.</u></th> <th><u>Category</u></th> <th>Skilled/Semi-skilled/ <u>Unskilled</u></th> <th>No. of <u>Person</u></th> <th>Minimum Wages (Per Day) <u>(per person)</u></th> <th>TOTAL Monthly Remuneration</th> </tr> </thead> <tbody> <tr><td>1.</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____.</td></tr> <tr><td>2.</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____.</td></tr> <tr><td>3.</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____.</td></tr> <tr><td>4.</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____.</td></tr> <tr><td>5.</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____.</td></tr> <tr><td>6.</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____.</td></tr> </tbody> </table> <p style="text-align: right;">Sub Total _____.</p> <p>B) Cleaning Materials of Standard Quality [washing of linens (bed sheets, towels, curtains etc.)] (As per point no. 14 of Technical Bid) <u>Cost (Per Month (₹))</u> _____.</p> <p>C) Cleaning Materials of Standard Quality (For Sweeping/ mopping -upkeeping & Cleaning etc.) (As per point no. 14 of Technical Bid) <u>Cost (Per Month (₹))</u> _____.</p> <p style="text-align: right;"><u>Amount (₹)</u></p> <p>D) Service Charges (Gross) Rate %</p> <p>D.1 Employer contribution of EPF _____%</p> <p>D.2 Employer contribution of ESIC _____%</p> <p>D.3 Employer's/Contractor's Service Charges/Margin (Net) (Not less than minimum wages of one person) _____.</p>	<u>SNo.</u>	<u>Category</u>	Skilled/Semi-skilled/ <u>Unskilled</u>	No. of <u>Person</u>	Minimum Wages (Per Day) <u>(per person)</u>	TOTAL Monthly Remuneration	1.	_____	_____	_____	_____	_____.	2.	_____	_____	_____	_____	_____.	3.	_____	_____	_____	_____	_____.	4.	_____	_____	_____	_____	_____.	5.	_____	_____	_____	_____	_____.	6.	_____	_____	_____	_____	_____.	
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	D.4 Any Other Charges (please provide details) _____.	
	Gross Service Charges (D) _____.	
E)	GST (@ applicable rate) _____.	
	Grand Total : _____.	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> (Signature of the Contractor/ Vendor / Authorized signatory)		

UNDERTAKING

I / We certify that I / We have read, understood and accept the contents of the broad terms and conditions incorporated in the Tender Form and 'Note' mentioned hereunder and submit this Tender for consideration. I / We certify that the above statements are true and correct to the best of my/our knowledge and belief.

I/we further declare that I/we am/are not defaulter of any Bank (Commercial/Other) or financial institution as also I/We are not debarred/castigated by any Office/Company/Bank for Housekeeping services.

(Signature of the Contractor/ Vendor / Authorized signatory)

Full Name: _____

Address: _____

DATE:

(SEAL)

Note:

1. All sealed tenders must be submitted within the stipulated period. i.e., from 10.00 am of 18.02.2025 to 03.30 PM on 03.03.2025
2. Use the proper application form applicable for House Keeping.
3. Interested Contractors may obtain further information / clarification from the Principal & AGM, Indian Bank Staff College, 1 A, RONALDSHAY ROAD, ALIPORE, KOLKATA – 700 027 before submission of the tender.
4. Duly filled in Tender Form (**Commercial**) for Housekeeping / Caretaking Services, supported by all the required testimonials, should be submitted in a sealed envelope superscribing the envelope **“Tender for Housekeeping Services (Commercial-PART-II)”** within the stipulated dates and times. One Contractor can

