



पंजाब नैशनल बैंक
...भरोसे का प्रतीक !



punjab national bank
...the name you can BANK upon !

सामान्य प्रशासन विभाग,
अंचल कार्यालय,
११ वां तल, दालामल हाउस, नरिमन
पॉइंट,
मुंबई-४०००२१

General Administration Division
Zonal Office,
11th Floor, Dalamal House,
Nariman Point,
Mumbai - 400021

☎: 022-22042094 ☎: 022-22844586 ✉: fgmgadmum@pnb.co.in

TENDER DOCUMENT (PART A & B)

AMC (Annual Maintenance Contract) for Housekeeping works at Pragati Tower Building, BKC, Mumbai: 400051, Zonal office, 11th floor, Dalamal House, Nariman Point, Mumbai: 400021 and Bank's own flats & Guest Houses located in Mumbai.

**CLIENT:
PUNJAB NATIONAL BANK,
ZONAL OFFICE: MUMBAI
11TH FLOOR, DALAMAL HOUSE
NARIMAN POINT MUMBAI**

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NOTICE INVITING e-TENDER (NIT)

Reg: AMC for Housekeeping works at Pragati Tower Building, BKC, Mumbai: 400051, Zonal office, 11th floor, Dalamal House, Nariman Point, Mumbai: 400021 and Bank's own flats & Guest Houses located in Mumbai.

Punjab National Bank (PNB) invites E-tenders (two bid systems) for AMC of Housekeeping works at Pragati Tower Building, BKC, Mumbai: 400051, Zonal office, 11th floor, Dalamal House, Nariman Point, Mumbai: 400021 and Bank's own flats & Guest Houses located in Mumbai, *who fulfil the eligibility criteria* mentioned in tender documents.

Tender documents may be downloaded from our official website **www.pnbindia.in** & bank's e-Tendering website **<https://etender.pnbnet.in/login>**.

The tender cost fee of **Rs.5, 900/-** in the form of Demand Draft shall be submitted by bidders in a separate envelope along with EMD in Envelope No.1.

The Bidders intending to participate in this tender are required to get enrolled on the bank's website i.e. **<https://etender.pnbnet.in/login>**. Enrolment on the above mentioned website is mandatory.

As the bids of the Bidders have to be digitally signed by the Digital Certificate of the respective Bidder before submitting the bids online, the bidders are advised to obtain Digital Certificates in order to bid for the tender.

The Tender Documents containing detailed terms & conditions can be downloaded online directly from the portal **<https://etender.pnbnet.in/login>** as per tender schedule attached and shall be submitted online.

Bidders may submit their queries regarding any technical clarification up to 17:00Hrs before **23.10.2020** through e-mail: **fgmgadmum@pnb.co.in**

Standardized documents may be downloaded from the "Corrigendum / Addendums" section of the above mentioned portal up to 15:00 Hrs on **23.10.2020** after clarification on queries. No deviation on the above will be entertained by the bank there after.

Based on the clarification of conditions by the bank, the intending bidder will submit their unconditional acceptance on the prescribed format along with tender document.

Submission of Tender

Bidders are required to submit their bids in the three envelope system as detailed under.

Envelope No.1- Tender Cost & EMD

Envelope No.1 shall contain Tender Cost of **Rs.5, 900 /-** (INR Five Thousand and Nine Hundred only), in the form of DD which shall be non-refundable & Earnest money deposit in the form of Crossed **Demand Draft of Rs.60, 000/- (INR Sixty Thousand only)** in favour of Punjab National Bank payable at Mumbai which will be refunded to unsuccessful bidders on completion of tender process. This envelope shall be super scribed **“Envelope No. 1- Earnest money Deposit and Tender Cost for Bid: AMC of Housekeeping works at Pragati Tower Building, BKC, Mumbai: 400051, Zonal office, 11th floor, Dalamal House, Nariman Point, Mumbai: 400021 and Bank’s own flats & Guest Houses located in Mumbai.”**

“Envelope No. 1- Earnest money Deposit and Tender Cost for Bid: AMC of Housekeeping works at Pragati Tower Building, BKC, Mumbai: 400051, Zonal office, 11th floor, Dalamal House, Nariman Point, Mumbai: 400021 and Bank’s own flats & Guest Houses located in Mumbai.”

From Name of Firm: Address: Tel; Mobile: E-mail:	To, The Chief Manager GAD, Zonal Office 11th Floor, Dalamal House Nariman Point, Mumbai: 400021
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Envelope No. 2 – Technical Bid

Envelope No. 2 shall contain technical bid (one set of duly signed tender document except commercial bid). Each page and correction duly signed by Bidders including tender form duly filled in with complete details and descriptions. Bidder shall submit supporting documents in support of eligibility criteria as mentioned in tender documents. This envelope shall be super scribed **“Envelope No. 2 - Technical Bid: AMC of Housekeeping works at Pragati Tower Building, BKC, Mumbai: 400051, Zonal office, 11th floor, Dalamal House, Nariman Point, Mumbai: 400021 and Bank’s own flats & Guest Houses located in Mumbai.”**

“Envelope No. 2- Technical Bid: AMC of Housekeeping works at Pragati Tower Building, BKC, Mumbai: 400051, Zonal office, 11th floor, Dalamal House, Nariman Point, Mumbai: 400021 and Bank’s own flats & Guest Houses located in Mumbai.”

From Name of Firm: Address: Tel; Mobile: E-mail:	To, The Chief Manager GAD, Zonal Office 11th Floor, Dalamal House Nariman Point, Mumbai: 400021
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Commercial bid

Commercial bid shall be submitted **online only**. No physical copy of commercial bid (price bid) shall be submitted by bidder along with tender documents.

The price bid of technically eligible bidder who meets the eligibility criteria stipulated in tender documents will be opened online in the presence of participated or representatives of participated bidders. Date for opening of commercial bids will be intimated later.

All disputes arising out of or in connection with this agreement shall deem to have arisen in Mumbai and only the courts of Mumbai shall have the jurisdiction to determine the same.

- Last date for downloading the tender document (as per tender schedule).
- Last date for Bid Preparation and Hash Submission (as per tender schedule).
- Last date for Bid Submission (as per tender schedule).

Please note that bid preparation and hash submission and bid submission is compulsory activity, failing which bidder will not be able to submit the bids online.

Please note that for tendering procedure through the electronic tendering system, refer to the instructions for using the Electronic Tendering System document available along with the tender documents on <https://etender.pnbnet.in>.

Sealed tenders as above will be received by the office of Chief Manager (GAD), Zonal Office, 11th floor, Dalamal House, Nariman Point, Mumbai: 400021 up to **14:00** hours on **27.10.2020** and Envelope no.1 (Tender Cost & EMD) and technical bid (Envelope No.2) will be opened on **27.10.2020** at **1500 Hrs.**

Tenders received late on account of any reason whatsoever and telegraphic tenders will not be entertained. The tender not accompanied by the Earnest Money & Tender Cost deposited by Demand Draft are liable to be rejected as NON-RESPONSIVE.

The Tender shall be valid for a period of 90 days after the date of opening of Commercial Bid (online).

The Bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.

Interested Bidders are requested to send the email to **fgmmumgad@pnb.co.in** containing following information, so that in case of any clarification same may be issued to them.

- a) Name of company
- b) Contact person
- c) Mailing address with Pin Code
- d) Telephone No
- e) Fax No

- f) Email address
- g) Mobile No

Yours faithfully,
FOR & ON BEHALF OF PUNJAB NATIONAL BANK
Chief Manager

IMPORTANT BID DETAILS

1.	TENDER REFERENCE	ZO/MUM/GAD/SM-M/2020-21
2.	Date of commencement of Tender download	15.10.2020
3.	Last date and time of acceptance of queries	23.10.2020 up to 17:00 hrs
4.	Last date and time downloading tender	23.10.2020 up to 15:00 hrs.
5.	Bid preparation and Hash Submission	26.10.2020
6.	Last Date for Bid Re-Encryption & Bid Submission	26.10.2020
7.	Last date & Time for submission sealed tender (EMD & Technical Bid)	27.10.2020 up to 14:00 hrs
8.	EMD & Technical Bid opening.	27.10.2020 from 15:30 hrs
9.	Cost of Tender Document	<p>Rs.5, 900/- (INR Five Thousand and Nine Hundred Only). Inclusive of GST (nonrefundable) in the form of Demand Draft favour of Punjab National Bank payable at Mumbai.</p> <p>* Firms registered under MSEs for providing services of supply of Manpower would be exempted from submission of Tender Fees /cost.</p>
10.	Earnest Money Deposit (EMD) Amount	<p>Rs.60, 000/- (INR Sixty Thousand only) in the form of Demand Draft in favour of Punjab National Bank payable at Mumbai. In case of unsuccessful bidder, EMD will be returned after completion of bid process (without interest).</p> <p>* Firms registered under MSEs for providing services of supply of Manpower would be exempted from submission of EMD.</p>
11.	Validity of Tender	90 Days from the date of opening of commercial

		bids.
11.	Duration of contract	12 months and can be extended for further two years (one year + one year) on same terms & conditions with 5% annual increase on quoted rate, if Bank desires, on basis of satisfactory performance of the successful vendor.
11.1	Extent of Contract	Bank also reserves the right to extend this contract by further 02 years at rate of 3 rd year and at same terms & conditions, if the performance of the firm found satisfactory by bank authorities.
12.	Acceptance of letter	7 days from date of award of work
13.	Date of start of work	15 days of issue of award letter.
14.	Place of opening of Bids	GAD, Zonal Office 11 th floor, Dalamal House Nariman point, Mumbai: 400021
15.	Contact Details	Chief Manager, GAD, Zonal Office 11 th floor, Dalamal House Nariman point, Mumbai: 400021 Email: fgmmumgad@pnb.co.in

Bank will be following the e-tender process. The complete details of the requirements for participation in the e-tender process of the bank are given in the website <https://etender.pnbnet.in>, which may be referred for details & clarification. It is essential for the bidder to be registered on our website to be able to submit the bid online also.

