

Rs.500/-

THE MAHARASHTRA STATE CO-OP. BANK LTD., MUMBAI
[INCORPORATING THE VIDARBHA CO-OPERATIVE BANK LTD.]

REGIONAL OFFICE PUNE.

915/2, Shivajinagar, Dr.Sule Marg, Pune 411004.

**TENDER FORM FOR
HOUSE KEEPING WORK AT
REGIONAL OFFICE, PUNE**

THE MAHARASHTRA STATE CO-OP. BANK LTD., MUMBAI
(Incorporating The Vidarbha Co-op. Bank Ltd.)
Scheduled Bank

Sir Vithaldas Thackersey Memorial Building,
9, Maharashtra Chamber of Commerce Lane,
Fort, Mumbai - 400 001.

TENDER NOTICE

Tender Notice for providing House Keeping & Cleaning various department of Regional Office, Pune.

The M.S.C. Bank Ltd., a premier Banking institution having its Head Office at The M.S.C. Bank Ltd., Sir Vithaldas Thackersey Memorial Building, 9, Maharashtra Chamber of Commerce Lane, Fort, Mumbai - 400 001. Proposes to invite Sealed Tenders from professional agencies, who are providing House Keeping & Facility Management Services to Commercial Banks, Pvt. Banks, Government /Public Sector/ Private organizations of repute/ large hotels, Commercial Complexes, autonomous bodies etc. for providing House Keeping & Cleaning various department of the Regional Office, Pune admeasuring approx. 12,000 sq. ft Area.

Sealed Tenders are invited from registered reputed House Keeping & Facility Management Services agencies having three year experience of providing House Keeping & Facility Management Services Agencies, approx.12000 sq. ft Area. on contractual basis for a period of One Year (Renewable every Year subject to satisfactory performance) under Two Bid Systems. Sealed tenders should be submitted on or before date 26.11.2020.

Bank has provided quality interiors and agency should be experienced and have capability to maintain them. The scope of work would involve cleaning & wet mopping of floors, dusting of work stations, collecting and disposing of waste in municipal bins, cleaning of toilets & toilet fixtures, window glass, both from inside & outside telephones, lifts, walls, stairs, carpets, sofas, chairs, pedestal fans, Venetian blinds, polishing of brass items, removing of cobwebs from ceilings, external cleaning, Terrace cleaning etc. The work also includes engaging the services of personnel for miscellaneous office works or any other services assigned to them from time to time by the Bank.

The Tender Documents can be downloaded from Banks Website www.msccbank.com and such downloaded form should be accompanied by a nonrefundable D.D. of Rs.500/- (Rupees Five Hundred only) issued in favour of M.S.C. BANK LTD. payable at Pune with the Technical Bid as cost of the Tender form.

ELIGIBILITY CRITERIA:-

1. The Contractor should be a registered body for providing services of skilled, unskilled labourers having requisite license.
2. The Bidders should be experienced in providing Facility Management Services and should have been in existence for the last 3 years.
3. The Bidder should have experience of Facility Management and Housekeeping services at Commercial Banks, Pvt. Banks, Co-operative .Banks, Government /Public Sector/ Private organizations of repute/ large hotels, Commercial Complexes, autonomous bodies.
4. The average Annual Turnover during last 3 years should be at least Rs. 10.00 Lakhs per annum.
5. Profitable company during last 3 years.
6. Satisfactory service certificates should be produced from two of their existing major clients with details of contact person, Telephone No. email etc.

The Bidders should ensure and confirm that they have the entire mandatory compliance certificates/ registrations/ license under various applicable laws including labour laws applicable for the state/zone where the Bank has assigned them contract.

The Bidder should comply with various provisions of Contract Labour (R & A) Act 1970 and Central Rules 1971 and should enclose the copies of the following:

1. License from Labour Commissioner to employ contract labour under the Contract Labour Act.
2. Registration certificate under Employees Provident Act, with latest proof (challans to be attached)
3. Registration under Employees State Insurance Act, with latest proof (Challans to be attached)
4. Latest Income tax clearance certificate and PAN Card of the Contractor to be enclosed.
5. GST registration with latest proof (challans to be attached)
6. Registration under Sales Tax Act / GST.
7. Copies of audited Balance Sheets for the past 3 years.

The Bidders should have provided/providing similar services in offices of Commercial Banks, Pvt. Banks, Government /Public Sector/ Private organizations of repute/ large hotels, Commercial Complexes, autonomous bodies etc. The Bidders shall have good name, standing and professional reputation for performing similar job/ assignment. In addition they should not have defaulted in providing similar services with MSC Bank or any other establishments. The Bidders should have proper tools & tackles for providing House Keeping Services at Pune.

For any clarification please contact at (020) 25654497 or 25654945

ANNEXURE-I

Sr. No	Information regarding	Details to be furnished by the Bidder
1	Name & Address of the firm	
2	PAN No.	
3	Type of organization & year of incorporation.	
4	Correspondence address with contact person, name, telephone number, mobile number, E-mail etc.	
5	Name & details of Directors/Partners/ Proprietor	
6	Company Profile with year of establishment	
7	Details of offices	
8	Whether registered with Registrar of Companies, if so, number & date	
9	Registration with tax authorities (with copies of 3 years IT Returns) 1. Income Tax No. 2. Sales/ Commercial Tax No.	2019-2020- Rs. 2018-2019- Rs. 2017-2018- Rs.
10	Names of the Bankers with address	1. 2. 3.
11	Details of Solvency Certificate submitted	
12	Turnover of the company. Please provide the details for the last 3 years ending March 31, 2020. (Certified copies of audited Balance Sheet and profit & loss account statement to be enclosed)	
	a) FY – 2017-18	Rs. _____
	b) FY – 2018-19	Rs. _____
	c) FY – 2019-20	Rs. _____

13	Details of the works executed by the firm during last 3 Financial years (only those works to be mentioned which qualify the eligibility criteria) Copies of satisfactory work experience obtained from the employers to be enclosed	Annexure II to be filled up
14	Registration with Government /Public Sector Undertakings/ Banks	Annexure III to be filled up
15	Organizational set up and trained manpower available (Enclose the chart)	Annexure IV to be filled up
16	Details of litigation / arbitration cases resulting from the contracts executed by your firm in the past or currently under execution	Annexure V to be filled up
17	Names along with address and telephone numbers of two organization for whom work done in the past and who are in a position to certify the past performance of your firm	Annexure VI to be filled up
18	List of equipment's and Machineries	Annexure VII to be filled up
19	Other information applicant might like to give in support of the application	Annexure VIII to be filled up

Date:-

Signature of the authorized

Place:-

person & company seal.

