

**निविदा संख्या- Tender No. 03/2020/1534/ROHY/ADMN दिनांक/ dated जनवरी January 10, 2020**

**भारतीय लघु उद्योग विकास बैंक  
Small Industries Development Bank of India**

**हैदराबाद स्थित सिडबी के अतिथि अधिकारी आवास (वीओएफ)/ डारमिट्रीज के रखरखाव हेतु निविदा  
Tender for Maintenance of Visiting Officers Flat (VOF) / Dormitories of SIDBI at Hyderabad**

**निविदा संख्या / Tender No.: 03/2020/1534/ROHY/ADMN दिनांक/ dated जनवरी January 10, 2020**

सीलबंद निविदा प्रस्तुत करने की आखिरी तारीख - जनवरी 31, 2020 , 15:00 बजे तक

Last Date of Submission of sealed tender – January 31, 2020, Upto 15:00 hours.

**भारतीय लघु उद्योग विकास बैंक  
जी-1, अकीरा शिखर प्लाजा, 5-8-196 से 207, जसबाग, नामपल्ली  
इंटरमीडिएट बोर्ड के सामने, हैदराबाद-500 001  
SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA  
G-1, Akira Shikhara Plaza, 5-8-196 to 207, Jusbagh, Nampally,  
Opp. Intermediate Board, Hyderabad 500 001**

यह दस्तावेज भारतीय लघु उद्योग विकास बैंक (सिडबी) की सम्पत्ति है। इसका सिडबी से लिखित अनुमति के बिना प्रतिलिप्यंतरण, वितरण या इलैक्ट्रॉनिक या अन्य, किसी भी माध्यम में अभिलेखन नहीं किया जा सकता। इस दस्तावेज में दी गई सामग्री का उपयोग, यहां तक कि प्राधिकृत कार्मिकों/ एजेंसियों द्वारा भी, यहां इसमें विनिर्दिष्ट प्रयोजन के अतिरिक्त अन्य प्रयोजनों के लिए किया जाना, सर्वथा वर्जित है क्योंकि यह भी कॉपीराइट का उल्लंघन माना जाएगा तथा इस कारण दंडनीय होगा।

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अनुबंध Annexure - I

## बोली के लिए आमंत्रण

### Invitation to Bid

#### 1. परिचय एवं आवश्यकता/ Introduction and Requirement:

1. संसद के एक अधिनियम के तहत 2 अप्रैल 1990 को स्थापित भारतीय लघु उद्योग विकास बैंक (सिडबी) भारत में सूक्ष्म, लघु और मध्यम उद्यम (एमएसएमई) उद्योग क्षेत्र के संवर्द्धन, वित्तपोषण और विकास तथा ऐसी गतिविधियों में संलग्न संस्थाओं के कार्यों के समन्वय के लिए प्रमुख वित्तीय संस्था है। सिडबी की भूमिका एवं कार्य इसकी वेबसाइट <https://www.sidbi.in/> पर दिए गए हैं ।

Small Industries Development Bank of India (SIDBI), set up on April 2, 1990 under an Act of Indian Parliament, acts as the Principal Financial Institution for the Promotion, Financing and Development of the Micro, Small and Medium Enterprise (MSME) sector and for Co-ordination of the functions of the institutions engaged in similar activities. The role and function of SIDBI are given in its website <https://www.sidbi.in/>.

2. भारतीय लघु उद्योग विकास बैंक (सिडबी) अपने हैदराबाद स्थित अतिथि अधिकारी आवास (वीओएफ) और डारमिट्रीज के रखरखाव के लिए प्रतिष्ठित एवं अनुभवी एजेसियों से सीलबंद लिफाफे में निविदा आवेदन आमंत्रित करता है।

SIDBI invites sealed quotations / bids from Service Agencies of repute and experience for maintenance of its Visiting Officers Flat (VOF) / Dormitories at Hyderabad.