Note: - Technical bids will be opened in the presence of bidders who choose to attend as above. The above schedule is subject to change. Notice of any changes will be published on Bank's website (www.pnbindia.in & <https://etender.pnbnet.in>) wherever feasible. Further, please note that commercial bid opening date, time will be intimated to the technically qualified bidders at a later date.

LETTER OF SUBMITTING TENDER

The Chief Manager,
GAD, Zonal Office
11th floor, Dalamal House
Nariman point, Mumbai: 400021

Dear Sir,

With reference to the tender invited by you for **AMC of Housekeeping works at Pragati Tower Building, BKC, Mumbai: 400051, Zonal office, 11th floor, Dalamal House, Nariman Point, Mumbai: 400021 and Bank's own flats & Guest Houses located in Mumbai**, We do hereby offer to execute the work under contract at the respective rates mentioned in the schedule of quantities. I/ We have seen the site understood the general conditions. I/ We agree to execute the work as per specifications general conditions of contract, special conditions, additional conditions, schedule of quantities etc.

I/ We have deposited earnest money **Rs. 60,000/- (INR Sixty Thousand only)** by Demand Draft which amount is not to bear any interest. I/ We do hereby agree that this sum shall be forfeited by you in the event our tender is accepted and I/ We fail to execute the contract when called upon to do so.

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

Yours faithfully,

(CONTRACTOR)

Eligibility Criteria

This invitation of bid is open to all Indian Companies having presence in India who fulfil the eligibility criteria as mentioned below:-

The Bidder should be based at MUMBAI and operating their business in MUMBAI. The Office Premises of the Bidder should be located in MUMBAI. Attach self-attested photo-copy of proof.

The Bidder (Proprietorship / Partnership/Company) should have following Registrations and same should be at least 07 years old:-

- a) E.P.F. Registration for work of Housekeeping/Sweeping & Cleaning /Gardening
- b) E.S.I. Registration for work of Housekeeping/Sweeping & Cleaning /Gardening
- c) Service Tax Registration (old) and GST (new), combined both for work of Housekeeping/Sweeping & Cleaning /Gardening
- d) PAN Number

Note:-

I. In case of Partnership Firm, besides above, copy of Partnership deed contained nature of business: Facility Management/Housekeeping is also required.

II. In case of Company, besides above, copy of ROC & AOA contained nature of business: Facility Management/Housekeeping is also required.

e) Bidder should have average annual turnover during the last 3 years, ending 31st March of 2020, should be equal to Rs.9.00 Lakh. Bidder to submit GST No, Balance sheets along with Trading Profit & Loss Account statement of the last three financial years.

f) Bidder should have experience of having successfully completed similar works during the last 7 years ending 30th September, 2020 (Between 01.09.2013 to 30.09.2020) should be either of the following:

- a. Three similar completed works costing not less than amount equal to Rs.12.00 Lakh
- b. Two similar completed works costing not less than amount equal to Rs 15.00 Lakh
- c. One similar completed works costing not less than amount equal to Rs.24.00 Lakh

Similar work: AMC of Housekeeping work of buildings of Banks/ State or Central Govt./ Public Sector organization/ reputed Ltd. companies).

Bidder to submit copy of work completion certificate for completion of awarded work and Performance certificate from employer as evidence of satisfactory performance of work.

CHECK LIST

S. No.	Description	Compliance (Yes/No)
1.	DD towards Tender fees amounting to Rs.5,900/-	
2.	DD towards EMD amounting to Rs.60,000/-	
3.	Copy of EPF registration (at least 07 Yrs old) for work of Housekeeping/Sweeping & Cleaning /Gardening	
4.	Copy of ESI registration (at least 07 Yrs old) for work of Housekeeping/Sweeping & Cleaning /Gardening	
5.	Copy of S. tax-old and GST (new) registration (combined both at least 07 Yrs old) for work of Housekeeping/Sweeping & Cleaning /Gardening	
6.	Copy of PAN Card	
7.	Copy of Partnership deed (In case of Partnership Firm)	
8.	Copy of ROC & AOA (In case of Company)	
9.	Copy of Balance sheets along with Trading Profit & Loss Account statement of the last three financial years, showing annual turnover is at least Rs.9.00 Lakh	
10.	Copy of work completion certificates of last 07 yrs issued from Banks/ State or Central Govt./ Public Sector organization/ reputed Ltd. Companies ending 30 th September, 2020 (Between 01.09.2013 to 30.09.2020) should be either of the following: a. Three similar completed works costing not less than amount equal to Rs.12.00 Lakh b. Two similar completed works costing not less than amount equal to Rs.15.00 Lakh c. One similar completed works costing not less than amount equal to Rs.24.00 Lakh	
11.	Copy of performance certificates of last 07 yrs ending 30 th September, 2020 (Between 01.09.2013 to 30.09.2020) issued from Banks/ State or Central Govt./ Public Sector organization/ reputed Ltd. Companies.	
12.	Proof of office in Mumbai	
13.	All documents including Technical & Commercial bids are sealed & signed.	

ARTICLES OF AGREEMENT

This agreement is made at Mumbai on..... **Day of..... 2020** between Punjab National Bank, Zonal Office, 11th floor, Dalamal House, Nariman Point, Mumbai: 400021, a Body Corporate, constituted under the Banking Companies (Acquisition and transfer of undertakings) Act 1970, having its Head Office at Plot No 4, Sector -10, Dwarka, Delhi-110075 (hereinafter called the "Bank", which term shall, wherever the context so permits, mean and include its successors and assigns) of the one part

AND

----- (Herein after called "the Tenderer") of the other part.

WHEREAS the Employer is desirous of **AMC of Housekeeping works at Pragati Tower Building, BKC, Mumbai: 400051, Zonal office, 11th floor, Dalamal House, Nariman Point, Mumbai: 400021 and Bank's own flats & Guest Houses located in Mumbai** and has vide letter of **acceptance dated** accepted a tender by the Tenderer for the execution, completion, and maintenance of such works **w.e.f ----** **to -----** for the period of one year.

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the said conditions of contract hereinafter referred to.
2. The following documents and the terms & conditions contained therein shall form and construe as integral part and parcel of this agreement viz.
 - a) Original tender document (Part A & B).
 - b) Relevant correspondence (all letter/ correspondence) forming parts of contract and referred to in acceptance letter.
 - c) Acceptance letter
 - d) Other additional documents as required
 - e) Corrigendum, if any.
3. The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities or discrepancies the latest documents issued by the Bank shall prevail over the earlier documents.
4. In consideration of payment (**Rs. ----- + GST = Rs.----- per annum / Rs. ----- + GST = Rs. ----- per month**) to be made by the employer to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the employer to perform execute, complete and maintain the work in conformity in all respects with the provision of the contract.

5. It is also agreed that bank may, in the event of termination of contract as provided herein having regard to exigencies of matter, arrange maintenance/ repair/ replacement of parts etc. in discretion from any other source/ agency from the date of notice. In the event of termination of contract for non-satisfactory performance of the contract, the security deposit made by the Successful tenderer **(Rs. ----- in form of DD, bearing No: ----- dt: -----)** shall stand forfeited. No interest will be paid on SD amount.
6. The Annual service contract includes **AMC of Housekeeping, Mali, Sever works at Pragati Tower Building, BKC, Mumbai: 400051, Zonal office, 11th floor, Dalamal House, Nariman Point, Mumbai: 400021 and Bank's own flats & Guest Houses located in Mumbai Annual Maintenance Contract for Housekeeping at Pragati Tower Building, BKC, Mumbai: 400051.**
7. The employer hereby covenants to pay the tenderer in consideration of the execution, completion and maintenance of the work such sums as shall become payable hereunder at the time(s) and in the manner prescribed in the said conditions and price schedule of quantities / bill of quantities prescribed in the contract.
8. All disputes or differences whatsoever arising between the parties shall be settled amicably. If parties are not able to solve amicably, the same shall be settled by arbitration in accordance with the Arbitration and Conciliation Act 1996. Venue of arbitration shall be Mumbai. Arbitration shall be conducted by the sole arbitrator.

IN WITNESS, whereof the parties hereto have caused their respective common seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day, month and year first above written.

SIGNED SEALED AND DELIVERED BY THE

Said_____

(Name
On behalf of the contractor

Said_____

(Name
On behalf of the Employer

In the presence of

Name:

Address:

in the presence of

Name:

Address:

GENERAL TERMS AND CONDITIONS (GTC)

Sealed tenders should be addressed to the Chief Manager, GAD, Zonal Office, 11th floor, Dalamal House, Nariman Point, Mumbai: 400021 and superscripted **“AMC of Housekeeping works at Pragati Tower Building, BKC, Mumbai: 400051, Zonal office, 11th floor, Dalamal House, Nariman Point, Mumbai: 400021 and Bank’s own flats & Guest Houses located in Mumbai”** and sent so as to reach not later than **14.00 Hrs on 27.10.2020**.