- submit only one Tender Form.
5. Place of opening of Tender will be at the premises of INDIAN BANK STAFF COLLEGE KOLKATA, 1 A, RONALDSHAY ROAD, ALIPORE, KOLKATA – 700 027.
 6. Application should be submitted in two separate sealed envelopes super scribing as “**Tender for House- keeping Services (Technical Bid)**” and the other envelope as “**Tender for House-keeping Services (Commercial Bid-PART-II)**” between **18.02.2025 and 03.03.2025** during working hours. Both the sealed envelopes should be sent/ submitted in a common envelop super scribing “**TENDER FOR HOUSEKEEPING SERVICES AT INDIAN BANK STAFF COLLEGE KOLKATA**” at the above mentioned (point no 5) address as to reach on or before 03.30 PM on **03.03.2025** Tenders received late shall not be accepted / allowed and will be summarily rejected.
 7. Tender forms will be available at the Bank’s website: www.indianbank.in
 8. Earnest money for Rs 50,000/- in the form of DD Favoring “Indian Bank Staff College, Kolkata” payable at Kolkata must be attached with Technical Bid Only. Technical bid must also be accompanied by a Draft or Bankers’ Cheque of Rs.2000.00 favoring “Indian Bank Staff College, Kolkata” payable at Kolkata towards cost of bid documents.
 9. While quoting rates, the tenderers are advised to take into account all factors including any fluctuations in market rates. No claim for enhanced rates will be entertained on this account after acceptance of the tender or during the currency of the contract except the statutory payment to comply the minimum wages like Basic & VDA, EPF and ESI etc. notified by the Govt. from time to time.
 10. Technical Bids duly filled in and supported by all the required testimonials and DD / Bankers Cheque must be submitted in a separate sealed envelope superscribing the envelope “**Tender for Housekeeping Services – Technical Bid - PART-I**” within the stipulated date and time i.e., **by 03.30 PM on 03.03.2025**
 11. The Tender (Technical bids) will be opened on 04.03.2025 at 05.00 PM in the presence of Tenderers/ Bidders or their duly authorized representatives, if available.
 12. No further discussion / addition of information / documents will be granted to the tenderer/bidder, after it is submitted or whose quotation are disqualified.
 13. INDIAN BANK reserves the right to accept or reject any or all the offers without assigning any reasons.
 14. No postal communication shall be entertained for obtaining of tender documents.
 15. Tender documents are not transferable.
 16. The Bank reserves the right to cancel / postpone the date of receipt and or opening of the tenders.
 17. Before submission of the tender, contractors may verify the eligibility criteria and ensure fulfilling all the terms and conditions.
 18. Any form of canvassing at any stage will disqualify the Bidder from the tender process automatically.

Annexure I

CERTIFICATE

(Certificate on non-participation of near relatives in the Bank)

I,.....,son/daughter.....
.....of resident of
.....hereby certify that
none of my relative(s) is employed in Indian Bank. In case, and at any stage, it is found
that the information given by me is false/incorrect. Bank shall have the absolute right to
take any decisions including termination of the contract as being fit without any prior
intimation to us.

Signed.....

For and on behalf of the bidder

Name (in capital letters)

Position.....

Date.....

Annexure II

Draft INDEMNITY Bond

KNOW all men by these presents that I/We, Shri/Smt..... ,
son/daughter/wife of Shri.....,residing
at.....,as Proprietor/Partner/Director of
....., having office at
....., a contractor/Vendor and have submitted an offer in
response to Tender Notice No. dated being the
indemnifier do hereby execute indemnity bond in favour of Indian Bank having its
Head Office at 66, Rajaji Salai Chennai 600001 and Corporate Office at 254-260,
Avvai Shanmugam Salai,Royapettah,Chennai 600014 and having Staff College at 1-
A, Ronaldshay Road, Alipore, Kolkata 700027 on this.....day of 2024

WHEREAS the Bank invited tenders for.....AND

WHEREAS

.....submitted tenders amongst others for the said work.

AND WHEREAS the Bank after observing all formalities in the matter, accepted the
tender submitted by.....and informed them by its letter
dated

.....AND WHEREAS pursuant to acceptance of the tender given by
the said Contractor, the Bank and the said Contractor have entered into an
Agreement on.....for.....

AND WHEREAS it is one of the terms of the said Tender-Contract that the Contractor
shall give an indemnity in the manner hereinafter appearing.

NOW THIS BOND OF INDEMNITY WITNESSTH AS FOLLOWS:

In consideration of the Bank having agreed to award the aforesaid contract to us
more particularly described and stated in the aforesaid Agreement dated and the
related tender documents, we do hereby agree and undertake that we, being the
indemnifier shall, at the time hereinafter save and keep the Bank harmless and
indemnified including its respective Directors, officers and employees and keep them
indemnified from and against

1. Any third party claims, civil or criminal complaints/ liabilities, site mishaps and
other accidents or disputes and/or damages occurring or arising out of any
mishaps at the site due to faulty work, negligence, and/or for violating any law,
rules and regulations in force, for the time being while executing work order
dated given to me / us.
2. Any damages, loss or expenses due to / resulting from any negligence or
breach of duty on the part of me / us or any sub-contractor / s if any, servants
or agents.
3. Any claim by an employee of mine/ours or of sub-contractors if any, under the
Workmen Compensation Act and Employer Liability Act or any other law, rules

and regulations in force for the time being and any acts replacing and/ or amendments thereof as may be in force at the time and under any law in respect of injuries to persons or property arising out of and in the course of execution of the contract work and / or arising out of and in course of employment of any work men / employee.

