



पंजाब नैशनल बैंक
...भरोसे का प्रतीक !



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



GAD, CO: THANE, 4TH FLOOR, PRAGATI TOWER BUILDING, BKC, MUMBAI:
400051

PART-A

TENDER DOCUMENT

(TECHNICAL BID)

**Annual Maintenance Contract for Housekeeping
(including Laundry & Maintenance Services) at STC
Building, CBD Belapur, Navi- Mumbai.**

CLIENT:

PUNJAB NATIONAL BANK,
CIRCLE OFFICE: THANE
4TH FLOOR, PRAGATI TOWER BUILDING
BKC: MUMBAI: 400051

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NOTICE INVITING e-TENDER (NIT)

Reg:- Annual Maintenance Contract for Housekeeping (including Laundry & Maintenance Services) at STC Building, CBD Belapur, Navi- Mumbai.

Punjab National Bank (PNB) invites E-tender (two bid systems) for **Annual Maintenance Contract for Housekeeping (including Laundry & Maintenance Services) at STC Building, CBD Belapur, Navi- 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.1, 180/-** in the form of Demand Draft shall be submitted by bidders in a separate envelope 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 **29.07.2023** through e-mail: **cothanegad@pnb.co.in**

Standardized documents may be downloaded from the "Corrigendum / Addendums" section of the above mentioned portal up to 15:00 Hrs on (as per schedule) 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 (Technical bid; Physical submission)

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

Envelope No.1- Tender Cost

Envelope No.1 shall contain Tender Cost of **Rs.1, 180 /-** (INR One Thousand, one hundred and Eighty only), in the form of DD which shall be non-refundable **in** favour of Punjab National Bank payable at Mumbai. This envelope shall be super scribed

“Envelope No. 1- Tender Cost for Bid: Annual Maintenance Contract for Housekeeping (including Laundry & Maintenance Services) at STC Building, CBD Belapur, Navi- Mumbai”.

“Envelope No. 1- Tender Cost for Bid: Annual Maintenance Contract for Housekeeping (including Laundry & Maintenance Services) at STC Building, CBD Belapur, Navi- Mumbai”.	
From Name of Firm: Address: Tel; Mobile: E-mail:	To, The Chief Manager Punjab National Bank GAD, CO: Thane, 4th Floor, Pragati Tower Building BKC, Mumbai: 400051

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: Annual Maintenance Contract for Housekeeping (including Laundry & Maintenance Services) at STC Building, CBD Belapur, Navi- Mumbai”.**

“Envelope No. 2- Technical Bid: Annual Maintenance Contract for Housekeeping (including Laundry & Maintenance Services) at STC Building, CBD Belapur, Navi- Mumbai”.	
From Name of Firm: Address: Tel; Mobile: E-mail:	To, The Chief Manager Punjab National Bank GAD, CO: Thane, 4th Floor, Pragati Tower Building BKC, Mumbai: 400051

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 & hash submission and thereafter bid re-encryption are 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), Circle Office: Thane, 4th floor, Pragati Tower Building, BKC, Mumbai: 400051 up to **14:00** hours on **31.07.2023** and Envelope no.1 (Tender Cost) and technical bid (Envelope No.2) will be opened in line with **online schedule**.

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 **cothanegad@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	CO/THANE/GAD/STC/AMC-HK/2023-24
2	Name of Work	Annual Maintenance Contract for Housekeeping (including Laundry & Maintenance Services) at STC Building, CBD Belapur, Navi- Mumbai.
3	Estimated cost	Rs.36,17,205.00 inclusive of GST
4.	Date of commencement of Tender download	24.07.2023
5.	Last date and time of acceptance of queries	29.07.2023 up to 17.00Hrs
6.	Last date and time for downloading tender	31.07.2023 upto 12:00Hrs.
7.	Bid preparation and Hash Submission	31.07.2023 upto 12:00Hrs.
8.	Last Date for Bid Re-Encryption & Bid Submission	31.07.2023 from 13:00Hrs to 14:00Hrs
9	Date and time for opening of EMD & tender fees online	31.07.2023
10.	Last date & Time for physical submission of sealed tender (Tender fees, Technical Bid, supporting documents as per check List)	31.07.2023, upto: 14:00 Hrs.
11.	Cost of Tender Document	Rs. 1,180/- (INR One Thousand, One Hundred and Eighty Only). Inclusive of GST (nonrefundable) in the form of Demand Draft favour of Punjab National Bank payable at Mumbai. * Firms registered under SMEs/MSME for providing services of supply of Manpower/providing Facility Management would be exempted from submission of Tender Fees /cost.
12.	Earnest Money Deposit	Rs72,344.00 (INR Seventy-Two Thousand Three