1. No tender will be received after **14.00 Hrs on 27.10.2020** under any circumstances whatsoever.
2. Part A (Technical Bid) will be opened on **27.10.2020** at **15.30 hrs** in presence of the tenderers/ their representatives who wish to be present.
3. The tender shall remain valid for a period of 90 days from the date of opening the commercial bids.
4. Each page of the tender documents is required to be signed by the person or persons submitting the tender in token of his / their having acquainted himself / themselves with the tender documents in total.
5. Intending tenderers shall deposit as earnest money a sum of **Rs.60, 000/-** by Bank Draft in favour Punjab National Bank. A tender, who is not accompanied by earnest money, is liable to be rejected. The earnest money will be returned to the tenderer if his tender is not accepted but without any interest. The earnest money deposit, of **Rs.60, 000/-** paid by the successful tender when he submitted the tender, shall be adjusted by the employer in the total security deposit money for the execution and fulfillment of the contract. The employer is not liable to pay any interest on the Earnest Money. The successful Tenderer to whom the Contract is awarded shall deposit as security deposit by BANK Draft sum to make up 10% of the value of the accepted tender after the appropriation of the Earnest Money deposited by him.
6. The Security Deposit will have to be made by the Contractor to the Bank within 3 days of acceptance of award letter, failing which the employer at his discretion may revoke the letter of acceptance and forfeit the earnest money deposit furnished along with the tender. The security deposit shall be accepted in the form of Demand draft not by Bank Guarantee. The employer is not liable to pay any interest on Security Deposit. In case of default on the part of contractor to perform and observe any covenant, conditions and provisions herein contained, it shall be lawful for PNB in its absolute discretion to forfeit the whole of the security deposit or a part thereof with prejudice to any other right or remedy that may be available to it against the Contractor under this agreement, for such breach.
7. The security deposit will be refunded only after satisfactory fulfillment of the contract. In case the contractor abandons the contract or leaves the contract unperformed, the Security Deposit shall be liable to be forfeited.

8. All compensation or other sums of money payable by the contractor to the employer under the terms of the contract may be deducted from his security deposit. The amount so permit and contractor shall unless such deposit has become otherwise payable, within ten days after such deduction make good in cash the amount so deducted.
9. **Duration of contract and notice period:** - The period of contract shall be 12 months from the date of commencement and can be extended for further two years (one year + one year) on same terms & conditions with 5% annual increase on quoted rate, if Bank desires, on basis of satisfactory performance of the vendor. The contract can however, be terminated by PNB by giving a notice of 30 days without assigning any reason whatsoever.
10. The contractor must not assign the contract. He must not sub-let any portion of the contract except with the written consent of the Employer failing which the employer may rescind the contract and the security deposit shall stand forfeited and at absolute discretion of the employer.
11. The tenderer must obtain for himself on his own responsibility all the information which may be necessary for the purpose of making a tender and entering into a contract. The tenderer is advised to inspect the installations at the site of work and acquaint him with all local conditions, nature of work and all matters pertaining thereto.
12. The successful tenderer must co-operate with other contractors engaged by the employer and the work shall proceed smoothly with least possible; delay and to the satisfaction of the employer.
13. The employer shall provide water and electric power from the existing sources free of cost.
14. On award of work, the contractor will furnish to PNB full particulars of the staff deployed on the work and issue/ obtain identity cards, which shall be carried by them throughout the time of their duty. The security staff of PNB shall have right to check or interrogate to any of the contractor's staff while entering/ leaving the premises.
15. The staff provided by the contractor shall be disciplined, polite and courteous. They shall not misbehave with any PNB staff and shall not engage themselves in any unlawful activities in the premises. The contractor shall be fully responsible for any theft, burglary, fire or any other mischievous deeds of his staff and shall replace any staff if asked for by PNB.
16. The rates quoted shall be applicable throughout the period of contract.
17. **Payment Period:** - The contractor shall submit bill once in a month which will be paid within 15 days.
18. The Successful Contractor shall be responsible for settling any claim/ compensation against all damages and accidents caused due to negligence on

the part of his employees and keep Bank indemnified from any compensation/liability.

19. GST or any other Tax on materials and also on the turn over, if any, in respect of this contract shall be paid extra by the Bank as per applicable rates.
20. The Successful Contractor shall discharge obligations as provided under various applicable statutory enactments including the Employees Provident Fund & Miscellaneous Provisions Act, 1952, the Employees State Insurance (ESI) Act, 1948 ESI (if applicable at the place of work –Delhi, Delhi State), the Contract Labour (Regulation & Abolition) Act, 1970, the Inter-State Migrant workman (Regulation of employment & conditions of Service) Act, 1979, The Minimum Wages Act, 1928, the Payment of Wages Act, 1936, The Workmen's Compensation Act, 1923 and other relevant Act, Rules and Regulations, instructions etc. issued / enforced from time to time.
21. Existing drains, pipes, sewer lines, water lines and other services encountered in the course of the execution of the work shall be protected against the damage by the contractor at his own expense. The contractor shall not store materials or otherwise occupy any part of the site in a manner likely to hinder the operations of such services.
22. Samples of all materials required for execution of the work shall be got approved from the Officer-in-Charge. Materials manufactured by Firms of repute as required and shall only be used. Materials classified as "First Quality" by the manufacturer shall be used unless otherwise specified. In case materials bearing BIS Certification mark are not available, the quality of samples brought by the contractor shall be judged by the standards laid down in the relevant BIS specifications. All materials and articles brought by the contractor to the site for use shall conform to the samples approved by the Officer-in-Charge which shall be preserved till the completion of the work.
23. Work shall be carried out on all days including Sundays and Holidays. The contractor shall attend complaints received in connection with the services immediately. Any failure will attract penalty as decided by the bank.
24. The Successful Contractor shall take at his own cost, necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the aforementioned services to be rendered to the bank and against all claims, damages or compensations payable under workmen's Compensation Act, 1923 or any modification thereof.

25. TAXES AND DUTIES-

The bidders must quote their tender prices excluding the prevailing rate of GST or any other cess or local charges, as may be applicable at present rate. **GST shall be paid extra as per applicable rates as per Govt Guidelines.** However, tax shall be deducted at source at the specific rate of Central Government regulations and guidelines respectively, if applicable. The certificate in respect of TDS shall be issued by the Bank as per rule. Any variation in taxes and duties

and/ or imposing any new taxes and duties during currency of contractor extended period, i.e. only the difference in tax, shall be borne by the Bank. No claim whatsoever on this account shall be entertained. The rates quoted by bidder shall be valid for one year from the date of start of work.

26. Compliance of Laws

- 26.1 The Successful Contractor shall be responsible for fulfilling the requirements of all statutory provisions of all labour laws, rules & regulations and notifications issued there-under from time to time whether from Central or state or local bodies, at own cost and risk, in respect of personnel employed by the Service Provider and will maintain necessary records as per statutory requirements. If due to any reason whatsoever PNB is made liable for any liabilities, it shall be payable by the Service Provider to PNB and also, such liabilities shall be recoverable by PNB from dues payable to the Service Provider and from security deposit of the Service Provider with PNB or by invoking the contract performance bank guarantee.
- 26.2 The Successful Contractor shall pay and meet all expenses, arising out of or as a consequence of, various provisions in the aforesaid Acts and statutes.
- 26.3 The Successful Contractor shall issue annual statement of PF accounts to the workmen under intimation to PNB. A copy of the annual Statement of PF Accounts needs to be submitted to the PNB within the stipulated time limit as purported in the Act.
- 26.4 The Successful Contractor shall be solely responsible as regards salary/ wages and service conditions and terms extended by the Service Provider to its employees/ workmen and shall in that connection maintain requisite records and comply with all laws, enactments, rules, regulations and orders applicable to the Service Provider and its employees/ workmen in general and in particular, laws, enactments, rules, regulations and orders dealing with employment of Contract Labour, payment of wages/ Compensation Contributions under the ESIC Act, 1948, Safety regulations, regulations relating to employment of female work force, security requirements and such other rules and regulations as may be applicable at hereafter.
- 26.5 The wages paid by the Successful Contractor to its employees/ workmen shall be fair, and in no case, be less than the wages prescribed under the Minimum Wages Act, read with other relevant statutes, as prescribed by the State Govt. from time to time. In case of any increase in the minimum wages during the currency of the contract, the Service Provider shall bear the same. PNB shall not entertain any other claim for compensation whatsoever, except the prices fixed for the services under the agreement.
- 26.6 The Successful Contractor shall be responsible for settlement of any claims/ dues, in case any of the Service Provider's employee/workman dies or sustains injury or damage or loss either to his/ her person, or his/her property, in accordance with the provisions of law. The Service Provider shall have to take necessary and relevant insurance coverage for all its employees/ workmen in this regard.

- 26.7 The Successful Contractor shall be responsible for payment of overtime to its workmen in case the workman works more than the prescribed hours as laid down under the relevant Central/ State Rules.
- 26.8 It will be obligatory on the part of the Successful Contractor to disburse monthly wages/ wages to its workmen in presence of Authorized Representative of PNB and obtain signatures on the attendance roll/ wage disbursement register as per the relevant Act.
- 26.9 The Successful Contractor must provide one-day rest or weekly "Off" to its workers who put in continuous six (6) days' work in a week with full wages.