4. Any act or omission of mine/ours or sub-contractors if any, ours/theirs servants or agents which may involve any loss, damage, liability, civil or criminal action.
5. We further agree and undertake that we shall during the contract period, ensure that all permissions, authorizations, consents are obtained from the local and or municipal and / or governmental authorities, as may be required under the applicable laws, regulations, guidelines, notifications, orders framed or issued by any appropriate authorities.
6. If any, additional approval, consent or permission is required by us to execute and perform the contract during the currency of the contract, we shall procure the same and / or comply with the conditions stipulated by the concerned authorities without any delay.
7. Our obligations herein are irrevocable, absolute and unconditional in each case irrespective of the value, genuineness, validity, regularity or enforceability of the aforesaid agreement or the insolvency, bankruptcy, re-organization, dissolution, liquidation or change in ownership of the bank or indemnifier.
8. Our obligation under this bond shall not be affected by any act, omission, matter or thing which would reduce, release us from any of the indemnified obligation under this indemnity or diminish the indemnified obligations in whole or in part, including in law, equity or contract (whether or not known to it, or to the bank).
9. This indemnity shall be governed by and construed in accordance with the laws of India. We irrevocably agree that any legal action suit or proceedings arising out of or relating to its indemnity may be brought in the Courts, Tribunals at Chennai. Final judgment against us in any such action, suit or proceedings shall be conclusive and may be enforced in any other jurisdiction by way of suit on the judgment/decreed, a certified copy of which shall be conclusive evidence of the judgment/decreed, or in any other manner provided by law. By the execution of this indemnity, we irrevocably submit to the exclusive jurisdiction of such Court/Tribunal in any such action suit or proceeding.

IN WITNESS WHEREOF

(Name of Contractor) has set his /
their hands on this.....day of 2024

SIGNED AND DELIVERED BY THE AFORESAID.....(Name of Authorized person)

IN THE PRESENCE
OF WITNESS

- 1)
- 2)

Annexure III

AGREEMENT FOR MAINTENANCE & HOUSE KEEPING CONTRACT FOR INDIAN BANK STAFF COLLEGE KOLKATA

This Maintenance & House Keeping Agreement executed on between Indian Bank, a body corporate constituted under Banking Companies (Acquisition & transfer of undertakings) Act, 1970 having its Corporate Office at 254-260 Avvai Shanmugham Salai , Royapettah , Chennai 600 014 and its Staff Training College at 1 A, Ronaldshay Road, Alipore, Kolkata hereinafter called the Bank on the one part, which term shall mean and include its successors and assignees and ----- represented by ----- hereinafter called the Contractor on the other part, which term shall mean and include its successors and assignees

WHEREAS the Bank is running Staff College Kolkata at the above said premises.

WHEREAS the Bank floated RFP Ref..... dated for selection of a contractor for providing Housekeeping & Maintenance services at College Premises at 1 A, Ronaldshay Road, Alipore, Kolkata (herein after referred to as "RFP").

AND WHEREAS the Contractor has been selected on the basis of its bid under said RFP process.

AND WHEREAS the Bank and the contractor have decided to enter into a Maintenance and Housekeeping contract and that they intend to reduce to writing the terms and conditions of the said contract.

Now, this deed of agreement witnesseth that in consideration of the above premises, the parties hereby covenant with each other to observe and perform and adhere to the following terms and conditions that is to say:

- a. The contractor shall provide Maintenance & Housekeeping Services as per the general conditions mentioned in the RFP.
- b. The contractor agrees to provide the maintenance services for College premises, office, executive suite, hostel rooms, Class rooms, etc as per the terms and conditions mentioned in the RFP.
- c. The contractor agrees to maintain the gardens as per the conditions mentioned the RFP.
- d. The Bank agrees to pay the contractor as per the agreed rates in the RFP, on performance of the work to the satisfaction of the Bank. In case of reduction of area earmarked for maintenance due to unforeseen developments in future the maintenance charges will be reduced respectively on the pro rata basis for the remaining period of the contract.
- e. The contractor is liable for the following:

- a) The contractor shall indemnify the Bank against any claims, damages, loss or penalty including the costs thereof arising out of any breach or violation of any of the terms of the contract or any provisions of laws including the labour laws as applicable from time to time governing the employees employed by the Contractor or any of his representatives.
- b) Fully indemnify the Bank for any default or non- observance by the contractor or any of his representatives of any terms of this contract and any other provisions of the applicable enactments and the rules / notifications framed there under.
- c) The contractor shall, whenever required by the Bank, produce for inspection of all forms, registers and other records required to be maintained under various statutes.
- d) In the event of cessation of the contract due to any reason whatsoever, the security deposit will be refunded only after due satisfaction of the Bank about the full compliance by the contractor of the contractual, statutory and other legal obligations.
- e) The contractor shall provide their workmen with necessary safety appliances at his own cost.
- f) The contract will be in force for a period of 24 months from the date specified by the Bank. The agreement can be terminated by either party. Notwithstanding anything contained in any other clause, the Bank can terminate the contract forthwith, without assigning any reasons
- g) On expiry / termination of the contract, the contractor shall handover the assets of the Bank, subject to normal wear and tear, peacefully and obtain acknowledgement from the Bank
- h) All other terms and conditions of RFP, not specifically provided in this agreement shall be deemed to be incorporated herein by reference.

IN WITNES and year first above written.

Signed and delivered by the hands of

Signed and delivered by the hands of

Shriits

Shri

and

constituted attorney in the presence of

Partner in the presence of:

1

1

2

2

Annexure IV

Experience Details

(Submit photocopies of Purchase Orders as supporting documents for each item as per eligibility & evaluation criteria separately)

S.No.	Name of Organization for whom services rendered	Nature of Work	Team size	Project Details		
				Period (No. of Months)	Start Date	Date of Completion/ expected completion

Signature of Authorized Signatory

Name:

Designation
:

Seal:

Date:

Annexure V

STRUCTURE AND ORGANISATION

01	Name of the Applicant / Organization – Shri / M/s.	
02	Address & Telephone / Mobile / Fax Nos. / E-mail Id	
03	Year of Establishment	
04	Constitution (Proprietary concern/ Partnership firm / Pvt Ltd / Limited Company).	
05	Name/s of Directors / Partners / Proprietor, their address and Phone Nos.	
06	Whether registered with the Registrar of Companies / Registrar of Firms. If so, mention No. & date	
07	(a) Name and address of bankers (b) Tel numbers	
08	Whether an assessee of Income Tax? If so, mention Permanent Account Number and submit copies of latest IT returns.	
09	Whether registered with GST? If so mention GST number	
10	Has the applicant or any constituent partner in case of partnership firm / company ever been debarred / blacklisted for tendering in any organization at any time?. If so give details.	

11	Has the applicant or any constituent partner in case of partnership firm, or any directors in case of a company ever been convicted by a court of law? Or any criminal proceedings presently pending?. If so give details.	
12	If you are registered in the panel of other organizations, furnish their names, category, addresses, telephone numbers and date of registration. (details may be furnished in a separate sheet if the list is long)	
13	Apart from catering and maintenance / house keeping, are you engaged in any other business? If so, give details.	
14	<ol style="list-style-type: none"> 1. Detailed description and value of works done (Housekeeping and Maintenance works) for others (other than Indian Bank) in the past. 2. Detailed description and value of similar (Housekeeping and Maintenance works) works done for Indian Bank. 	
15	Specify the maximum value of similar work executed in a year (Housekeeping and Maintenance works)	
16	Furnish the names and telephone number/mobile number & e-mail ID of three responsible persons / organization who will be in a position to certify about the quality of your organization.	<ol style="list-style-type: none"> 1. 2. 3.

Note: Where copies are required to be furnished, copies certified by the concerned agencies or a Government officer or self-attested Photostat copies are to be furnished.

Place:

Signature:

Date:

Seal:

Annexure VI

Self-Declaration – Blacklisting

To,
The Principal
Indian Bank
Staff College
Kolkata

Dear Sir,

Sub: Request for Proposal for Housekeeping & Maintenance of Premises at Indian Bank Staff College Kolkata.

We hereby certify that, we have not been disqualified / debarred / blacklisted from any Governments, Semi-governments, PSUs, Banks, Financial Institutions etc in last 5 year as on tender issue date.