ANNEXURE-II

LIST OF HOUSE KEEPING SERVICES CONTRACTS EXECUTED DURING
LAST 3 YEARS

Sr. No.	Name of the Client	Supervising Authority under whom work was carried out (Name & Designation)	Work order Ref.No. & date (enclose copies)	Contract period	Contract value Rs.	Copy of work order enclosed? (Yes/No)	Remarks

ANNEXURE-III

Registration with Government /Public Sector Undertakings/ Banks for Carrying out Facility Management Services i.e. Central Labour Commissioner License, PF, ESI, etc.

Sr.No.	Name	Nature of work	Value of work	Name of the Registration authority and Date of registration

ANNEXURE-IV

Organizational set up and trained man power available

Sr.No.	Name	Qualification	Experience	Works done	Employed with your firm since	Any other information

ANNEXURE V

List of Equipments & Machineris

Sr. No.	Description	Utilization Area	Furnish/Enclose copies of invoices

DECLARATION

1. All the above information furnished by me /us here above is correct to the best of my knowledge and belief.
2. I/we have no objection if enquiries are made about the work listed by me /us as above/in the annexures.
3. I/we agree that the decision of MSC Bank Ltd in selection of the Contractors will be final and binding on me/us.
4. I/we have read the instructions appended to the pro forma and i/we understand that if any false information is detected at a later date, the empanelment/award of contract shall be cancelled at the discretion of the bank.

Signature of the Bidder

Name and designation

Seal of the firm

Place:-

Date:-

THE MAHARASHTRA STATE CO-OP. BANK LTD., MUMBAI
(Incorporating The Vidarbha Co-op. Bank Ltd.)
Scheduled Bank

Envelope No I

Technical Bid

NAME OF THE WORK:- Annual Maintenance Contract for providing
House Keeping & Cleaning various premises of the Bank's
in Regional Office, Pune.

NAME OF THE BIDDER :

ADDRESS: -
.....
.....

LAST DATE OF SUBMISSION OF TECHNICAL BID : 26.11.2020

DISCLAIMER

The information contained in this Tender document or information provided subsequently to the bidder(s) or applicants whether verbally or in documentary form, by or on behalf of M.S.C. Bank Limited (M.S.C. Bank/the Bank), is provided to the bidder(s) on the terms and conditions set out in this TENDER document and all other terms and conditions, subject to which such information is provided.

This TENDER document is not an agreement and is neither an offer nor an invitation to offer by M.S.C. Bank. This TENDER is to invite proposals from applicants who are qualified to submit the bids (“Bidders”). The purpose of this TENDER is to provide the Bidder(s) with information and to assist them in formulation of their proposals (Bids). This TENDER does not claim to contain all the information, which each Bidder may require. Each Bidder should, at its own costs without any right to claim reimbursement, conduct its own investigations, analysis and should check the accuracy, reliability and completeness of the information in this TENDER and wherever felt necessary obtain independent advice. M.S.C. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this TENDER. M.S.C. Bank may in its absolute discretion, but without being under any obligation to do so and without prejudice to its rights, update, amend or supplement the information in this TENDER.

The information contained in this TENDER document is selective and is subject to update, expansion, revision and amendment. M.S.C. Bank does not undertake to provide any Bidder with access to any additional information or to update the information in this TENDER document or to correct any inaccuracies if any therein, which may become apparent. M.S.C. Bank reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this TENDER and/or the bidding process, without assigning any reasons whatsoever. Such change will be intimated or made accessible to all Bidders or can be accessed in website of M.S.C. Bank. Any information contained in this TENDER document will be superseded by any later written information on the same subject made available/accessible to Bidder(s) by M.S.C. Bank.

Information provided in this TENDER is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. MSC Bank does not own any responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. Further, MSC Bank also does not accept liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this TENDER.

M.S.C. Bank reserves the right to reject any or all the expression of interest /proposals /Bids received in response to this TENDER at any stage without assigning any reason whatsoever and without being liable for any loss/injury that Bidder might suffer due to such reason. The decision of M.S.C. Bank shall be final, conclusive and binding on all the Bidders/parties directly or indirectly connected with the bidding process.

INSTRUCTION FOR SUBMISSION OF TECHNICAL BID/FINANCIAL BID

1. The scope of work covers providing House Keeping & Cleaning various premises of the Regional Office Pune & Pune Branch.
2. The sealed cover should contain the following:-
3. **Envelop 1 (Technical Bid)** - Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten thousand only) payable at pune through DD favoring of M.S.C. BANK LTD. Regional Office, Pune as tender form cost.
4. **Envelop 2 (Financial Bid)** - The amount shall be quoted for items separately as per proforma given in the Financial Bid. The pro forma should be duly signed & sealed by the Bidder.

Each Bidder will be issued with one copy Technical and Financial Bid, which will contain General Terms & Conditions, Scope of Work, chemicals, materials, equipments to be used, etc. The Financial Bid of a Bidder, who will satisfy all the Eligibility Criteria, & other terms and conditions of Technical Bid, will only be open or otherwise he will be disqualified/rejected as a participant for the said Bid. The Bidder whose Financial Bid is accepted will have to enter into an agreement with the Bank as per pro forma given.

The sealed cover, containing two different covers each of Technical & Financial Bid, super scribed with the name of the work may be addressed to Manager, Regional Office, Pune 915/2, Dr.Sule Path, Shivajinagar, Pune-411004.

. The covers shall submitted our Bank. Bid received after the date & time specified above will be rejected. The bids shall be opened in the presence of the bidders who wish to be present on the next day at in M.S.C. BANK, R.O. PUNE.

5. **Bidders shall note that only those Bids shall be considered whose EMD Amount is credited one day prior to the date of opening of tender. Bid received without prescribed EMD shall summarily be rejected.**

The EMD of unsuccessful bidders shall be returned on non-acceptance of the Bid within three months from the last date fixed for receiving the Bid or such earlier time as decided by the Bank. However, EMD of successful bidder whose tender has been accepted by the Bank shall be adjusted towards Security Deposit. The successful bidder has to deposit balance amount of Security deposit worked @ 5% of gross quoted value of the contract for the year after adjusting said EMD. The Security Deposit shall not bear any interest and such amount shall be forfeited in the event of any invasion, refusal or delay on the part of the Successful Bidder to sign and execute the agreement for commencement of contract in case their Bid is accepted.