27. Safety And Labour Laws

- i. All safety and labour laws enforced by statutory agencies as well as by PNB shall be applicable in the performance of this Contract, and the Successful Contractor shall abide by these laws.
- ii. The Successful Contractor shall take all measures which are necessary and/ or proper to protect the personnel, work and facilities, and shall observe all reasonable safety rules and instructions.
- iii. The Successful Contractor shall report as soon as possible any evidence, which may indicate or is likely to lead to an abnormal or dangerous situation and shall take all necessary emergency control steps to avoid such abnormal situations.
- iv. The Successful Contractor shall not engage/ employ persons below the age of 18 years and not above 45 years of age.
- v. It shall be the duty of the party/ bidder to acquaint his staff with all safety regulations as proposed by any statutory authorities.
- vi. All liabilities, owing to injury/ death due to negligence or miscommunication or during discharging regular work of the staff of the party/ bidder, will be to the party/ bidder and what so ever the work, in any case Bank will not be responsible for any liabilities of injury/ death etc. It's the duty of the Successful Contractor to guide the staff regarding safety measures.
- vii. The workmen shall execute the work as per IS code of practice of relevant equipment and follow the IE rules 1956. The party/ bidders staff has to follow the safety & procedures & practices in electrical works as per IS 5216 part 1 and 2. The contract shall take all precautions to avoid accident and causes of accident. He must be careful regarding safety during working of his staff in the premises.

28. Responsibilities of Successful Contractor:

The Successful Contractor shall be responsible for maintaining all the statutory records and deposit the Govt. dues as per the norms specified. Further Service Provider to ensure obtaining Labour License under Sec.12 of Contract Labour (R&A) Act as well as other Certificates/ Licenses/ permission/ Registration etc. within 30 days of mobilizing services.

28.A Quality Control

- a. The Successful Contractor should have a system of maintaining quality control on the services/ raw material used. Special care is to be given to maintain the store of materials/ office area clean & hygienic.
- b. PNB will provide space, electricity etc. in its premises to the service provider, necessary for executing the contract. The Service Provider has to keep proper acknowledgement of the same, and Service Provider shall take care to use/ maintain these items properly. Malfunctioning/ misuse of any such facility shall not to be entertained as excuse for unsatisfactory services.

29. Deployment of Staff

- a. No Deviation in the Deployment of minimum number of personnel for performing AMC works shall be acceptable. If any Tenderer proposes deviation in the Tender, such Tender shall not be considered and shall be out rightly rejected.
- b. Officer-In-charge of Punjab National Bank may require a breakup of costing and any other relevant details from the tenderer in case he is the lowest bidder, which has to be submitted before Letter of Intent/ award letter is issued.
- c. Minimum number of personnel required to be deployed have to be physically deployed on every day basis and therefore any other personnel required to be deployed for taking care of Leave Reserve & Rest givers etc. have to be additionally provided by the Successful Contractor as per the Statutory norms or rules etc. as applicable.
- d. Personnel should be smartly/ properly dressed in neat and clean uniforms having firm's logo. The uniforms and Personal Protective Equipment (i.e. Shoes, helmet, gloves etc) would be provided by the Successful Contractor.
- e. PUNJAB NATIONAL BANK reserves the right of Surprise audit, Inspection, Gap arrangement Analysis at the site at any time with or without prior information to the Service Provider by self or third party. Appropriate corrective measure shall be followed on finding any discrepancy in performance of contract, Safety measures, deployment of manpower & tools etc. Surprise audits & Gap Arrangement analysis can be conducted by PUNJAB NATIONAL BANK or a pre-determined ex-party of PUNJAB NATIONAL BANK and the Service Provider shall fully cooperate during the audits. Based on the audit report, if any change or addition/ deletion in the existing practices are found/ required, it has to be implemented by the Service Provider with an immediate effect.
- f. Deployed manpower at all levels must be properly trained as per job division/ requirement. Periodic training and Personnel Development Plan must be documented and presented to PUNJAB NATIONAL BANK on monthly basis.
- g. All statutory obligations are to be strictly adhered to, as per Govt. rules. Any negligence in this regard shall make the contract liable to be cancelled with immediate effect.
- h. All ESI & PF challans for the previous month have to be submitted along with the bills. Failure to do so shall be responded as no payment, without the possibility of part payment and absolutely no payment shall be made.

- i. Bank account of all the employees has to be opened/ registered prior of deployment at site for crediting their salary. Without the proof of salary transfer to the respective accounts of the employees, no payment shall be made. Permissible dates/ timelines given by labour department, in respect of disbursement of salaries, shall have to be adhered by the Successful Contractor and any delay in this regard shall be responded with a deduction of Rs.10,000/- per day per incident.
- j. The Successful Contractor will be responsible for arranging any machinery/ equipment, etc. required for covering scope of work at his own cost.
- k. The Successful Contractor will install & maintain Biometric Attendance System, if Bank desired, for the man-power/ staff deployed at the said site for the tendered work.
- l. The Successful Contractor will deploy the workers at Bank's own flats/Guest Houses/Buildings located in Mumbai on each 2nd & 4th Saturday/any working days as required.

30. Arbitration

30.1. All disputes arising out of or in connection with this agreement shall be deemed to have arisen in Mumbai and only the courts of Mumbai shall have the jurisdiction to determine the same.

30.2. All disputes or differences of any kind whatsoever which shall at any time arise between the parties hereto touching or concerning the works or the execution or maintenance thereof of this contract or the rights touching or concerning the works or the execution of maintenance thereof this contract or the construction remaining operation or effect thereof or to the rights or liabilities of the parties or arising out of or in relation there to whether during or after determination for closure or breach of the contract (other than those in respect of which the decision of any person is by the contract expressed to the final and binding) shall after written notice by either party to the contract to the other of them and to the Employer hereinafter mentioned be referred for adjudication to a sole arbitrator to be appointed as hereinafter provided.

30.3. For the purpose of appointing the sole Arbitrator referred to above, the Employer will send within thirty days of receipt of the notice, to the Contractor a panel of three names of persons who shall be presently unconnected with the organization for which the work is executed.

30.4. The Successful Contractor shall on receipt of the names as aforesaid, select any one of the persons named to be appointed as a sole Arbitrator and communicate his name to the Employer within thirty days of receipt of the names. The Employer shall thereupon without any delay appoint the said person as the Sole Arbitrator. If the Contractor fails to communicate such selection as provided above within the period specified, the component authority shall make the selection and appoint the selected person as the Sole Arbitrator.

30.5. If the Employer fails to send to the Successful Contractor the panel of three names as aforesaid within the period specified, the Contractor shall send to the

Employer a panel of three names of persons who shall all be unconnected with either party. The Employer shall on receipt of the names as aforesaid select any one of the persons named and get appointed him as a Sole Arbitrator. If the Employer fails to select the person and appoint him as the Sole Arbitrator within 30 days of receipt of the panel and inform the Successful Contractor accordingly, the Contractor shall be entitled to appoint one of the persons from the panel as the Sole Arbitrator and communicate his name to the Employer.

30.6. It is also a term of contract that if the contractor does not make any demand of arbitrator in respect of any claim, within 90 days of receiving the intimation from the Bank that the final bill is ready for payment, the claim, if any received after 90 days period, shall be absolutely barred from reference to the arbitrator.

30.7. If the Arbitrator so appointed is unable or unwilling to act or resign his appointment or vacates his office due to any reason whatsoever another Sole Arbitrator shall be appointed as aforesaid.

30.8. The work under the contract shall however continue during the Arbitration proceedings & no payments due or payable to the Contractor shall be withheld on account of such proceedings.

30.9 The Arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties fixing the date of the first hearing.

30.10 The Arbitrator may from time to time with the consent of the parties enlarge the time for making and publishing the award.

30.11 The Arbitrator shall give a separate award in respect of each dispute or difference referred to him. The Arbitrator shall decide each dispute in accordance with the terms of the contract and give a reasoned award. The venue of Arbitration shall be such place as may be fixed by Arbitrator on his sole discretion.

30.12 The fees, if any, of the Arbitrator shall, if required to be paid before the award is made and published, be paid half and half by each of the parties. The costs of the reference and of the award including the fees, if any, of the Arbitrator who may direct to and by whom in what manner such costs or any part thereof shall be paid and may fix or settle the amount of cost to be so paid.

30.13 The award to the Arbitrator shall be final and binding on both the parties. Subject to aforesaid the provisions of the Arbitration & Consolidation Act 1996 or any statutory modification or re- enactment thereof and the rules made there under and for the time being enforce, shall apply to the Arbitration proceeding under this clause. The Employer and Contractor hereby also agree that arbitration under clause shall be a condition precedent to any right to action under the contract with regard to the matters hereby/ expressly agreed to be so referred arbitration.

31. Duration of contract Period:- 12 months and can be extended for further two years (one year + one year) on same terms & conditions with 5% annual increase on quoted rate, if Bank desires, on basis of satisfactory performance of the Successful Contractor.

31.1 Extent of Contract

Bank also reserves the right to extend this contract by another twelve months (Beyond contract period of 03 years) at the same rates of 03rd year and on the same terms & conditions, if the performance of the firm found satisfactory by bank authorities.

32. Termination Of Contract & Forfeiture of Security Deposit (SD)

In case the Successful Contractor abandons the work, or does not perform the works satisfactorily, or in the case of contravention of any of the terms and conditions of the contract or left the services prior to award of work to successor, Bank reserves the right to terminate the contract by giving notice of 30 days without assigning any reason whatsoever. After such termination of contract, Bank shall have right to assign the work to some other competent person.

In case of termination of contract in the above circumstances, security deposit of the Successful Contractor shall be forfeited by the Bank and retention money shall be applied for adjusting claims of the Bank arising under this contract without prejudice to Bank's right of recovering the balance if any from the contractor through due process of law.