	(EMD) Amount	Hundred and Forty-Four only). Refundable to unsuccessful bidders after completion of Bidding process, in the form of Demand Draft favour of Punjab National Bank payable at Mumbai. * Firms registered under SMEs/MSME for providing services of supply of Manpower/providing Facility Management would be exempted from submission of EMD.
13.	Validity of Tender	90 Days from the date of opening of price bid
14.	Duration of contract	12 months and can be extended for further two years (one year + one year) on same terms & conditions with 3% annual increase on quoted rate, if Bank desires, on basis of satisfactory performance of the successful service provider.
15.	Extent of Contract	Bank also reserves the right to extend this contract by further 01 year at rate of 3 rd year and at same terms & conditions, if the performance of the firm found satisfactory by bank authorities.
16.	Acceptance of letter	3 days from date of award of services
17.	Date of start of Services	01.09.2023.
18.	Security Deposit (SD)	10% of basis value of awarded amount.
18.	Place of opening of Bids	Punjab National Bank GAD, CO: Thane, 4 th Floor, Pragati Tower Building BKC, Mumbai: 400051
19.	Contact Details	Chief Manager Punjab National Bank GAD, CO: Thane, 4 th Floor, Pragati Tower Building BKC, Mumbai: 400051

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.

INSTRUCTIONS TO BIDDERS/STEPS FOR BID SUBMISSION ONLINE

1. Make Digital Certificate
2. Visit at PNB e-tender System (etender.pnbnet.in)
3. Go to Bidder support, follow the instructions and finally get vendor registration
4. Get registration confirm from Bank
5. Download Bidder Manual from option Bidder Support and follow the instructions
6. Download schedule of activities from site: etender.pnbnet.in
7. As per schedule you can download the tender documents
8. As per schedule prepare the bid & Hash submission
9. As per schedule do the activity of re-encryption

Note: - Bidders are advised to note that Bank will not entertain queries pertaining to process of activities and issues pertaining to activities. Bank will entertain queries pertaining to technical bid clarification and confirmation of registration only.

LETTER OF SUBMITTING TENDER

The Chief Manager
Punjab National Bank
GAD, CO: Thane,
4th Floor, Pragati Tower Building
BKC, Mumbai: 400051

Dear Sir,

With reference to the tender invited by you for **Annual Maintenance Contract for Housekeeping (including Laundry & Maintenance Services) at STC Building, CBD Belapur, Navi- 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 will be depositing Security Money @10% of awarded value 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/MMR**. The Office Premises of the Bidder should be located in MUMBAI/MMR. Attach self-attested photo-copy of proof.

The Bidder (Proprietorship / Partnership/Company) should have following Registrations: -

- a) E.P.F. Registration & latest deposit slip
- b) E.S.I. Registration & latest deposit slip
- c) GST
- d) PAN

Note: -

I. In case of Partnership Firm, besides above, copy of Partnership deed.

II. In case of Company, besides above, copy of certificate of registration, ROC & AOA

e) Bidder should have average annual turnover during the last 3 years, ending 31st March of 2023, should be equal to **Rs.10.85Lakh**. 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 31st March, 2023 (Between 01.04.2016 to 31.03.2023) should be either of the following:

- a. Three similar completed works costing not less than amount equal to Rs.14.47Lakh
- b. Two similar completed works costing not less than amount equal to Rs18.08Lakh
- c. One similar completed works costing not less than amount equal to Rs.28.93Lakh

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

g. Statements & Annexures & proforma mentioned in tender documents.

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.

ARTICLES OF AGREEMENT

This agreement is made at Mumbai on..... **Day of..... 2023** between Punjab National Bank, Circle Office: Thane, 04th floor, Pragati Tower Building, BKC, Mumbai: 400051, 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 **Annual Maintenance Contract for Housekeeping (including Laundry & Maintenance Services) at STC Building, CBD Belapur, Navi- 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 **Annual Maintenance Contract for Housekeeping (including Laundry & Maintenance Services) at STC Building, CBD Belapur, Navi- Mumbai.**
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_____

Said_____

(Name
On behalf of the contractor

(Name
On behalf of the Employer

In the presence of

in the presence of

Name:

Name:

Address:

Address:

GENERAL TERMS AND CONDITIONS (GTC)

Sealed tenders should be addressed to the Chief Manager, GAD, CO: Thane, 4th floor, Pragati Tower Building, BKC, Mumbai: 400051 and superscripted **Annual Maintenance Contract for Housekeeping (including Laundry & Maintenance Services) at STC Building, CBD Belapur, Navi- Mumbai** and sent so as to reach not later than **14.00 Hrs on 31.07.2023**.