3. वीओएफ और डारमिट्रीज सिडबी अधिकारी क्वार्टर्स, 1-10-68/ए, चिकोटी गार्डन, बेगमपेट, हैदराबाद 500016 में स्थित हैं। सिडबी सभी अपेक्षित सुविधाओं के साथ पूरी तरह से सुसज्जित फ्लैट प्रदान करेगा। बोली प्रस्तुत करते समय इसे विशेष रूप से ध्यान में रखा जाए। सेवा प्रदाता पेशेवर तरीके से वीओएफ और डारमिट्रीज का रखरखाव करेगा और बैंक द्वारा तय की गई दरों पर चाय / कॉफी / नाश्ता / दोपहर तथा रात्रि का भोजन / जलपान आदि प्रदान करेगा। वीओएफ और डारमिट्रीज में रहने वाले अतिथि सीधे भुगतान करेंगे जब तक कि बैंक द्वारा अन्यथा सलाह न दी गई हो । इस करार की अवधि 2 वर्ष होगी , जिसे सिडबी के एकमात्र विवेक पर एक वर्ष आगे बढ़ाया जा सकता है । तथापि, प्रारंभिक एक वर्ष से आगे , अनुबंध की निरंतरता, बैंक के उपयुक्त प्राधिकारी द्वारा किए गए प्रदर्शन की समीक्षा के अधीन होगी। 2 वर्ष से अधिक का विस्तार, यदि बैंक अपने विवेक से करता है, तो वह पारस्परिक रूप से सहमत दरों पर होगा।

VOF/Dormitories are located at 1-10-68/A, SIDBI Officers Apartments, Chikoti Gardens, Begumpet, Hyderabad – 500 016. SIDBI will provide fully furnished flat with all requisite

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amenities. While bidding, this may specifically be taken into account. The Service Provider will maintain the VOF/Dormitories professionally and serve tea / coffee /snacks/ lunch/ dinner/refreshments etc., at the rate decided by the Bank. Guests staying at VoF/Dormitory will make payment directly unless otherwise advised by the Bank. The tenure of the contract shall be for 2 years and is extendable for further period of one year at the SIDBI's sole discretion. However, continuance of contract, beyond initial one year, will be subject to Performance Review done by appropriate authority of the Bank. Extension beyond 2 years, if considered by the Bank in its discretion, shall be on mutually agreed rates.

4. तदनुसार, बेगमपेट, हैदराबाद में स्थित वीओएफ और डारमिट्रीज के रखरखाव के लिए हैदराबाद और इसके उपनगरों में पंजीकृत कार्यालय रखनेवाले पात्र सेवा प्रदाताओं से प्रस्ताव आमंत्रित किए जाते हैं। आपसे अनुरोध है कि अनुबंधों में दिए गए नियमों और शर्तों के अनुसार ही अपनी बोलियां प्रस्तुत करें।

Accordingly, proposals are invited from the eligible Service Providers having their registered office in Hyderabad and its Suburbs for maintenance of VOF/Dormitories situated at Begumpet, Hyderabad. You are requested to submit your bids strictly conforming to the schedule and terms and conditions given in Annexures attached.

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2. बोली प्रस्तुत करने संबंधी सूचनाएं / Bidding Information:

प्रयोजन Purpose	अतिथि अधिकारी आवास / डारमिट्री के रखरखाव के लिए “सेवा प्रदाता” का चयन Selection of “Service Provider” for providing VOF Maintenance Services
बयाना जमा राशि (ईएमडी) Earnest Money Deposit (EMD)	रु. 12,000/- (तकनीकी बोली के साथ, किसी अनुसूचित वाणिज्यिक बैंक द्वारा सिडबी के पक्ष में जारी व हैदराबाद में देय डिमांड ड्राफ्ट(डीडी) /भुगतान आदेश(पीओ)/ बैंक गारंटी के माध्यम से प्रस्तुत करनी होगी।) Rs.12,000/- [to be submitted in the form of Demand Draft (DD)/ Pay Order (PO)/ Bank Guarantee (BG) drawn on/ from any scheduled commercial bank in favour of SIDBI payable at Hyderabad along with Technical Bid].
बोलियां प्रस्तुत करने की अंतिम तिथि Last Date of Submission of Bids.	जनवरी 31, 2020, को 15:00 बजे तक January 31, 2020 by 15:00 hrs
स्पष्टीकरण Clarifications.	इस संबंध में यदि किसी स्पष्टीकरण की आवश्यकता हो तो कृपया जनवरी 24, 2020 को 15:00 बजे तक मेल आईडी- kamesh@sidbi.in & jhlatha@sidbi.in पर ई-मेल के माध्यम से पूछा जा सकता है। Clarifications, if any, may be asked in writing through e-mail not later than January 24, 2020 by 15:00 hrs on mail id. 'kamesh@sidbi.in & jhlatha@sidbi.in
बोली वैधता Bid Validity	मूल्य बोलियां खोलने की तिथि से 3 माह तक। 03 months from the date of opening of price bids.

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<p>बोलियों को प्रस्तुत करने का पता Address for submission of Bids</p>	<p>महाप्रबंधक सिडबी, जी-1, तल मंजिल , अकीरा शिखर प्लाजा, 5-8-196 से 207, जसबाग, नामपल्ली, इंटरमीडिएट बोर्ड के सामने, हैदराबाद-500001 The General Manager Small Industries Development Bank of India G-1, Akira Shikhara Plaza, 5-8-196 to 207, Jusbagh, Nampally, Opp. Intermediate Board, Hyderabad – 500 001.</p>
<p>लिफाफों की संख्या (विन्डोरहित मुहरबंद) No. Of Envelopes (Non window, sealed)</p>	<p>2 (दो) विन्डोरहित सीलबंद लिफाफे <u>लिफाफा क्रमांक 1</u> जिस पर 'सिडबी हैदराबाद में अतिथि अधिकारी आवास/ डारमिट्रीज के रखरखाव के लिए प्रस्ताव – तकनीकी बोली' लिखा हुआ हो। इसमें निम्नलिखित दस्तावेज रखे जाएं - विधिवत हस्ताक्षरित निविदा दस्तावेज, मूल्य बोली को छोड़कर। अनुबंध V में दिए गए प्ररूप के अनुसार अग्रेषण पत्र। बयाना जमा राशि (ईएमडी) ₹12,000/- के लिए हैदराबाद में देय डिमांड ड्राफ्ट/भुगतान आदेश / बैंक गारंटी (अनुसूचित वाणिज्यिक बैंक पर/द्वारा जारी ) तकनीकी बोली- अनुबंध - III में दिए गए प्ररूप के अनुसार तकनीकी बोली के विवरण। बैंक अधिदेश प्रपत्र – अनुबंध - VI में दिए गए प्ररूप के अनुसार <u>लिफाफा क्रमांक 2</u> दिए गए प्ररूप के अनुसार मूल्य बोली, इस सीलबंद लिफाफे पर "सिडबी हैदराबाद में अतिथि अधिकारी आवास/ डारमिट्रीज के रखरखाव के लिए प्रस्ताव – 'मूल्य बोली' निविदा सं. 03/2020/1534/ROHY/ADMN दिनांक/ dated जनवरी January 10, 2020" लिखा हुआ हो अनुबंध IV के</p>