32.1 Forfeiture of EMD: - If tenderer withdraw the tender/make any amendment in tender / contravention of any of the terms and conditions of the tender/ non acceptance of Award Letter within stipulated time period/ non submission of Security Deposit (SD: 10% of awarded value) within stipulated time period / Award Letter accepted but not started the work within stipulated time period, Bank may forfeit the EMD.

32.2 Refund of EMD: - In case of unsuccessful tenderer, EMD will be returned after completion of bid process (without interest) on submission of request letter on Co./Firm Letter Head and in case of successful tenderer, after submission of Security Deposit an amount equal to 10% of awarded value.

32.3 Refund of Security Deposit (SD): - Within 30 days of successful completion of contract / extended contract subject to submission of request letter on Co./Firm Letter Head.

33. Principal to Principal Relationship

The relationship between the Bank and the Successful Contractor shall be on Principal to principal basis. Employees engaged by the Successful Contractor shall be deemed to be the employees of Successful Contractor as the case may be. The Successful Contractor would comply with all statutory obligations and Labour Laws/ regulations/ Rules etc. None of the provisions of the Agreement shall be deemed to constitute a partnership between the parties hereto, and neither party shall have authority to bind the other except as specifically provided for hereunder. Neither party hereto is the agent of the other nor there master-servant relationship between the parties. The relationship is on Principal to Principal basis only.

INSTRUCTIONS TO BIDDERS

BIDDING PROCESS (TWO STAGES)

For the purpose of the present job, a two-envelope bidding process will be followed. The response to the present tender will be submitted in two parts:

- Technical bid
- Commercial bid

TECHNICAL BID

In the first stage, only TECHNICAL BIDs will be opened and evaluated. Only those bidders confirming compliance to all the terms & conditions of Tender document shall be short-listed for commercial stage.

COMMERCIAL BID

In the second stage, the COMMERCIAL BID of only those bidders, whose technical bids are short listed, will be opened online only.

BRIEF DETAILS OF THE PRAGATI TOWER BUILDING AT BKC & IT's INSTALLATIONS

GENERAL

The Premises is situated in the most elite Business Area of the International City of Mumbai which is hailed as Commercial Capital of the Country. The premises are well connected by rail, road and is well equipped with excellent infra-structure facilities.

The building has a total approx. floor area of 60,359.45 Sq ft, spread over 2 Basements having approx. area of approx 12,900 sq ft spread over Ground + 8 upper stories and a usable terrace.

The building consists of Office cabins, meeting rooms, gym, canteens, dining halls, rest rooms, parking and other facilities.

Underground and domestic tanks are situated at the basement and the terrace of the building. Sewage treatment plant is situated at the basement of the building. Electrical Service installations such as Sub-Station, Pump room etc. are situated in basements, DG Set at Ground Floor and Central Conditioning System, VRV, UPSs at terrace.

BRIEF DETAILS OF ZONAL OFFICE, 11TH FLOOR, DALAMAL HOUSE, NARIMAN POINT

The Dalamal House is situated in the most elite Business Area of the International City of Mumbai which is hailed as Commercial Capital of the Country. The Building is well connected by rail, road and is well equipped with excellent infra-structure facilities.

The 11th floor, Dalamal House has a total approx. floor area of 10,500 Sq ft.

The 11th floor, Dalamal House consists of Office cabins, meeting rooms, canteens & dining hall, rest rooms, AHU rooms, UPS room, Server room.

BRIEF DETAILS OF BANK'S OWN FLATS AND GUEST HOUSES LOCATED IN MUMBAI

Bank's own flats located in different part of Mumbai consist of 467 nos. flat and 09 nos. Guest House. Total; 476 nos. out of these, Housekeeping works required at approx. 170 flats and 09 nos. Guest House.

SCOPE OF WORKS

FIRST DAY

Successful Contractor will report to Officer in-charge along with following:-

- a. Request letter for work permit / gate pass of workers on letter head contained details of workers such as name, designation, Mobile No. & shift time.**
- b. 03 nos. Recent photograph.**
- c. Copies of educational qualification & experience certificates duly signed & stamped by the successful Contractor.**
- d. Copies of Identity Card (issued from the successful Contractor) of all workers are to be deployed, duly signed & stamped by the successful Contractor.**
- e. Copy of one of the I.D. proofs of all workers are to be deployed, duly signed & stamped by the successful Contractor**
- f. Copies of Police verification report of all workers are to be deployed, duly signed & stamped by the successful Contractor.**
- g. Two set of Uniform along with Safety Shoes.**
- h. First Aid Box with materials.**
- i. Tools & Tackles/ cleaning materials/equipment.**
- j. Copies of Pass books of all workers are to be deployed contained Bank details, A/C. No. And details of individual workers, duly signed & stamped by the successful Contractor**
- k. Copies of ESI & EPF statement of all workers are to be deployed, duly signed & stamped by the successful Contractor.**

Scope of Work at Pragati Tower Building, BKC

S.NO.	SPECIFIED AREA OF WORK	NATURE AND SCOPE OF WORK	FREQUENCY
1.	Board Rooms, Meeting Halls, executive cabins, Guest Houses, toilets Corridor & Passage, lifts Car (03 Nos.), Stair cases (02 Nos.) work stations from Ground floor to 08 th floor.	Dusting, Sweeping, Mopping, Cleaning and wiping of floors, furniture, fixtures, partitions, walls, ceiling, curtains, venation blinds, removal of Wastes from dustbin and keeping it properly as directed, Removal of Cob-webs, dusting and wiping the windows and their glass pane, doors and polishing their handles, Cleaning of Telephone Instruments, Fax Machines, Computers, spraying disinfectant, Room Freshener, Cleaning all drains/sewage pipes including removing blockages in drain/sewage pipes, removal of garbage and waste papers on daily basis from the premises.	Daily
2.	Stair-cases, entire entrance areas, all the Signs and Notice Boards, Meeting Halls, executive cabins, Guest Houses, toilets Corridor & Passage, wash Rooms, work stations from Ground floor to 08 th floor.	Washing and Scrubbing the floor of the Rooms and entire premises with soap water and drying it and cleaning of all sign boards and notice boards. Cleaning and polishing of floors by using machines / tools for the purpose.	2 nd and 4 th Saturday
	<p style="text-align: center;">OR</p> <p>Sweeping/ Cleaning/ Gardening/ Housekeeping at executive's residential flats/Bank's Guest Houses located in Mumbai.</p> <p>Note: - For this, a ransom @Rs.100/- per head, per day will be made to the Successful Contractor as visit charge.</p>	Dusting, Sweeping, Mopping, Cleaning and wiping of floors, furniture, fixtures, partitions, walls, ceiling, curtains, venation blinds, removal of Wastes from dustbin and keeping it properly as directed, Removal of Cob-webs, dusting and wiping the windows and their glass pane, doors and polishing their handles, Cleaning of Telephone Instruments, Fax Machines, Computers, spraying disinfectant, Room Freshener, Cleaning all drains/sewage pipes including removing blockages in drain/sewage pipes, removal of garbage and waste papers on daily basis from the office premises.	
3.	All Furniture, Fixtures, Fittings and Office equipment, curtains, venation blinds, telephone, fax and computers etc.	Dusting, Cleaning and Wiping Fans, telephone, fax machines, computers, geysers, exhaust fans, room heaters, air-conditioners, furniture, fixtures and fittings and polishing of fittings.	2 nd and 4 th Saturday
4.	Bathrooms (Ladies and Gents) of all the floors from Ground to 8 th floor.	Dusting, Sweeping, Mopping, Cleaning, Polishing, Wiping and Removal of Cow-webs, wastes, dusting and wiping windows, glass pain, China Clay Sanitary Fittings, Mirrors and doors, Polishing door handles, metal sanitary	Daily

		fittings, washing and cleaning and wiping the wall tiles and floor with Soap / Harpic / Colin / Acid and providing Urinal Phenyl Cubes and Liquid Soap as per requirement.	
5.	Passage, Lobby and Common Areas, Bathrooms (Ladies & Gents) from Ground to 8 th floor	Sweeping, Cleaning, Wiping and Drying.	Every 02 Hrs.
6.	Water Dispensers, Carpets, Sofa Sets, Fabric Chairs, Hot Cases etc.	Dusting and Cleaning of, Water Dispensers, Hot Case etc. Dry Cleaning of Carpets, Sofa Sets, Chairs etc. By using dry-cleaning machine/tools.	2 nd and 4 th Saturday
7.	Pest Control and sanitisation of premises	To work in co-ordination with the Pest Control Agency finalized by the dealing Officer-In-Charge.	As per directions of dealing Officer-In-Charge.

CLEANING MATERIALS

The cleaning material including insecticides, brooms, dusters, Pochas etc., as required will be provided by the Bank.

OR

If any material is purchased by the Successful Contractor & used, the same shall paid by the bank on production of supporting purchase bills having GST on actual basis i.e. cost of material + cartage +15% towards contractor's OH & profit. All applicable taxes shall be paid as per government guidelines. Payment in this matter shall be made on monthly basis.

Scope of Work at Zonal office, 11th floor, Dalamal House, Nariman Point, Mumbai.