6. The Bidders shall submit their offers strictly in accordance with the terms and conditions of the Bid document. Any Bidder that stipulates conditions contrary to the conditions given in the Bid document is liable for rejection.
7. The Bids amount is to be inserted in words as well as in figures in the space provided and in case of discrepancies between prices written in words and prices written in figures, the prices written in words shall be considered correct. The correction and or overwriting, made in the tender documents/price bids if not authenticated, will be liable for rejection.
8. The rates quoted in the Bid shall be inclusive of all Labour, cleaning material, taxes and duties such as Sales Tax, Surcharge on Sales Tax, Excise Duty, Service Tax, Octroi, Turn Over Tax and Work Contract Tax and also delivery and cost of material at site, GST etc or any other taxes applicable. The loading and unloading charges if any shall also be included in the quoted rates. Further rates shall be inclusive of labour charges, uniform for labour, tools and materials required for cleaning, transportation, scaffolding, insurance premium covering any risk to labour etc.
9. The Tender/Price Bids are not transferable.
10. Time is the essence of the contract and the works must be started within 15 days from the date of issue of work order. Any Bidder who disagrees with the time schedule and stipulates a longer period is liable to be rejected.
11. Access to inspect the site will be given with prior appointment up to one day prior to the last date of submission of the tender.
12. The Bid shall be signed by a person or person so authorized by the Bidder. In case, the Bidder is a Company, the officer so authorized by the Company with its seal duly affixed shall sign the Bid.
13. The Bid shall contain address, Tel. No. & Fax No. e-mail address & contact person for serving notices required to be served to the Bidder in connection with the Bid.
14. The Bid Form and the documents attached to it shall not be detached and no alteration or mutilation (other than filling in all the blank spaces) shall be made in any of the documents attached hereto. Any alterations or changes to the entries in the attached documents shall be made by a separate covering letter otherwise it shall not be entertained.
15. Bidders are requested to visit the site and also carefully examine the Bid Documents, condition of contract, specifications, schedules and the frequency of work. In case there should be or appear to be any ambiguity in or discrepancy between any of the document, they should immediately refer the matter to the Bank for clarification
16. The Bank will not be responsible and will not pay for expenses, which may have been incurred, or losses to person or property suffered by any Bidder in connection with visits to inspect the site and in the preparation of Bid for submission.

17. The Bidder (whether he submits the Bid or not) shall treat the details of the document as secret and confidential and shall not share or part with third party without prior written consent of the Bank.
18. The Bank reserves the right to adjust arithmetical or other errors in any Bid in the way that it is considers suitable. Any adjustments so made by the Bank shall be stated to the Bidders.
19. The Bank does not bind itself to accept the lowest or any Bid and has the right to accept or reject any Bid without assigning any reasons. The Bank's decision in this regard will be final, conclusive and binding on the Bidders.
20. No conditions in addition to the conditions stipulated in the Bid document will be acceptable.

I /We have read the above terms & conditions.

Date

Signature and seal of Bidder

Scope of Work

The Bank has provided high quality interiors and the Bidder should be experienced and have capability to maintain them. The scope of work would involve cleaning & wet mopping of floors, dusting of work stations, collecting and disposing of waste in municipal bins, cleaning of toilets & toilet fixtures, window glass (both from inside & outside), external cleaning, removal of stagnant water from terrace & canopies and external drainage cleaning, cleaning telephones, walls, stairs, carpets, sofas, chairs, pedestal fans, Venetian blinds, polishing of brass items, removing of cobwebs from ceilings, open terrace/terrace cleaning etc. The work also includes engaging the services of personnel for miscellaneous office works (i.e. like shifting of files, furniture, etc.), or any other service assigned to them from time to time by the Bank. Types of Services, Frequency of Service & Penalties for non completion/unsatisfactory work, Equipments and Chemicals/Cleaning materials to be used are as under:-

I. Types of Services and their Frequency :-

A Works to be completed by 10.00 am on all working days (Except Sunday, Second & fourth and Bank Holidays) Normal working hours will be on 8.00 a.m. to 4.00 p.m. daily				
Sr. No.	Type of service	Frequency of service	Method	Penalties for Non Completion/ Unsatisfactory work
1	Sweeping & wet mopping of all floors of building	Daily Three times	Manually/ Mechanized	Rs.100/-
2	Collecting of waste from the waste paper basket and storage at common place. Thereafter, segregation of waste & disposing off the same outside office	Daily Once	Manually	Rs.500/-
3	Dusting & wiping of all open work stations pedestal fans, cabins including desk chairs, tables, side-units, sofas & other furniture on the floors.	Daily Once	Manually using dry & wet cloth as per requirement	Rs. 200/- per floor per day
4	Glass cleaning in passages and corridors and of cabins from inside & outside	Daily Once	Manually using dry & wet cloth using spray liquid cologne.	Rs. 200/- per floor per day

5	Sweeping of both internal stairs to Regional Office, Pune	Daily	Manually/ Mechanized	Rs. 500/- per day
6	Cleaning of window glasses from inside as well as outside all around the building	Daily Once	Manually using necessary tools and cleaning materials	Rs. 500/- per day
7	Sweeping & wet mopping of Entrance Lobbies, Lift Lobbies of the building	Daily	Manually using necessary tools and cleaning materials	Rs. 500/- per day

B Work to be carried out daily at different intervals (Excluding Sundays and Bank Holidays)				
Sr. No.	Type of service	Frequency of service	Method	Penalties for Non Completion/ Unsatisfactory work
1	<p>Cleaning of Pantry and Toilets along with toilet fixtures such as urinal, washbasins, W.C., mirror, lights, doors, dustbins, buckets, mugs in the toilet etc. Removing of cobwebs from ceilings, Scrubbing of all walls and floor in the toilet thoroughly in the morning and thereafter every hour and when necessary check should be maintained to keep the toilet clean and dry. Soap containers fitted in the toilets should be filled every day with Homacol/any branded liquid soap like Dettol, Lifebuoy etc.</p>	<p>Daily (before 10.00AM)</p> <p>In addition to above as and when instructed by Care Taker of Bank</p>	<p>scrubbing</p> <p>/washing toilets with appropriate cleaning material/machines, wet & dry wiping</p> <p>manually/mechanically with soap solution spray cologne</p>	<p>Rs. 200/- per floor (Toilets) service per toilet</p>
2	<p>Cleaning/Sweeping & Wet mopping all lift cars including Lifts (Floors & Walls), Lift lobbies, etc.</p>	<p>Every week Once (before 10.00 AM)</p>	<p>scrubbing</p> <p>/washing with appropriate cleaning material/machines, wet & dry wiping</p> <p>manually/mechanically with soap solution spray cologne</p>	<p>Rs. 200/- per service per lift</p>