Signature of Authorized Official

Name and Designation with Office

Seal

Place:

Date:

ANNEXURE VII

Declaration For MSE Benefits

(To be submitted on the letter head of the bidder signed by Director/Company Secretary)

To,
The Principal
Indian Bank
Staff College
Kolkata

Dear Sir,

Sub: Request for Proposal for Housekeeping & Maintenance of
Premises at Indian Bank Staff College Kolkata

Dear Sir,

This has reference to our bid submitted in response to your Request for Proposal (RFP) Ref. No. RFP No.Dated floated for the **Housekeeping & Maintenance of Premises at Indian Bank Staff College Kolkata** . We have carefully gone through the contents of the above referred RFP and hereby undertake and confirm that, as per the Govt. of India guidelines, we are eligible to avail the following MSE benefits in response to your RFP floated, as referred above.

- a) Exemption on submission of bid security(EMD)

In case, at any later stage, it is found or established that, the above undertaking is not true then the Bank may take any suitable actions against us viz. Legal action, Cancellation of Notification of Award/contract (if issued any), Blacklisting & debarment from future tender/s etc.

Yours Sincerely

For M/s _____

Signature

Name:

Designation: Director/Company Secretary

Place:

Date:

Seal & Stamp

Annexure VII

Check List

S.No	Document to be enclosed	
1	Audited Balance Sheet for 5 years	Yes / No
2	Income Tax returns for 5 Years	Yes / No
4	Copy of Certificate from EPF Organization	Yes / No
5	Copy of Certificate registered with the Govt. under Contract Labour (Regulation & Abolition) Act 1970.	Yes / No
6	Copy of Certificate of Registration issued by the Registrar of Companies or Registrar of Firms or letter of Proprietorship	Yes / No
7	Copy of Registration under Shops & Establishment Act	Yes / No
8	Copy of Certificate from ESI Corporation	Yes / No
9	Copy of Certificate registered with appropriate authority for GST	Yes / No
10	Copy of PAN card.	Yes / No
11	Demand Draft Rs. 50,000/- towards EMD	Yes / No
12	Ensure filling in the Financial Bid in full	Yes / No
13	Ensure filling up declaration form	Yes / No
14	Bonus Certificate	Yes / No

Annexure VIII

(Declaration to be submitted by the bidders in their Letter Head)

I / We have read and examined the RFP Ref No:Dated....., schedules, specifications applicable, Conditions of contract and other documents and rules referred to in the conditions of contract and all other contents in the tender documents for the work.

I / We hereby submit my / our bid for the execution of the work specified for Indian Bank's Staff College at 1A, Ronaldshay Road, Alipore, Kolkata-70027, within the time specified in Schedule and in accordance in all respects with the specifications and instructions in writing and with such materials as are provided for, by, and in all respects in accordance with such conditions so far as applicable.

I / We agree that the bid submitted by me /us shall be valid for one hundred & twenty (120) days from the date of the opening of Technical Bid thereof and not to make any modifications in its terms and conditions. A sum of Rs.50,000/- (Rs. Fifty Thousand only) is enclosed in the form of demand draft towards EMD.

If I / We fail to furnish the Security Deposit equivalent to 10 % of the Tendered Cost of Fixed Deposit or by way of Bank Guarantee as mentioned elsewhere within prescribed period, I / we agree that Indian Bank shall, without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely.

Further, if I/we fail to commence work as specified, I/we agree that Indian Bank shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the security deposit. Further I / we agree that in case of forfeiture of earnest money I / we shall be debarred from participation in the re-tendering process of the work.

I/We hereby declare that my/our Firm/Company has not been blacklisted or otherwise debarred during the last five years by Indian Bank or by any other Public Sector Undertaking or by any Government for any failure to comply with the terms and conditions of any contract or for violation of any Statute, Rule or Administrative Instructions.

I/We hereby declare that no contract entered into by my/our Firm/Company with Indian Bank or with any other Public Sector Undertaking or with any Government has been terminated before the expiry of the contract period at any point of time during the last five years.

I/We hereby declare that I/We have not been convicted at any time by a Court of Law of an offence and sentenced to imprisonment.

I/we hereby declare that I/we shall treat the tender documents and other records connected with the work as secret / confidential documents and shall not communicate the information derived there from to any person other than a person to whom I/we am / are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Date

Signature of Contractor

Postal Address

Annexure IX

CERTIFICATE REGARDING PAYMENT OF BONUS

To,

The Principal
Indian Bank
Staff College
Kolkata

Dear Sir,

1. This is to certify that we have disbursed the salary for the month of..... Previous month) as per Minimum Wages Act to all the employees as per the copy of Attendance register submitted to you.
2. We also enclose copy of the receipts for payment of EPF and ESI made for our employees.
3. We have also paid bonus to the eligible employees.

Company Seal & Signature of the Authorised Representative