S.NO.	SPECIFIED AREA OF WORK	NATURE AND SCOPE OF WORK	FREQUENCY
1.	Meeting rooms, executive cabins, toilets Corridor & Passage, work stations, UPS room, AHU rooms, entire entrance area, all the signs, Notice Board.	Dusting, Sweeping, Mopping, Cleaning and wiping of floors, furniture, fixtures, partitions, walls, ceiling, curtains, venation blinds, removal of Wastes from dustbin and keeping it properly as directed, Removal of Cob-webs, dusting and wiping the windows and their glass pane, doors and polishing their handles, Cleaning of Telephone Instruments, Fax Machines, Computers, spraying disinfectant, Room Freshener, Cleaning all drains/sewage pipes including removing blockages in drain/sewage pipes, removal of garbage and waste papers on daily basis from the office premises.	Daily
2.	Entire entrance areas, all the Signs and Notice Boards, Meeting Halls, executive cabins, toilets Corridor & Passage, wash Rooms, work stations.	Washing and Scrubbing the floor of the Rooms and entire premises with soap water and drying it and cleaning of all sign boards and notice boards. Cleaning and polishing of floors by using machines / tools for the purpose.	2 nd and 4 th Saturday
	<p style="text-align: center;">OR</p> Sweeping/ Cleaning/ Gardening/ Housekeeping at executive's residential flats/Bank's Guest Houses located in Mumbai. Note: - For this, a ransom @Rs.100/- per head, per day will be made to the Successful Contractor as visit charge.	Dusting, Sweeping, Mopping, Cleaning and wiping of floors, furniture, fixtures, partitions, walls, ceiling, curtains, venation blinds, removal of Wastes from dustbin and keeping it properly as directed, Removal of Cob-webs, dusting and wiping the windows and their glass pane, doors and polishing their handles, Cleaning of Telephone Instruments, Fax Machines, Computers, spraying disinfectant, Room Freshener, Cleaning all drains/sewage pipes including removing blockages in drain/sewage pipes, removal of garbage and waste papers on daily basis from the office premises.	
3.	All Furniture, Fixtures, Fittings and Office equipment, curtains, blinds, telephone, fax and computers etc.	Dusting, Cleaning and Wiping Fans, telephone, fax machines, computers, geysers, exhaust fans, room heaters, air-conditioners, furniture, fixtures and fittings and polishing of fittings.	2 nd and 4 th Saturday
4.	Bathrooms (Ladies and Gents).	Dusting, Sweeping, Mopping, Cleaning, Polishing, Wiping and Removal of Cow-webs, wastes, dusting and wiping windows, glass pain, China Clay Sanitary Fittings, Mirrors and doors, Polishing door handles, metal sanitary	Daily

		fittings, washing and cleaning and wiping the wall tiles and floor with Soap / Harpic / Colin / Acid and providing Urinal Phenyl Cubes and Liquid Soap as per requirement.	
5.	Passage, Lobby and Common Areas, Bathrooms (Ladies & Gents)	Sweeping, Cleaning, Wiping and Drying.	Every 01 Hr.
6.	Water Dispensers, Carpets, Sofa Sets, Fabric Chairs, Hot Cases etc.	Dusting and Cleaning of, Water Dispensers, Hot Case etc. Dry Cleaning of Carpets, Sofa Sets, Chairs etc. By using dry-cleaning machine/tools.	2 nd and 4 th Saturday
7.	Pest Control and sanitisation of office premises	To work in co-ordination with the Pest Control Agency finalized by the dealing Officer-In-Charge.	As per directions of dealing Officer-In-Charge.

CLEANING MATERIALS

The cleaning material including insecticides, brooms, dusters, Pochas etc., as required will be provided by the Bank.

OR

If any material is purchased by the Successful Contractor & used, the same shall paid by the bank on production of supporting purchase bills having GST on actual basis i.e. cost of material + cartage +15% towards contractor's OH & profit. All applicable taxes shall be paid as per government guidelines. Payment in this matter shall be made on monthly basis.

Scope of works at Bank's own Flats and Guest houses located in Mumbai.

S.N	SPECIFIED AREA OF WORK	NATURE AND SCOPE OF WORK	FREQUENCY
1.	Sweeping/ Cleaning/ Gardening/ Housekeeping at executive's residential flats and Bank's Guest Houses located in Mumbai.	Dusting, Sweeping, Deep Cleaning of floors, Mopping and wiping of floors, furniture, fixtures, walls, ceiling, curtains, venation blinds, removal of Wastes from dustbin and keeping it properly as directed, Removal of Cob-webs, dusting and wiping the windows and their glass pane, doors and polishing their handles, Cleaning of Telephone Instruments, Fax Machines, Computers, spraying disinfectant, Room Freshener, Cleaning all drains/sewage pipes including removing blockages in drain/sewage pipes, removal of garbage & waste papers and watering of plants once a week basis from the flats/Guest Houses/premises.	Weekly/fort nightly/when ever required
2.	Entire entrance areas, stair case, Hall, toilets & Passage, wash rooms etc.	Washing and Scrubbing the floor of the Rooms and entire premises with soap water and drying it and cleaning of all sign boards and notice boards if any. Cleaning and polishing of floors by using machines / tools for the purpose.	
3.	All Furniture, Fixtures, Fittings and equipment, curtains, blinds, telephone, fax and computers etc.	Dusting, Cleaning and Wiping Fans, telephone, fax machines, computers, geysers, exhaust fans, room heaters, air-conditioners, furniture, fixtures and fittings and polishing of fittings.	
4.	Bathrooms	Dusting, Sweeping, Mopping, Cleaning, Polishing, Wiping and Removal of Cob-webs, wastes, dusting and wiping windows, glass pane, China Clay Sanitary Fittings, Mirrors and doors, Polishing door handles, metal sanitary fittings, washing and cleaning and wiping the wall tiles and floor with Soap / Harpic / Colin / Acid and providing Urinal Phenyl Cubes and Liquid Soap as per requirement.	

CLEANING MATERIALS

The cleaning material including insecticides, brooms, dusters, Pochas etc., as required will be provided by the Bank.

OR

If any material is purchased by the Successful Contractor & used, the same shall be paid by the bank on production of supporting purchase bills having GST on actual basis i.e. cost of material + cartage +15% towards contractor's OH & profit. All applicable taxes shall be paid as per government guidelines. Payment in this matter shall be made on monthly basis.

AMC of Housekeeping / up keep at DRDC, CBD Belapur, Navi Mumbai

1.0 SCOPE OF WORK:

1.1 Scope of work for DRDC, Mumbai

- 1.1.1 Housekeeping / Upkeep and Maintenance contract will cover all the covered as well as open area of DRDC at CBD Belapur
- 1.1.2 All the daily housekeeping/ upkeep and maintenance activity relating to DR Data Centre will be accomplished before office hours i.e. 9:45 am sharp unless specially preponed and advised accordingly.
- 1.1.3 The contractor to provide one suitable person for full day i.e. from 9:00 am to 6:00 pm for day to day cleaning work and for the office work, over and above the daily specialized cleaning.
- 1.1.4 In case of visit of high dignitaries from head office / circle office suitable extra persons are to be deputed for some time to maintain cleanliness of the office and to cater to needs of dignitaries in providing tea / office / snacks etc.
- 1.1.5 Desired level of cleanliness in the entire DRDC complex is to be maintained and for this all material tools will be provided by the contractor. The contractor will attend to complaints on urgent basis. Toiletries' / cleaning material to be provided are:
 - Soap / liquid soap
 - Odonil, Naphthalene balls, toilet paper in the toilets & kitchen
 - Detergents, phenyl, acid
 - Glass cleaner
 - Brushes, brooms, wipers, spongers, mops
- 1.1.6 Removal of waste material / garbage from dustbin and entire premises should be done on daily basis. Cleaning of dustbins and buckets with detergents.
- 1.1.7 Changing of towels (provided by the bank) should be done on the alternate days. The soiled towels should be duly cleaned and laundered without fail.
- 1.1.8 Removal of cobwebs, Window sponging and cleaning should be done on weekly basis. Necessary records to be maintained at the site duly signed by the contractor / contractor's deputed official and bank officials. In case of any deviation, a penalty of Rs.500/- per week will be deducted from monthly maintenance bill.
- 1.1.9 Dusting & vacuuming of furniture, cub-boards, telephone instruments, computer and doors, windows ventilators, blinds and glass partitions using glass cleaning chemicals to keep all such articles dust- free.

- 1.1.10 Acid cleaning and scrubbing of the toilets, washbasins, sanitary fittings using detergents, deodorants and disinfectants at least twice a day.
- 1.1.11 Cleaning/ moping of floor area by detergents, disinfectants, etc. in the morning or as & when required during the day.
- 1.1.12 Keeping ceiling and table fans, air- conditioning grills dust free.
- 1.1.13 Upkeep of partition glasses and panes with utmost care and application of glass cleaning chemicals.

1.2.CONTRACTOR'S RESPONSIBILITIES

- 1.2.1 To maintain thorough cleanliness and hygienic conditions of all premises handed over to the contractor shall be his responsibility. In addition to the premises, the equipments, if provided to the contractor shall be used with utmost care and returned to the Bank in proper working conditions at the time of expiry of the contract or on demand by authorized officer of the Bank.
- 1.2.2 The contractor shall be fully responsible for all statutory obligations as mentioned in the terms and conditions and also arising from time to time.
- 1.2.3 The contractor shall arrange for physical verification of all articles given as and when required by the Bank.
- 1.2.4 The replacements of pilferages/ damages due to negligence of tube lights, fixtures, bulbs, regulators, sanitary wares, water taps etc. will be provided by the contractor. The cleaning staff must be given strict instructions to ensure that no solids waste is allowed to flow into Gutter pipes and cause choking particularly in working place and Kitchen. Standard cleaning materials must be used regularly and its buffer stock must be maintained in his store.
- 1.2.5 The contractor shall remove garbage from Kitchen/ office area daily at his own cost and dump/dispose off at proper place.
- 1.2.6 The premises, with fitting & fixtures, furniture, equipment etc. provided to the contractor is the property of bank. The contractor shall have no right on any of these and shall place them back at the disposal of the bank when demanded. The contractor shall be responsible for the safe custody and proper use and maintenance of all equipments and properties of Bank, whether movable or immovable. Any damage caused to the equipments or properties by the negligent operation by the contractor or his employees shall be made good by the contractor immediately to the bank without any loss of time, failing which the cost of equipment's/ properties will be recovered from his bills or from other means as deemed fit by the bank .On such recovery, if security deposit gets reduced, the same has to be made good by the contractor. Failure of equipment should not be an excuse for not providing service.