1. No tender will be received after **14.00 Hrs on 31.07.2023** under any circumstances whatsoever.
2. Part A (Technical Bid) will be opened as per online schedule 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. The successful Tenderer to whom the Contract is awarded shall deposit as Security Deposit @10% of awarded value.
6. The Security Deposit (SD) 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. The Performance Security shall be accepted in the form of Demand draft not by Bank Guarantee. The employer is not liable to pay any interest on Performance Security. 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 S.D will be refunded only after satisfactory fulfillment of the contract. In case the contractor abandons the contract or leaves the contract unperformed, the Performance Security 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 3% 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 (S.D)

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, Performance Security of the Successful Contractor shall be forfeited by the Bank and Bal. amt. due for payment 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. Refund of Security Deposit: - 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 their 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 RSC&DRDC BUILDING& 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.

This building is consisting of DRDC & RSC

DRDC: Data Centre

RSC:

Basement: Electrical room, A/C Room, unoccupied hall.

Ground Floor: Reception Lobby, Security Office, Lift Lobby

First Floor: Administrative block (with office and secretariat of Principal, Vice Principal, Office store), 2 Computer labs, Pantry, Auditorium, Faculty Chambers, Administrative Office, Toilets, Stationery rooms, Lift Lobby, Corridor etc. AHU Room etc.

Second Floor: 2 Lecture Halls, 2 Syndicate rooms, 1 Computer Lab, Library, Gymnasium, Doctor's Room, Toilets, Pantry, Tea Lounge, AHU Room, Lift Lobby, Corridor etc.

Third Floor : 16 nos. hostel rooms with double occupancy and 4 nos. rooms with single occupancy and attached Toilets, Lift Lobby, corridor, entertainment rooms and terrace. etc.,

Fourth Floor: 16 nos. hostel rooms with double occupancy and 4 nos. rooms with single occupancy and attached Toilets, Lift Lobby, corridor entertainment rooms and terrace.etc.,

Fifth Floor: 5 nos.of hostel rooms, 1VIP Suite, 2 Dining Halls, Kitchen,Lift Lobby, Corridor etc and Terrace.

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 (A)

S.NO.	SPECIFIED AREA OF WORK	NATURE AND SCOPE OF WORK	FREQUENCY
1.	From basement to 5 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, trainees room, 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
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 5 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 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.	Daily
5.	Passage, Lobby and Common Areas, Bathrooms (Ladies & Gents) from Ground to 5 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-	As per directions of

		Charge.	dealing Officer-In- Charge.
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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 +10% 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 (B): OUTDOOR CLEANING

1. Cleaning and maintenance of the Driveways, hard surface areas, backyards, surrounding of the building premises, shall be done on daily basis.
2. Road areas (drive-ways) and hard-scape work areas shall be swept/cleaned daily in the morning by 08:00AM and on need basis, to keep them free of letter, trash, dry leaves, soil etc. Wet cleaning with water of this area shall be carried out on weekly basis.

The service provider shall have to clean the area as per minimum frequencies mentioned above. However, the cleaning shall have to be done more frequently, if required for proper Housekeeping and for maintaining the high standards of cleanness of the premises for meeting green cleaning standards, on the instructions of the Officer-in-charge for which nothing extra shall be paid. Similarly, certain activities can only be done on Saturday, Sunday or other holidays to avoid inconvenience to the users of the building. The work on Saturdays, Sundays or Holidays shall be carried out at no extra cost, hence bidders have to be accounted for while calculating required manpower for building. Service provider shall work in close co-ordination with the officials/authorized officer of PNB and modify working schedule, if required as per user's convenience. No claim whatsoever on this account shall be entertained.

SCOPE OF WORK (C): WASTE MANAGEMENT SERVICES

The Service Provider shall provide waste management services in the office premises to keep it clean, safe and hygienic, through efficient waste collection and disposal process, with a holistic focus on waste reduction and recycling programs.