C					Work to be carried out on Periodical Basis			
Sr.	Type of service	Frequency of service	Method	Penalties for Non Completion/ Unsatisfactory work				
1	Scrubbing and washing of stairs & removing pan stains if any from the corners	Weekly Once	Manually/ Mechanically as the circumstances may demand	Rs. 500 per week				
2	Removing of cobwebs from the walls/ceiling etc. Daily check is to be maintained.	Fortnightly Once	Manually/ Mechanized as the circumstances may demand	Rs. 500 per fortnight				
3	Dry vacuum cleaning.	Monthly Once	Mechanized vacuuming	Rs. 500 per Month				
4	Scrubbing & cleaning of Atrium, Entrance Lobbies, Lift Lobbies on Ground floor	Monthly Once	Mechanized Cleaning	Rs. 500 per month				
5								
	Type of service	Frequency of service	Method	Penalties for Non Completion/ Unsatisfactory work				
6	Dusting, cleaning etc. of roller/Vertical blinds to keep them in working condition throughout the year	Monthly Once	Manually using dry & wet cloth & liquid detergent	Rs. 100 per floor per month				

7	Maintenance of Glass Windows and Façade			
7.1	Cleaning of Internal and External surface of Glasses and External Granite surface	Monthly Once	Manually using necessary tools and cleaning materials In addition safety belts and other security arrangements.	Rs. 1000 per floor per month Rs. 500 per floor per month during monsoon
7.2	External cleaning of Atrium Skylights Glass, Entrance Glass Canopy, Glass Canopy to Basement ramp.	Fortnightly Once	Manually using necessary tools and cleaning materials. In addition safety belts and other security arrangements.	Rs.500 per fortnight
8	Cleaning of Underground water tank	Quarterly	Machanized Cleaning	Rs.4000/- Half yearly
9	Cleaning of Roof Top water tank	Quarterly	Machanized Cleaning	Rs.4000/- Half yearly

Note:-

The Bidder shall ensure quality work in planned and time bound manner. The standard of cleaning material, tools and tackles, machinery/equipment and deployment of manpower for carrying out housekeeping work shall be to the satisfaction of Concern Officers of Bank supervising the work. Whenever the quality of the Housekeeping and Facility Management Services /maintenance rendered are below standard, the Bank at its own discretion will impose penalties as mentioned in this TENDER documents and recover/adjust the amount from the monthly bill/Security Deposit.

The Service Provider shall provide at his own cost, all the cleaning materials including disinfectants, equipment's, tools etc. required for the work. The Cleaning materials include, the following items, which shall be, of standard quality and shall not pose any health hazard to the occupants.

- I. Detergent /Dish Wash Liquid,
- II. Naphthalene Balls,
- III. Phenyl,
- IV. Bleaching powder,
- V. Toilet Cleaner / Disinfectant (harpic Brand),
- VI. Liquid hand Wash (Lifebouy/ Dettol Brand),
- VII. Cleaning Dusters,
- VIII. Soft Dusters,
- IX. Garbage Bags,
- X. Vacuum Cleaner,
- XI. Brooms,
- XII. Mops
- XIII. Buckets,
- XIV. Mugs etc.
- XV. Any other Cleaning Material/ items that may be required.

GENERAL TERMS AND CONDITIONS OF TECHNICAL BID

1. The Successful Bidder shall attend to all emergency calls relating to assigned works promptly and in time bound manner. The cleaning will have to be done as per frequency mentioned in scope of work. If required, the cleaning will have to be done more frequently for proper House Keeping and Facility Management Services on the instruction of the officer in charge/Care Taker of Bank for which no extra payment shall be paid.
2. The Successful Bidder will have to work in close coordination with the Bank's subordinate working in various Departments related to House Keeping & Facility Management Services work and they (Bank's Official) may modify working schedule/time as per the convenience of the Bank, if required. No extra claim whatsoever on this account shall be entertained.
3. The area of building/M.S.C.BANK, R.O. PUNE will be 12000 Square feet of This will not be subject to change and shall remain firm for the purpose of billing. Bidder has to visit the site and assess manpower, material, equipment, machinery, etc. strictly as per requirement of site irrespective of the area indicated or any variation thereof. Any dispute in the area/s stated will not be entertained.
4. The Successful Bidder shall have to arrange the required cleaning equipment/ machines/ chemicals etc. for House Keeping & Facility Management Services at site within 7 days from the date of receipt of written letter of intent/work order from the Bank. All materials/ chemicals brought to the site shall be protected suitably to avoid any damage during transportation, loading/unloading, weather conditions etc.
5. The Successful Bidder will have to bring cleaning materials, chemicals and equipment, required for cleaning in advance for each month at his own cost at the site and keep it in their safe custody. The chemical /material to be used must be eco-friendly & biodegradable manufactured by reputed firms as indicated in the tender above. In case, it is observed the cleaning material used is of inferior quality or insufficient in quantity, the Bank shall reserve the right to purchase the same itself and deduct the cost thereof out of the monthly bill payable to the Successful Bidder.
6. The Successful Bidder shall arrange for collection and removal of garbage from the bins in the premises, pantries & the surrounding area outside the office building at M.S.C.BANK, R.O. PUNE daily The same shall be segregated & dispose off as per PMC guidelines/rules at their own cost and shall not be stacked/ dumped even temporarily within the building or the surrounding premises. The

Successful Bidder shall store the cleaning material and equipments in proper organized manner at site after the execution of work.

7. The Successful Bidder shall be responsible for the safety and security of all the internal items such as furniture, equipment, fixtures etc. The Bank will recover the cost of any damage to the Bank's property from Successful Bidder's Security Deposit.
8. The Housekeeping supervisor shall maintain daily log sheets for the work and produce the same along with the bills every month while claiming the payment for the contract.

9. **Successful Bidder's Employees**

(i) For the purpose of this Housekeeping and Facility Management Services contract, the Successful Bidder shall deploy sufficient personnel for all types of services for an approximate 12000 sq. ft. to carry out the works strictly as per stipulated frequency/time mentioned in the scope of work earlier.

(ii) The personnel deployed shall be of good health and moral character, well behaved, obedient, experienced and skillful in their tasks. The Successful Bidder should provide necessary uniform to their Housekeeping and Facility Management Services staff at their own cost. The cost of Identity Cards to the staff shall also be borne by the Successful Bidder. The personnel employed by the Successful Bidder shall compulsorily wear uniform while on duty and shall always carry his / her Identity Cards.