- 1.2.7 The contractor indemnifies the bank against all monetary or other benefits to which his personnel are entitled during the period of employment or in relation to employment under various Labour Laws such as Factory Act 1948, workmen Compensation Act or other such statute as may be made applicable from time to time. He will also be required to obtain the license as per provision of the contract Labour (Regulation & Abolition) Act 1970. Contractor shall be solely responsible and shall fully comply with all the provisions of all the labour laws applicable such as Factories Act, Industrial disputes Act, Miscellaneous Provisions Act, Minimum wages Act, Payment of bonus Act, Workmen Compensation Act, and contract labour (Regulation of Employment and conditions of services) Act 1979, Employees State Insurance Act etc, and the acts legislation passed from time to time. There shall neither be any privacy of contract with employees of the contractor nor an employer – employee relationship between the bank and the contractor.
- 1.2.8 The contractor shall be responsible for the proper behaviour of his staff and shall exercise a degree of control over him and in particular without prejudice to the said generality the contractor shall be bound to prohibit and prevent any employees from trespassing or acting in any way detrimental or prejudicial to the interest of the community or of the properties or occupier of lands or properties in the neighbourhood and in the event of such employees trespassing the contractor shall be responsible for consequent claims or action for damages or injury or any other ground whatsoever. The decision of the officer authorized by the bank in the matter whatsoever under this clause shall be final.
- 1.2.9 The contractor shall ensure that his employee(s) are provided with uniform. In case of failure of the contractor, the Bank may levy penalty on him, in addition to recover the cost of uniform from his bills.
- 1.2.10 **Cleaning and Hygiene**
- All the rules and regulations regarding hygiene, health etc, issued by the State, Municipal or Panchayat authorities and especially by Municipal officials etc shall be strictly adhered to by the Contractor and the Contractor to indemnify the bank against any loss of damage on this score.**

2 TERMS & CONDITIONS

- 2.1 The charges for specialized housekeeping /upkeep and maintenance work of DRDC, Mumbai shall be paid monthly latest by 7th of the following month as quoted and accepted by the Bank. Vendor has to raise bill for PNB DRDC, Mumbai.
- 2.2 The contractor to obtain any 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 law and rules and regulations in force. He has to obtain such permission/ license as may be required under the contract labour (regulation & abolition) Act 1970. The contractor to produce the license/ permission etc. so obtained to the Bank or furnishes copy thereof as and when required by the Bank. The contractor also to keep and get renewed such license, permission etc. from time to time and he shall be responsible for

- any contravention of the local/ municipal/ other law, rules/ regulations and indemnify the bank for the same.
- 2.3 The contractor to bear all taxes, rates, charges, levies or claim, whatsoever as may be imposed by the State/ Central Government or any local body or authority. He shall furnish such payments on compliance of the obligation including registration certificates, clearance certificates etc. as may be required by the Centre from time to time.
- 2.4 The contractor shall keep the PNB DRDC, Mumbai against all the claims and liabilities, if any in 2.2 and 2.3 as aforesaid.
- 2.5 The contractor shall devote full attention to the work of housekeeping/ upkeep & maintenance and shall discharge his obligation most diligently and honestly.
- 2.6 The contractor shall provide uniforms to the staff failing which the Bank may arrange to provide the same after recovering the actual expenses of uniforms from bills payable to the contractor
- 2.7 The contractor's employee(s) will be allowed entry into the premises of the Bank with the specific permission of the In-charge-DRDC or any other Officer authorized in this behalf. The Bank reserves the right to grant permission or to refuse permission or to withdraw it where it has been granted earlier without assigning any reason. The contractor shall ensure that his employee(s) attend to their assigned duties and do not wander or roam about and pose a disturbance to the office.
- 2.8 The contractor and all his employee(s) shall at all times during the continuance of this agreement obey and observe all the directions and instructions which may be given by the Bank. If any aspect of the services as contemplated are not rendered as per scope of work, the Bank shall be entitled to deduct such amount as deemed appropriate as may be decided by the Incharge DRDC (whose decision will be final) in respect of the default from the amount payable to the contractor besides termination of contract and other legal remedies available to the Bank.
- 2.9 In case of absence or leave of office boy, one suitable substitute should be provided by housekeeping contractor immediately failing which Rs. 250/- per day will be deducted from the monthly maintenance bill.
- 2.10 The contractor shall maintain regular and proper books of accounts supported by the vouchers so that the same may be available for inspection by any person authorized by the Bank.
- 2.11 In case the contractor assigns or sub-assigns this contract without written approval of the Bank or attempts to do so or in case the performance of the contractor is found unsatisfactory or in case of contravention by the contractor of any of the terms and conditions contained herein and schedule hereto, or for any other just reason, the Bank shall have rights to terminate the contract without giving any prior notice to the contractor. The In-charge DRDC shall be sole authority to decide and judge the quality of the service rendered by the contractor.

- 2.12 All questions relating to the performance of the obligations under the contract and to the quality of materials used in housekeeping / upkeep & maintenance and all dispute and differences which shall arise either during or after the contract period or other matters arising out of relating to or payments to be made in pursuance thereof shall be decided by the In-charge DRDC. The contractor to be bound by the decision of the In-charge DRDC.
- 2.13 The contractor shall bear all the costs and expenses in respect of all charges, the stamp duties etc. relating to any agreement to be executed.
- 2.14 The contractor will keep and provide to the Bank photographs of all the staff employed by the contractor with their full details for the security reasons.

3. GENERAL TERMS & CONDITIONS:

- 3.1 The price/rates quoted, agreed and accepted by the contractor in respect of services shall be firmed and shall not be subject to any variations during the period of contract. The rates quoted, shall be deemed to include and cover all cost, expenses and liabilities of every description and all risks of every kind of action to be taken in performing the contract. The contractor shall be deemed to have known the nature, scope, magnitude and extent of services to be rendered and materials to be procured, though the contract documents may not fully spell out all the details.
- 3.2 On termination of contract by the Bank for any reason whatsoever, the Bank shall be entitled to engage the services of any other person, agency or contractor to meet its requirement without the prejudice to its rights including claim for damages against the contractor.

3.3 Payment of Service Charges.

The contractor shall raise monthly bill for charges for service rendered. Payment will be made after deducting Income Tax as applicable.

3.4 Arbitration

All disputes, differences , claims, and questions , whatsoever which may either during the continuance of this contract or afterwards which may arise between the contractor and bank, touching the interpretation and or the extension of any clause of this contract, or any other act, deed or commission or omission by any party or as to any other matter in any way relating to these clauses or rights , duties obligations or liabilities of either party under these clauses in the first instance will be tried to resolve amicably through mutual discussion failing which shall be referred to arbitration in accordance with the provision of the Arbitration Act 1940 or any other statutory modifications thereto or re-enactment thereof in force at that time. The venue of such arbitration shall be Mumbai Maharastra State only.

3.5 Jurisdiction:

Notwithstanding any other court or courts having jurisdiction to decide the question forming the subject matter of the reference if the same had been the

subject matter of suit, any and all actions and proceedings arising out of or relative to the contract (including any arbitration in terms thereof) shall lie in the court of competent civil jurisdiction in this behalf at Mumbai only (where this contract has been signed on behalf of the college) and only the said court shall have jurisdiction to entertain and try such actions and or proceedings to the exclusion of all the other courts.

4. General:

4.1 If at any stage during the period of the contract any case involving moral turpitude is instituted in court against the contractor or its personnel the bank reserves the exclusive and special right to terminate the contract without any notice to the contractor and in such even the contractor will not be entitled to any compensation from the bank.

4.2 In case of persistent default on the part of the contractor regarding quality or services, the contract shall be terminable by giving one month's notice in writing by the bank.

4.3 The authorized officer of the bank shall have unrestricted entry into the premises at any time to inspect the housekeeping/ upkeep & maintenance. If the authorized officer finds the housekeeping/ upkeep & maintenance is not up to the standard, then a penalty of Rs.1000/- per instance shall be imposed on the contractor and the same will be deducted from the monthly bill.

4.4 Right to Inspect & Audit the account:

The bank reserves the right to audit accounts of the contractor and check the stock position of the raw material and other articles.

4.5 No compensation for alteration in or restriction of work:

If at any time from the commencement of the contract, the bank for any reason whatsoever doesn't require the whole/ part of the services as specified in the contract , the authorized officer of the bank shall give a notice in writing of the fact to the contractor who shall have no claim to any payment or compensation whatsoever on account of any profit or advantage which he might have derived from fulfillment of the contract in full but he did not desire in consequence of full contract having not been carried out neither shall he have any claim for compensation by the reason of any alterations having been made in the original contract.