- Removing garbage from rooms, cabins, cubicles, common areas, rest rooms & surrounding areas and disposing it off on daily basis to the designated site at regular intervals. Perishable and stinking garbage shall be disposed off immediately.
- The garbage shall be collected in covered bins, free of stench, flies and away from human sight before disposal. It has to be ensured that trash does not attract pests; birds

neither etc. nor create litter. Trash container should hold only daily waste and should be clean as well as odd free.

- It must be ensured that recyclables are separated properly and separate dustbins, with clear leveling and distinct colour are in place for the same. Waste segregation shall be as per the Green Building Norms, Bio-medical waste from Medical department of PNB should be disposed carefully keeping statutory provisions and health hazards in view.
- Utmost care shall be taken in handling and storing waste in a safe way.
- Renovation Debris is to be stored at designated space.
- The Service Provider shall also facilitate the reduction of ongoing waste and toxins generated by building occupants and building operations as and when required.

Manpower Requirements

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

1	Supervisor cum receptionist (Skilled)	637+260=897	26	23322	01
2	Sweeper (Un-skilled)	523+213=736	26	19136	06
3	Sewer Man (Un-Skilled)	523+213=736	26	19136	01
4	Receptionist (Un-Skilled)	523+213=736	26	19136	01
5	Part Time/Half day Gardener (Un-Skilled)	523+213=736	26	9568	01

S/N	Category	Qty.	Qualification & experience	Time
1	Supervisor cum receptionist (Skilled)	01 No.	10+2 with at least 05 years' experience in facility management	09:30 AM to 05:30 PM
2	Sweeper (Un-skilled)	06 Nos.	8 th pass with at least 01-year experience in trade field.	08:30 AM to 04:30 PM
3	Sewer Man (Un-Skilled)	01 No.	8 th pass with at least 01-year experience in trade field.	09:30 AM to 02:00 PM
4	Receptionist (Un-Skilled)	01 No.	10 th pass with at least 01-year experience in trade field.	09:30 AM to 05:30 PM
5	Part Time Gardener/Mali (Un-Skilled)	01 No.	8 th pass with at least 01-year experience in trade field.	09:30 AM to 02:00 PM

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

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, RSC Belapur

Sir/ Madam,

Reg:- Annual Maintenance Contract for Housekeeping (including Laundry & Maintenance Services) at STC Building, CBD Belapur, Navi-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 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 PNB, STC Building, CBD Belapur, Navi-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 is attached here with.

Thanking you

Seal & sign of Contractor

Statement I

Previous Experience

List of Important Works Executed by the Firm during Last Seven Years.

S. No.	Name of work and location	Nature of work involved in the contract	Name of owner with full address, contact person name and Phone number. Also indicate whether Government or semi Government or Government of India Undertaking or Private body with full address & full name of the official from the owners side for whom the work was executed.	Cost of work	Completion Period		Any other relevant information including reason, if any, for delay in completion of work.
					Scheduled date of completion	Actual date of completion	
1	2	3	4	5	6	7	8

Note-

1. Documentary evidence of having carried out said works (Such as work order along with completion certificate etc.) should be submitted.

2. If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein the part of the statement and serial number

Signature of the applicant with seal

Statement II

Work under execution

List of Important works in Hand/under execution.

S. No.	Name of work and location	Nature of work involved in the contract	Name of owner with full address, contact person name and Phone number. Also indicate whether Government or semi Government or Government of India Undertaking or Private body with full address & full name of the official from the owners side for whom the work was executed.	Cost of work	Completion Period		Any other relevant information including reason, if any, for delay in completion of work.
					Scheduled date of completion	Actual date of completion	
1	2	3	4	5	6	7	8

Signature of the applicant with seal

Statement III

List of employed Personnel, giving details about their Qualifications, Experience, etc.

S. No	Name	Age	Qualification	Experience	Nature of works handled	Date from which employed in your organization	Remarks
1	2	3	4	5	6	7	8

Signature of the applicant with seal

Note - Indicate other points, if any, to show your technical and managerial competency to emphasize any important point in your favour.