(iii) In addition to the above, one (1) supervisors with minimum five-year relevant work experience in Housekeeping and Facility Management Services is to be appointed as overall in charge of premises where the House Keeping & Facilities Management Services and other works are to be carried out & he shall co-ordinate and report to the concern officer in charge or Care Taker of the Bank. Supervisor shall be available in M.S.C.BANK office premises at R.O. PUNE at all times from the time of commencement of work (i.e. 8:00 am) till completion of all the works on that day as per the requirement of office/contract/Bank and shall be in uniform provided by the Agency.

(iv) The Successful Bidder shall be responsible for the payment of wages / dues to its employees. All liabilities arising out of violation of any local and Central Laws shall be the responsibility of the Successful Bidder without encroaching upon the rights and liabilities upon the Bank in any manner.

(v) If the works are not completed as per schedule deductions/penalties will be levied as indicated in scope of work.

(vi) The workmen of the Successful Bidder should be conversant in Local Language Marathi / Hindi. The Supervisor of the Successful Bidder shall have full control over the employees engaged by the Successful Bidder. It shall be his duty to give necessary guidance and directions to the workmen to carry out the jobs assigned to them effectively. The Successful Bidder should rotate their staff at least once in six months with equally trained and experienced people.

(vii) The Successful Bidder should take all precautionary measures to ensure the safety of the workmen employed by it and the Bank shall not be responsible in case of any eventuality.

(viii) Depending upon the exigencies and the requirements of the Bank the working hours and days of the workmen engaged by the Successful Bidder will be suitably adjusted. In case of absenteeism on day by the personnel engaged, the Bank reserves the right to deploy any other person to get the work done. The amount to be deducted as penalty under such event for non completion of each/frequency of service are given above in the scope of work.

(ix) The work shall be carried out in the manner complying in all respects with the requirements of relevant byelaws of the local body under the jurisdiction of which the work is to be executed or as directed by the Bank In-charge and nothing extra shall be paid on this account.

(x) The Bank reserves the right to reject any particular workmen/staff placed/employed under the contract with the Bank without assigning any reason. In case Successful Bidder fails to take action against the defaulter, the Bank reserves the right to take suitable/legal action against the Successful Bidder and the workmen staff concerned.

(xi) As the agreement entered with Successful Bidder is service agreement the Successful Bidder shall at all times indemnify the Bank against all claims which may be made under the Workmen's Compensation Act, or rules there under or under any law or rules of compensation payable under any consequences.

(xii) Successful Bidder shall be solely responsible for accommodation, remuneration, omissions / commissions of personnel deployed at the Bank's Office.

(xiii) Permanent addresses of all staff members along with references about their conduct from two persons residing in his/her area of living shall be produced by the Successful Bidder to the Bank, before deployment so as to enable the Bank to locate them as and when required.

(xiv) The Successful Bidder shall conduct his work so as not to interfere with or hinder with the operations of the Bank. He shall arrange his work with that of the other Successful Bidder in an acceptable and co-ordinate manner and shall perform it in proper sequence to the complete satisfaction of Officer-In-charge of the Bank. Utmost care shall be taken to keep the noise level to the minimum so that no disturbance as far as possible is caused to the people nearby.

(xv)The contract for Housekeeping and Facility Management Services would be for a period of 1 years as per the quoted rates [i.e. per square feet/per month for a fixed total area of 12000 sq.ft. for the entire M.S.C. Bank office premises at R.O. PUNE from the date of acceptance of the price bid. However, the initial contract for Facility Management Service work shall be awarded by the Bank for a period of one year that may be further extended and renewed based on the quoted lowest rates depending upon the satisfactory performance of the Agency, solely at the discretion of the Bank. In other words, the rates for the assigned work shall remain unchanged during the entire period of said one years. Extension of contract in favour of the successful Bidder, after first and second year, shall be considered subject to following:

- a. Satisfactory performance by the Successful Bidder during previous year/s
- b. Same terms and conditions upon renewal of License by the Successful Bidder on or before expiry of the License granted by the Appropriate Authority under the Contract Labour (Regulation and Abolition) Act, 1970.

(xvii)There shall be no escalation in cost during the period of the contract. In case the Successful Bidder fails to renew the contract during two years after initial period of one year, the entire Security Deposit shall be forfeited.



12. Successful Bidders Responsibility-Licenses and Registrations

- (i) The Successful Bidder should possess the requisite license under Contract Labour (R&A) Act issued by the Central Labour Commissioner for running the establishment at its own cost. The Bank shall not be responsible in any way for any breach by the Successful Bidder of the rules and regulations governing the running of such establishments. The Successful Bidder shall register with the Registrar of concerned Central Labour Commissioner, Government of India (Ministry of Labour). Successful Bidder shall follow all rules and regulations and other Statutory Acts/Regulations relevant to this contract including Works Contract Act, Minimum Wages Act, Provident Fund Act, ESIC etc. Successful Bidder shall indemnify the Bank as principal employer against risks and damages arising out of the default on the part of Bidder due to negligence or non-compliance of any of the aforesaid rules, regulations etc. laid down by the Government of India/Government of Maharashtra and other Statutory authorities from time to time. In case of fresh notification issued by the Government relating to Section 10 of CL(R&A) 1970, the contract would be discontinued forthwith and no compensation will be payable to the Successful Bidder.
- (ii) The Successful Bidder must comply with all the legal direction and orders of the central /local / public authority or municipality and abide by their rules and regulations and pay all fees and charges for which they may be liable.
- (iii) It may be noted by the Successful Bidder and brought to the notice of his workmen that this is purely a contract work and the workmen /employees, employed by him are carrying out an annual contract and it does not entail them to seek employment / job opportunity for him or his workers in the Bank at any point of time.

13. Tenancy rights

- (i) The Successful Bidder shall be given a suitable place during the contract period for storing the material required to provide the service to the Bank as per the contract. The place so provided should be used only for the performance of the duties under the contract and not for any other purpose and only for the period till the contract is in force. The place should be vacated at once when the Contract is terminated / ended. Storage of materials at site would be in office premises at Successful Bidder's risk.
- (ii) Nothing herein contained shall be construed to create any tenancy in Successful Bidder's favour of the Premises at the Bank Offices and other service areas at the Bank. On termination of this Housekeeping and Facility Management Services contract, Bank can re-enter and retake possession of the Premises serviced by the Successful Bidder under this contract. The Successful Bidder shall not assign or transfer howsoever the benefit or burden of the Housekeeping and Facility

Management Services contract to any person or concern. Workers / labourers / Housekeeping and Facility Management Services.