4.6 Action in case of failure of contractor:

In the event of sudden failure, neglect, dislocation, or stoppage of the services by the contractor, the bank may get the work done by some other agency, or departmentally at the risk and cost of the contractor without prejudice to its rights to enforce performance in respect of the rest of the work The contractor shall in such event, pay to the bank the additional cost incurred, for having such work done by some other agency. Without prejudice to any other rights that the bank may have in this behalf either under this contract or under law, the bank may terminate the contract by one month notice in writing to the contractor and

in such an event, the contractor shall have no claim for any loss or damage against the bank

- 4.7 Though the period of Contract is **one year**, yet the Bank will review the performance of the contractor at the end of the year and shall be free to extend the contract for two terms of 6 months each on the same rate, terms & conditions of the contract and the same shall be binding on the contractor. The Bank however reserves the right to continue or discontinue the contract at its sole discretion even during the currency of the contract.

Manpower Requirements

Qualification and experience of staff to be employed by the contractor shall be as below:-

Pragati Tower Building, BKC

S/N	Category	Qty	Qualification & experience	Time
1	Supervisor (Highly Skilled)	01 No.	Graduate with at least 05 years' experience in facility management	
1	Sweeper (Un-Skilled)	07 Nos.	8 th pass with at least 01 year experience in trade field.	08:30 AM to 04:30 PM
2	Sever man (Un-Skilled)	01 No.	8 th pass with at least 01 year experience in trade field.	08:30 AM to 04:30 PM
3	Gardener/Mali (Un-Skilled)	01 No.	8 th pass with at least 01 year experience in trade field.	08:30 AM to 04:30 PM

Zonal Office, 11th Floor, Dalamal House, Nariman Point

S/N	Category	Qty	Qualification & experience	Time
1	Sweeper	02 Nos.	8 th pass with at least 01 year experience in trade field.	08:30 AM to 04:30 PM

Bank's own Flats and Guest Houses

S/N	Category	Qty	Qualification & experience	Time
1	Supervisor (Skilled)	01 No.	10 th pass with at least 05 years' experience in facility management	08:30 AM to 04:30 PM
2	Gardener cum Sever Man (Un-Skilled)	01 No.	8 th pass with at least 01 year experience in trade field.	08:30 AM to 04:30 PM
3	Sweeper (Un-Skilled)	04 Nos.	8 th pass with at least 01 year experience in trade field.	08:30 AM to 04:30 PM

DRDC, CBD, Belapur, Navi Mumbai.

S/N	Category	Qty	Qualification & experience	Time
3	Sweeper cum Office Boy (Un-Skilled)	01Nos.	10 th pass with at least 01 year experience in trade field.	08:30 AM to 04:30 PM or Time may be provided by DRDC

27. **Payment Period:** - The contractor shall submit bill once in a month which will be paid within 15 days.

Payment may be made separately for Pragati Tower building, BKC, Mumbai.

And

For ZO: 11th floor, Dalamal House, Nariman Point, Mumbai & Bank's own flats Combined).

PAYMENT

Within 15 days subject to submission of declaration on Firm's Letter Head along with required supporting documents.

On Firm's Letter Head

Date: -----

The Chief Manager
GAD, Pragati Tower Building
BKC, Mumbai: 400051

Sir/ Madam,

Reg:- Annual Maintenance Contract for Housekeeping work at Pragati Tower Building, Plot No., C-9, G-Block, Bandra Kurla Complex, Bandra (East), Mumbai: 400051.

- I. We are maintaining proper records w.r.t. payment of wages and statutory dues to all our employees and the same are being paid.
- II That we have paid the minimum wages to all the workers employed by us as per the wages announced by Central/State Government vide their latest notification. Copy of salary receipt enclosed.
- III. We have paid / deposited all the statutory dues i.e. PF and ESI of our Employees deputed at PNB, **Pragati Tower Building, BKC, Mumbai: 400051.** The copy of challan for the month of _____ is enclosed herewith.
- IV. The GST collected for the month of _____ has been deposited in Govt. Account on _____. The copy of challan is enclosed.
- V. We as a contractor is following all the statutory rules and provisions as required by law and indemnify you against all the consequences arising out of this payment.
- VI. Attested copy of attendance sheet of workers deployed at site (**Pragati Tower Building, BKC, Mumbai: 400051**) is attached here with.

Thanking you

Seal & sign of Contractor

On Firm's Letter Head

Date: -----

The Chief Manager
GAD, Zonal office
11th floor, Dalamal House
Nariman Point, Mumbai: 400021

Sir/ Madam,

Reg:- Annual Maintenance Contract for Housekeeping work at ZO:11th floor, Dalamal House, Nariman Point, Mumbai and Bank's own flats located in Mumbai.

We are maintaining proper records w.r.t. payment of wages and statutory dues to all our employees and the same are being paid.

2. That we have paid the minimum wages to all the workers employed by us as per the wages announced by Central/State Government vide their latest notification. Copy of salary receipt enclosed.

3. We have paid / deposited all the statutory dues i.e. PF and ESI of our Employees deputed at **ZO: 11th floor, Dalamal House, Nariman Point, Mumbai and Bank's own flats located in Mumbai.** The copy of challan for the month of _____ is enclosed herewith.

4. The GST collected for the month of _____ has been deposited in Govt. Account on _____. The copy of challan is enclosed.

5. We as a contractor is following all the statutory rules and provisions as required by law and indemnify you against all the consequences arising out of this payment.

6. Attested copy of attendance sheet of workers deployed at site (**ZO: 11th floor, Dalamal House, Nariman Point, Mumbai and Bank's own flats located in Mumbai**) is attached here with.

Thanking you

Seal & sign of Contractor

PART-B**Section (A) – Commercial Bid**

Reg: AMC for Housekeeping work at Pragati Tower Building, Plot No., C-9, G-Block, Bandra Kurla Complex, Bandra (East), Mumbai: 400051.

S. No.	Description of work	Unit	Qty	Rate per month (Rs.)	Amount for 12 months (Rs.)
1.	Charges for providing following manpower for carrying out Annual Maintenance Contract of Housekeeping work at Pragati Tower Building, BKC, Mumbai: 400051, as per scope of work, terms & conditions mentioned in technical bid:- Supervisor: 01 No. (Highly Skilled). Sever Man: 01 No. (Un-Skilled) Mali: 01 No. (Un-Skilled) Sweeper: 07 Nos.(Un-Skilled)	Month	12		
Total (In figures)					
Total (In words):					

*GST will be paid extra as per Govt. Guidelines.

Note:-

I. **Sweeping/cleaning/scrubbing/vacuum cleaning equipment required for cleaning/Pest Control/Sanitisation etc. are to be provided by the successful Contractor. Bank will not make any payment towards the same.**

II. **Cleaning materials purchased & used for housekeeping & allied works, the same shall be paid by the bank on production of supporting purchase GST bills on actual monthly basis along with monthly AMC invoice i.e. cost of material + cartage + 15% towards contractor's OH & profit plus GST as applicable.**

III. **For Works of Sweeping/ Cleaning/ Gardening/ Housekeeping at executive's residential flats/Bank's Guest Houses located in Mumbai on 2nd & 4th Saturday/working days, a ransom @Rs.100/- per head, per day (fixed amt.) will be made to the Successful Contractor as transportation/Conveyance/ visit charge.**

Place:

Name and Seal & Signature of Bidder

Date:

Section (B) – Commercial Bid

Reg: AMC for Housekeeping work at Pragati Tower Building, Plot No., C-9, G-Block, Bandra Kurla Complex, Bandra (East), Mumbai: 400051.

S. No.	Description of work	Unit	Qty	Rate per month (Rs.)	Amount for 12 months (Rs.)
1.	Charges for providing following manpower for carrying out AMC of Housekeeping work at ZO: 11 th floor, Dalamal House, Nariman Point, Mumbai and Bank's own flats & Guest Houses located in Mumbai, as per scope of work, terms & conditions mentioned in technical bid:- Supervisor: 01 No. (Skilled). Mali cum Sever Man: 01 No. (Un-Skilled) Sweeper: 06 Nos.(Un-Skilled)	Month	12		
Total (In figures)					
Total (In words):					

*GST will be paid extra as per Govt. Guidelines.

Note:-

I. **Sweeping/cleaning/scrubbing/vacuum cleaning equipment required for cleaning/Pest Control/Sanitisation etc. are to be provided by the successful Contractor. Bank will not make any payment towards the same.**

II. **Cleaning materials purchased & used for housekeeping & allied works, the same shall be paid by the bank on production of supporting purchase GST bills on actual monthly basis along with monthly AMC invoice i.e. cost of material + cartage + 15% towards contractor's OH & profit plus GST as applicable.**

III. **For Works of Sweeping/ Cleaning/ Gardening/ Housekeeping at executive's residential flats/Bank's Guest Houses located in Mumbai on 2nd & 4th Saturday/working days, a ransom @Rs.100/- per head, per day (fixed amt.) will be made to the Successful Contractor as transportation/Conveyance/ visit charge for 02 nos. staff deployed at ZO: Nariman Point, Mumbai.**

Place:

Name and Seal & Signature of Bidder

Date:

Section (C) – Commercial Bid**Reg: AMC of Housekeeping / up keep at DRDC, CBD Belapur, Navi Mumbai.**

S. No.	Description of work	Unit	Qty	Rate per month (Rs.)	Amount for 12 months (Rs.)
1.	Charges for providing 01 no. Sweeper cum Office Boy (Unskilled) for carrying out Housekeeping & allied works as per scope of work, terms & conditions at DRDC, CBD Belapur, Navi Mumbai.	Month	12		
Total (In figure)					
Total (In words):					

*GST will be paid extra as per Govt. Guidelines.

Grand Total (Section: A + B+C): (In figures): Rs. -----

Grand Total (In words):- Rupees-----

*GST will be paid extra as per Govt. Guidelines.