Annexure – I

Client's Certificate Regarding Performance of Firm cum work completion

(To be issued by the client on its letterhead)

Name & Address of the Client: -----

Details of Works Executed by Shri / M/s _____

1	Name of work with brief particulars	
2	Agreement No. and date/Ref:	
3	Agreement amount	
4	Date of commencement of work	
5	Stipulated date of completion	
6	Actual date of completion	
7	Details of compensation levied for delay (indicate amount) if any	
8	Gross amount of the work completed and paid *	
9	Name & address of the authority under whom work executed	
10	Whether the contractor employed qualified Engineer / Overseer during execution of work.	
11(a)	Quality of work (indicate grading)	Outstanding / very good / good / satisfactory / poor
b	Amount of work paid on reduced rates, if any	
12 (a)	Did the contractor go for arbitration Total amount awarded	
b	If yes, total amount of claim	
13	Comments on the capabilities of the contractor	
a	Technical Proficiency	Outstanding / very good / good / satisfactory / poor
b	Financial soundness	Outstanding / very good / good / satisfactory / poor
c	Mobilization of adequate T&P	Outstanding / very good / good / satisfactory / poor
d	Mobilization of manpower	Outstanding / very good / good / satisfactory / poor
e	General behaviour	Outstanding / very good / good / satisfactory / poor

Note: - All columns should be properly filled

Signature of the Reporting Officer** with office seal
"Countersigned"

* Supported by adequate proof of payment received by the contractor for the work done by them.

Client's report issued by organization shall also accompany TDS Certificate (Report must be submitted in seal cover addressed to Chief Manager, Punjab National Bank, GAD, 4th floor, Pragati Tower Building, BKC, Mumbai.

Annexure – II

Form of Banker's Certificate from a Scheduled Bank

This is to certify that to the best of our knowledge and information M/s / Shri-----
----- having their address at -----
-----,
a customer of our bank are / is respectable and can be treated as good for any
engagement up to a limit of Rs. (Rupees
.....).

This certificate is issued without any guarantee or responsibility or any of its officers.

Seal and Signature of bank Official

Note:-

1. Banker's certificate should be on letter head of the bank, sealed in cover addressed to – Chief Manager, Punjab National Bank, GAD, 4th floor, Pragati Tower Building, BKC, Mumbai.
2. In case of partnership firm, certificate should include names of all partners as recorded with the bank.

Annexure-III

FINANCIAL INFORMATION

Financial Analysis – Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last three financial years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

Last 03 Financial Year	Particular	
	Gross Annual Turnover	Profit/loss (standalone finance statement and consolidated financial statement both)

II. Financial arrangements for carrying out the proposed work.

Signature of Chartered Accountant with Seal

Signature of Bidder

Annexure-IV

FORM FOR CERTIFICATE OF NETWORTH FROM CHARTEREDACCOUNTANT

It is to certify that as per the audited balance sheet and profit & loss account during the financial year.....--- the Net Worth of M/s.-----
 (Name & Registered Address of Individual/ Firm/ Company), as on.....(the relevant date) is Rs..... after considering all liabilities. It is further certified that the Net Worth of the company has not eroded by more than 30% in the last three years ending on (the relevant date).

(Signature of Chartered Accountant)

Name of Chartered Accountant: -

Membership No. of ICAI: -

Date and Seal: -

NOTE:

1. Net Worth certificate should be on letter head of the Chartered Accountant, addressed to tendering authority, Chief Manager, Punjab National Bank, GAD, 4th floor, Pragati Tower Building, BKC, Mumbai.
2. In case of partnership firm, certificate should include names of all partners as recorded with the Chartered Accountant.
3. The certificate should not be more than 6 months old.

Annexure-V

STRUCTURE AND ORGANISATION

1. Name and address of the bidder: -

2. Telephone no./Telex no./Fax no.

3. Legal status of the bidder

(a) An individual

(b) A proprietary Firm

(c) A firm in Partnership

(d) A limited company or Corporation

4. Particulars of registration with various Government Bodies

Organization/ Place of Registration

Registration No.

1

2

5. Names and titles of Directors and Officers with designation to be concerned with this work.

6. Designation of individuals authorized to act for the organization.

7. Has the bidder, or any constituent partner in case of partnership firm, Limited Company/Joint Venture, ever been convicted by the court of law? If so, give details.

8. In which field of Engineering Construction, the bidder has specialization and interest?

9. Any other information considered necessary but not included above.

Annexure-VI

PROFORMA OF AFFIDAVIT FOR NON - BLACK LISTING

I/we undertake and confirm that our firm/partnership firm/Company has not been blacklisted by any state/Central Departments/PSUs/Autonomous bodies during the last 7 (seven) years of its operations. Further that, if such information comes to the notice of the department then I/we shall be debarred for bidding in PNB in future forever. Also, if such information comes to the notice of department on any day before date of start of work, the Engineer-in-charge shall be free to cancel the agreement and to take further necessary action as prescribed in the document.