14. **Delay in the successful Bidder's performance:** Performance of the Contract shall be made by the successful Bidder strictly in accordance with the time schedule specified by the Bank. Time is the essence of Contract. Any delay by the successful Bidder in the performance of its contractual obligations, which the Bank in its sole discretion may adjudge, shall render the successful Bidder liable to any or all the following sanctions:

- i. Forfeiture of its EMD / Security Deposit/performance guarantee / performance security
- ii. Imposition of liquidated damages/penalty, and/or
- iii. Termination of the Contract for default

If, at any time during performance of the Contract, the successful Bidder encounter conditions impeding timely completion of the service(s) under the Contract and performance of service(s), the successful Bidder shall promptly notify the Bank in writing of the fact of the delay, its likely duration and its causes. As soon as practicable after receipt of the successful Bidder notice, the Bank shall evaluate the situation and may at its sole discretion extend the successful Bidder time for performance, in which case, the extension shall be ratified by the Parties by amendment of the Contract.

15. Standard of Performance

The successful Bidder shall perform the service(s) and carry out its obligations under the Contract/ this Tender with due diligence, efficiency and economy, in accordance with generally accepted techniques and practices used in industry and with professional engineering standards recognized by the international professional bodies. The successful Bidder shall safeguard MSC Bank's legitimate interests in any dealing with third parties.

16. The successful Bidder shall execute and furnish to MSC Bank, a deed of indemnity in favour of the MSC Bank in a form and manner, as given in Annexure-I, indemnifying the Bank its directors, employees, agents, its affiliates, subsidiaries, successors, assigns and representatives from and against any costs, loss, damages, expense, claims, litigations, suits, actions, judgments, and or otherwise including but not limited to those from third parties or liabilities of any kind howsoever suffered, arising out of or incurred inter alia during and after the Contract period. The provisions under this clause shall survive the termination of the Contract.

17. The Service(s) of the successful Bidder herein shall not be construed as any agency of MSC Bank and there shall be no principal agency relationship between MSC Bank and the successful Bidder in this regard.

18.No Set-off, counter-claim and cross claims:

In case the successful Bidder has any other business relationship with the Bank, no right of set-off, counter-claim and cross-claim and /or otherwise will be available to the successful Bidder. However, the Bank shall have such rights against the successful Bidder.

19.Representations and Warranties:

In order to induce the Bank to enter into the Contract, the Successful Bidder hereby represents and warrants as of the date hereof, which representations and warranties shall survive the term and termination hereof, the following:

- a) That the Successful Bidder is an individual/ sole proprietorship firm/ partnership firm/company which has the requisite qualifications, skills, experience and expertise in providing the service(s), the technical know-how and the financial wherewithal, the power and the authority to enter into the Contract and provide the service(s) sought by the Bank.
- b) That the Successful Bidder is not involved in any major litigation and no litigation or investigation is threatened against the Successful Bidder. That the existing or threatened litigations or investigations do not have an impact of affecting or compromising the performance and delivery of service(s) under the Contract.
- c) That the representations made by the Successful Bidder in its Bid are and shall continue to remain true and fulfil all the requirements as are necessary for executing the duties, obligations and responsibilities as laid down in the Contract and this Tender and unless the Bank specifies to the contrary, the Successful Bidder shall be bound by all the terms of the Bid. The Successful Bidder has not suppressed any information, which is within the knowledge of the Successful Bidder.
- d) That the Successful Bidder meets the requisite eligibility criteria as set out hereinabove and has the requisite professional skills, personnel and resources/authorizations that are necessary for providing / rendering all such service(s) as are necessary to perform its obligations under the Bid and this Contract.
- e) That all the representations and warranties as have been made by the Successful Bidder with respect to its Bid and the Contract, are true and accurate, and shall continue to remain true and accurate through the term of the Contract.

- f) That the Successful Bidder has the corporate power to execute, deliver and perform the terms and provisions of the Contract and has taken all necessary corporate action to authorize the execution, delivery and performance by it of the Contract.
- g) That all the conditions precedent under the Contract has been complied.
- h) That neither the execution and delivery by the Successful Bidder of the Contract nor the Successful Bidders compliance with or performance of the terms and provisions of the Contract (i) will contravene any provision of any applicable laws or any order, writ, injunction or decree of any court or governmental authority binding on the Successful Bidder (ii) will conflict or be inconsistent with or result in any breach of any or the terms, covenants, conditions, provisions or stipulations of, or constitute a default under any agreement, contract or instrument to which the Successful Bidder is a party or by which it or any of its property or assets is bound or to which it may be subject or (iii) will violate any provision of the Constitutional Documents (if applicable) of the Successful Bidder.
- i) That the Successful Bidder confirms that there has not and shall not occur any execution, amendment or modification of any agreement/contract without the prior written consent of the Bank, which may directly or indirectly have a bearing on the Contract or service(s).

20. Relationship between the Parties:

No Party has any authority to bind the other Party in any manner whatsoever, except as agreed under the terms of the Contract.

MSC Bank has no obligation to the successful Bidder's except as agreed under the terms of the Contract.

All employees/personnel/ representatives/agents etc., engaged by the successful Bidder for performing its obligations under the Contract/Tender shall be in sole employment of the successful Bidder and the successful Bidder shall be solely responsible for their salaries, wages, statutory payments etc. Under no circumstances, shall MSC Bank be liable for any payment or claim or compensation (including but not limited to any compensation on account of any injury / death / termination) of any nature to the employees/personnel/representatives/agent etc. of the successful Bidder.

The successful Bidder shall not make or permit to be made a public announcement or media release about any aspect of the Contract unless MSC Bank first gives the successful Bidder its prior written consent

21.No Assignment

The Contract cannot be transferred or assigned by the successful Bidder without the prior written approval of MSC Bank.

22.Entire Contract

The terms and conditions laid down in this Tender/the Contract and all annexure thereto shall be read in consonance with and form an integral part of the Contract. The Contract supersedes any prior contract, understanding or representation of the Parties on the subject matter.

23.Termination of the Contract

- (i) The Bank may terminate the contract by issuing one months notice to the Successful Bidder without showing any reason whatsoever. In the event of instances of nsatisfactory service, gross misbehaviour, theft, burglary, moral turpitude, misuse of the Bank's premises etc. by the Successful Bidder or by any staff of the Successful Bidder, the Bank may forthwith/instantly terminate this contract without any previous notice or showing any reason whatsoever to the Successful Bidder and the Successful Bidder shall have no claim whatsoever against the Bank or any of its Officers in consequence of such termination. The Security Deposit kept with Bank will automatically standsforfeited under such circumstances without any further correspondence/intimation in the matter.
- (ii) On the termination of the contract, the Successful Bidder & its employees/workmen shall peacefully vacate the premises and handover to the Bank all articles, equipment, furniture and other fixtures belonging to the Bank and other material entrusted in its custody and shall remove all its stores and effects immediately. In case of default the Bank shall be entitled to enter into and take possession of the Bank's Premises block and lock up the same or remove its stores or their effects wherever lying and to dispose of the same by sale or otherwise without being liable for any damage. Failure to exercise the Bank's rights, any omission on the part of the Bank at any time to exercise any of its rights under the terms of the Housekeeping and Facility Management Services contract shall in no way impair or effect to the validity of the terms and the rights of the Bank to enforce its rights at any time subsequently.

(iii) Consequences of Termination

- a. In the event of termination of the Contract due to any cause whatsoever, [whether consequent to the stipulated term of the Contract or otherwise], MSC Bank shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity of the Service(s) which the successful Bidder shall be obliged to comply with and take all available steps to minimize loss resulting from that termination/breach, and further allow the next successor of successful Bidder to take over the obligations of the erstwhile successful Bidder in relation to the execution/continued execution of the scope of the Contract.

- b. In the event of termination of the Contract due to efflux of time where the term is not extended by MSC Bank, the successful Bidder shall be obliged to provide all such assistance to the next successor Successful Bidder or any other person as may be required and as MSC Bank may specify including training, where the successor(s) is a representative/personnel of MSC Bank, to enable the successor to provide adequately the Service(s) hereunder, even where such assistance is required to be rendered for a reasonable period that may extend beyond the term/earlier termination hereof.
- c. Where the termination of the Contract is prior to its stipulated term on account of a default on the part of the successful Bidder or due to the fact that the survival of the successful Bidder as an independent corporate entity is threatened/has ceased, MSC Bank shall pay the successful Bidder for that part of the Service(s) which have been authorized by MSC Bank and satisfactorily performed by the successful Bidder up to the date of termination. Without prejudice to any other rights, MSC Bank may retain such amounts from the payment due and payable by MSC Bank to the successful Bidder as may be required to offset any losses caused to MSC Bank as a result of any act/omissions of the successful Bidder. In case of any loss or damage due to default on the part of the successful Bidder in performing service(s) or any failure to perform any of its obligations under the Contract, the successful Bidder shall compensate MSC Bank for any such loss, damages or other costs, incurred by MSC Bank. Additionally, the sub Bidder (if any) other members of its team shall continue to perform all its obligations and responsibilities under the Contract in an identical manner as were being performed hitherto before in order to execute an effective transition and to maintain business continuity. All permitted third parties shall continue to perform all / any functions as stipulated by MSC Bank and as may be proper and necessary to execute the Service(s) under the Contract in terms of the successful Bidder's bid and the Contract.
- d. The termination hereof shall not affect any accrued right or liability of either Party nor affect the operation of the provisions of the Contract that are expressly or by implication intended to come into or continue in force on or after such termination.
- e. In the event of termination of this Contract for any reason whatsoever, MSC Bank shall have the right to publicize such termination to caution the customers/public from dealing with the successful Bidder.

24.Settlement of Bills

The Bank will fix the lowest rate (i.e. per square feet per month) on the basis of competitive bidding and enter into service agreement with the lowest vendor and release monthly payment to the vendor after completion of Housekeeping and Facility Management Services work satisfactorily based on rates quoted for each of the year separately at the time of tender for 12000 Sq. ft. of the building.

The rate quoted per square feet per month is inclusive of all the types of services and their frequencies(i.e. irrespective of types of services and their frequencies which may be daily/monthly/Quarterly/etc.). No separate payment will be made for any type of the services and frequencies indicated in scope of work ie. Carpet Cleaning, Window glass cleaning, cleaning of driveway and parking outside the premises, etc. Successful Bidder has take into account of all these services while quoting his rates per sq. ft./per month for 12000 square feet of Built Up area considered for the purpose of billing, which shall also include all statutory taxes, minimum wages (as per Central Labour Wages Act), transportation, insurance, cleaning material, profit & overheads, etc.

The Successful Bidder shall submit the bills for every month separately. The payments shall be made, subject to production of copies of PF, ESIC, Service tax paid challans for processing the bill of next month, within 10 days from the date of submission of the bills, subject to the bill being in order. While making such payment the Bank shall make the following deductions.

- i) Income-tax or any other tax deduction at source as per the Government rules.
- ii) The amount equivalent to any damages/loss etc. caused to the Bank by the workmen/employees of the Successful Bidder.
- iii) Any other charges, penalties and other deduction etc indicated in scope of work.
- iv) The Bank reserves right to correct arithmetical errors or other errors in the matter in which the Bank consider suitable and deem fit. This adjustment shall be acceptable to and binding upon the Successful Bidder.

25.Dispute resolution

The Bank and the successful Bidder shall use their best efforts to settle amicably all disputes arising out of or in connection with the Contract in the following manner:

- a. The Party raising the dispute shall address to the other Party a notice requesting an amicable settlement of the dispute within [30] (Thirty) days of receipt of the notice.
- b. The matter will be referred for negotiation between MANAGER or any other officer designated by him of MSC Bank and Authorized representative of the successful Bidder. The matter shall then be resolved by them and the agreed course of action documented within a further period of [90] (Ninety) days.

The Parties agree that any dispute between the Parties, which cannot be settled by negotiation in the manner, described above, may be resolved exclusively by arbitration. Arbitration shall be held in Pune, India and conducted in accordance with the provision of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. The Bank shall appoint sole arbitrator and decision of such arbitrator

shall be binding on the parties. The arbitration proceedings shall be conducted in English language. Subject to the above, the courts of law at Pune alone shall have the jurisdiction in respect of all matters connected with the Contract. The arbitration award shall be final, conclusive and binding upon the Parties and judgment may be entered thereon, upon the application of either Party to a court of competent jurisdiction. Each Party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the Parties unless the award otherwise provides.

The successful Bidder shall not be entitled to suspend the service(s) or the completion of the job, pending resolution of any disputes between the Parties and shall continue, at the sole discretion of MSC Bank, to render the service(s) in accordance with the provisions of the Contract notwithstanding the existence of any dispute between the Parties or the subsistence of any arbitration or other proceedings. The provision under this section shall survive the Contract.