NOTE: Affidavit to be furnished on a 'Non-Judicial' stamp paper worth Rs.500/-

Signature of Notary with seal

Signature of Bidder(s) or an authorized Officer of the firm with stamp

Annexure-VIII

PROFORMA OF AFFIDAVIT FOR EXECUTION OF SIMILAR WORKS

I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Bank, then I/we shall be debarred for bidding in PNB in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Performance Security.

NOTE: Affidavit to be furnished on a 'Non-Judicial' stamp paper worth Rs.500/-

Signature of Bidder(s) or an authorized Officer of the firm with stamp

Signature of Notary with seal

Annexure-IX

Proforma for man powers are to be deployed

S. No.	Name	Designation	Qualification	Experience	Yes/No
1		Supervisor			
2		Sewer Man/Sweeper/Housekeeper			
3		Sewer Man/Sweeper/Housekeeper			
4		Sewer Man/Sweeper/Housekeeper			
5		Sewer Man/Sweeper/Housekeeper			
6		Sewer Man/Sweeper/Housekeeper			
7		Sewer Man/Sweeper/Housekeeper			
8		Part Time Carpenter			
9		Part Time Mali			
10*		Sewer Man/Sweeper/Housekeeper			
11*		Sewer Man/Sweeper/Housekeeper			
12*		Part Time Carpenter			
13*		Part Time Mali			
14*		Supervisor			

- Standby in case of leave

Signature of the Bidder (s) with stamp

CHECK LIST

S. No.	Description	Compliance (Yes/No.)
--------	-------------	----------------------

1.	D.D. towards Tender fees amounting to Rs.1,180/- or exemption certificate	
2.	D.D. towards EMD amounting to Rs.72,344.00/- exemption certificate	
2.	Copy of work completion certificate for similar work for last 07 years.	
3.	Copy of Bal. Sheet for last 03 F-Y	
4.	Copy of E.P.F. registration & latest deposit slip	
5.	Copy of E.S.I. registration & latest deposit slip	
7.	Copy of G.S.T. registration	
8.	Copy of PAN Card	
9.	Copy of Partnership deed	
10.	Copy of Certificate of registration, ROC & AOA	
11.	Previous experience as per given format in T.D. (Statement-I)	
12.	Work under execution as per given format in T.D. (Statement-II)	
13.	List of technical persons as per given format in T.D. (Statement-III)	
14.	Client's certificate regarding performance of contractor as per given format in T.D. (Annexure-I)	
15.	Form of Banker's certificate from a scheduled Bank as per given format in T.D. (Annexure-II)	
16.	Financial information as per given format in T.D. (Annexure-III)	
17.	Form for certificate of net worth from C.A. as per given format in T.D. (Annexure-IV)	
18.	Structure & Organization as per given format in T.D. (Annexure-V)	
19.	Proforma of affidavit for non-black listing as per given format in T.D. (Annexure-VI)	
20.	Copy of documentary proof showing operating office in Mumbai	
21.	Proforma of Affidavit for similar work executed (Annexure-VIII)	
22.	All tender documents are sealed & signed by authorized signatory.	
23.	List of Manpower are to be deployed	
24.	Copy of educational Certificate & experience certificate of Manpower are to be deployed	

Note: - Above mentioned all documents should be sealed (Firm's seal) & signed by authorized signatory.



पंजाब नैशनल बैंक
...भरोसे का प्रतीक !



punjab national bank
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GAD, ZO: Mumbai, 11th floor, Dalamal House, Nariman Point, Mumbai:400021

(Commercial Bid)

Reg: Annual Maintenance Contract for Housekeeping (including Laundry & Maintenance Services) at STC Building, CBD Belapur, Navi- Mumbai.

S. No.	Description of work	Unit	Qty.	Rate per month (Rs.)	Amount per annum (Rs.)
1.	Charges for providing following manpower for carrying out Annual Maintenance Contract of Housekeeping work at STC building, CBD-Belapur, Navi-Mumbai, as per scope of work, terms & conditions mentioned in technical bid. Supervisor cum receptionist (Skilled): 01 No. Housekeeper/Sewer Man/Sweeper (Un-Skilled): 07 Nos. Receptionist (Un-Skilled): 01 No. Part Time Mali (Un-Skilled): 01 No. Total: 10 Nos. Note:- Quoted rate shall be inclusive of GST	Month	12		
2.	Charges towards providing laundry & maintenance Services. Note:- Quoted rate shall be inclusive of GST	Month	12		

Sweeping/cleaning/scrubbing/vacuum cleaning/Washing Machine 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.

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@2% +10% 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