26. Security Deposit

The service provider submitting quotation for 1 years has submit EMD of Rs.10,000/- payable through DD of any Scheduled Bank favouring **The Maharashtra State Co-op. Bank Ltd.**, payable at Pune. Demand Drafts of **EMD** should be enclosed with the Technical bid. Technical bid not supported by EMD will be liable to be rejected. The demand drafts of EMD deposited with tender will be treated as under:-

- a. The EMD of those service provider/s whose bid will be found successful and awarded contract will be retained by the Bank for the continuance of the contract.
- b. The EMD of the bidders, whose bid will be found unsuccessful will be returned without any interest within Three month of the process.
- c. EMD of contractor will be forfeited who rejects the ordered work and will be black listed for next one years.

27. 'NO CLAIM' Certificate

The successful Bidder shall not be entitled to make any claim, whatsoever, against the Bank, under or by virtue of or arising out of, the Contract, nor shall the Bank entertain or consider any such claim, if made by the successful Bidder after he has signed a „No Claim“ Certificate in favour of the Bank in such forms as shall be required by the Bank after the delivery/ performance of service(s) are finally accepted.

28. Governing Law

The Contract and any non-contractual obligations arising out of or in connection with the Contract shall be governed by the laws of Republic of India.

29. Jurisdiction of Courts

The courts at Mumbai shall have exclusive jurisdiction to determine any proceeding in relation to the Contract/this Tender.

30. DOCUMENTS TO BE ENCLOSED WITH TECHNICAL BID (Copies)

1. Receipt of Earnest Money Deposit
2. License from **Labour Commissioner** to employ contract labour under the Contract Labour Act
3. Registration certificate under **Employees Provident Fund** Act (challans to be attached)
4. Registration under **Employees State Insurance** Act, (challans to be attached)
5. Copy of Latest **Income tax clearance** certificate and PAN Card of the Successful Bidder
6. **GST Registration** with latest proof (challans to be attached)
7. Copies of **Balance Sheets** for the past 3 years
8. Work Experience certificate/Work Orders/Work completion certificate

THE MAHARASHTRA STATE CO-OP. BANK LTD., MUMBAI
(Incorporating The Vidarbha Co-op. Bank Ltd.)
Scheduled Bank

Envelope No II

FINANCIAL BID

NAME OF THE WORK: Annual Maintenance Contract for providing
Housekeeping Services at the MSC BANK, Regional Office, Pune.

NAME OF THE BIDDER:

ADDRESS:.....

.....

.....

LAST DATE OF SUBMISSION OF FINANCIAL BID : 26.11.2020

(Envelop – 2)
FINANCIAL BID

SR NO	Regional Office Pune	Total RS
1	Amount for four (4) persons with Material & GST	
	TOTAL-	

I.

I/We have carefully studied tender document and places required to be served. We have also understood the scope of work, services to be provided, materials, chemicals etc indicated in the tender to be used for cleaning Rates quoted will be for a fixed area of 12000 square feet of and will not be subject to joint measurement for any claim for variation. all types of services and their frequencies indicated in scope of work of technical bid, cost of Chemicals/Cleaning materials, Equipments, GST tax any other applicable taxes for the contract is inclusive.

Signature of the Bidder with Seal

General Terms And Conditions For Financial Bid

1. The Bids with correction and or overwriting, if not authenticated, will be liable for rejection.
2. The Price Bid amount is to be inserted in words as well as in figures in the space provided and in case of discrepancies between prices written in words and prices written in figures, the prices written in the words shall be considered to be correct.
3. For the purpose of this Housekeeping and Facility Management Services contract, the Bidder shall deploy sufficient personnel for all types of services for an approximate area of 12000 Sq. Ft. of excluding Currency Chest area in lower basement mentioned in scope of work for carrying out the works strictly as per stipulated frequency/time. The area will not be subject to change and shall remain firm for the purpose of billing. Bidder has to visit the site and assess manpower, material, equipment, machinery, etc. strictly as per requirement of site irrespective of the area indicated or any variation thereof. Any dispute in the area/s stated will not be entertained.
4. The rate quoted per square feet per month is inclusive of all the types of services and their frequencies (ie irrespective of types of services and their frequencies which may be Daily/Monthly/Quarterly/etc.). No separate payment will be made for any type of the services and frequencies indicated in scope of work ie. Carpet Cleaning, Window glass cleaning, cleaning of driveway and parking outside the premises, etc. Bidder has take into account of all these services while quoting his rates per Sq. Ft./per month for 12000 Sq. Ft. considered for the purpose of billing.
5. The Bidders shall submit their offers strictly in accordance with the terms & conditions of the Bid document. Any Bidder that stipulates conditions contrary to the conditions given in the Bid document is **liable for rejection**.
6. The rates quoted shall also be inclusive of tackles, chemicals and materials required for cleaning, Excise duty, GST Any other applicable tax as per statute, Transportation, Loading/Unloading of materials, Insurance premium covering any risk to labour etc
7. The rates quoted shall be valid for 1 years as indicated in the Proforma. There shall be no escalation in cost (i.e. due to increase in minimum wages, tax, etc.) during the period of the contract other than the rates quoted by the Bidders for each of the years indicated in the tender.
8. Bidders shall complete the Price Bid form and shall initial each page of the document.
9. Time is the essence of the contract and the works must be started within 15 days from the date of issue of work order. Any Bidder who disagrees with the time schedule and stipulates a longer period is liable to be rejected.
10. Before quoting the rates, Bidders are requested to visit and examine the site carefully where the Housekeeping Services has to be carried out. They should also carefully examine the Bid Documents, Conditions of Contract and Specification in regard to scope of work, schedules and the frequency of work,

chemical /material to be used. In case there should be or appear to be any ambiguity in or discrepancy between any of the document, they should immediately refer the matter to the Bank for clarification.

11. Access to inspect the site will be given with prior appointment up to one day prior to the last date of submission of the tender.
12. The Price Bid is not transferable.
13. The Bank does not bind itself to accept the lowest or any Bid and has the right to accept or reject any Bid without assigning any reason. The Bank's decision in this regard will be final, conclusive and binding on the Bidders.

** * * *

Annexure – A

Area statement of the Bank Premises

SR. NO.	Office Address	Area in Sq. ft.
1	Regional Office, Pune 915/2, Dr.Sule Path, Shivajinagar, Pune-411004	12000
	TOTAL-	12000