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	<p>अनुसार ।</p> <p><b>2 (Two), Non-window sealed with:</b></p> <p><b>1<sup>st</sup>. Envelope:</b> (Superscribing “OFFER FOR MAINTENANCE OF VOF / Dormitories - Technical Bid”) containing:</p> <ol style="list-style-type: none"><li>1. Duly signed Tender documents except price bid.</li><li>2. Forwarding letter as per format given in <b>Annexure V</b>.</li><li>3. Demand Draft/ Pay Order/Bank Guarantee towards Earnest Money Deposit (EMD) for Rs.12,000/- [drawn on/from scheduled commercial bank]</li><li>4. Technical Bid details as per format given in <b>Annexure III</b>.</li><li>5. Bank Mandate Form as per format given in <b>Annexure VI</b>.</li></ol> <p><b>2<sup>nd</sup> Envelope:</b> (Superscribing “OFFER FOR MAINTENANCE OF VOF / Dormitories – 03/2020/1534/ROHY/ADMN दिनांक/ dated जनवरी January 10, 2020 - Price Bid ”) containing price bid as per format given in <b>Annexure IV</b>.</p>
<p>तकनीकी बोलियां खोलने की तिथि व समय Date of opening of Technical Bids</p>	<p><b>जनवरी 31, 2019, 2019 को 15:30 बजे</b> <b>January 31, 2020 at 15:30 hrs.</b></p>
<p>मूल्य बोलियां खोलने की तिथि एवं समय Date and time of opening of Price Bids</p>	<p>मूल्य बोलियां, बाद में किसी तारीख को खोली जाएंगी, जिसकी सूचना केवल तकनीकी मूल्यांकन के माध्यम से पात्र पाए गए सूचीबद्ध बोलीकर्ताओं को भेजी जाएगी। Price bids would be opened at a later date which would be notified only to the shortlisted Service Providers.</p>
<p><b>संपर्क विवरण / Contact Details</b></p>	<p>महाप्रबंधक सिडबी,</p>

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	जी-1, तल मंजिल , अकीरा शिखर प्लाजा, 5-8-196 से 207, जसबाग, नामपल्ली, इंटरमीडिएट बोर्ड के सामने, हैदराबाद-500001 The General Manager Small Industries Development Bank of India G-1, Akira Shikhara Plaza, 5-8-196 to 207, Jusbagh, Nampally, Opp.Intermediate Board, Hyderabad – 500 001.
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नाम(श्री/सुश्री) Name (S/Sh.)	पदनाम Designation	दूरभाष सं. Phone	ई मेल E-mail
टी. कामेश्वर राव T.Kameswara Rao	समप्र AGM	040-23234445	kamesh@sidbi.in
जे. हेमलता J.Hemalatha	सप्र AM	040-23231344	jhlatha@sidbi.in

**नोट Note:**

1. सिडबी के पास कोई कारण बताए बिना तारीख बदलने का अधिकार सुरक्षित है, जिसकी सूचना बैंक की वेबसाइट पर दी जाएगी।

SIDBI reserves the right to change dates without assigning any reasons thereof. Intimation of the same shall be notified on the Bank's website

2. यह प्रस्ताव दस्तावेज हस्तांतरणीय नहीं है। This proposal document is not transferable.
3. यदि उपर्युक्त तारीखों पर अवकाश घोषित किया जाता है, तो प्रस्तावों को अगले कार्यदिवस पर उसी समय पर और उसी स्थान पर, जब तक कि अन्यथा सूचित नहीं किया जाता है, प्राप्त किया / खोला जाएगा।

If a holiday is declared on the dates mentioned above, the proposals shall be received / opened on the next working day at the same time specified above and at the same venue unless communicated otherwise.

**3. सेवा प्रदाताओं के लिए निर्देश INSTRUCTION TO SERVICE PROVIDERS**

- 3.1. सेवा प्रदाताओं को सलाह दी जाती है कि वे निविदा दस्तावेज का सावधानीपूर्वक अध्ययन करें। स्थान, परिचालन

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पहलुओं, अप-कीप और रखरखाव के मानकों, उपयोग में लाई जानेवाली सफाई की सामग्री और परोसे जानेवाले भोजन की गुणवत्ता और जन-शक्ति प्रदान करने आदि को जानने - समझने के लिए हमारे वीओएफ और डारमिट्रीज का दौरा करें। बोली के प्रस्तुतीकरण से यह माना जाएगा कि उसे निविदा दस्तावेज की जांच और सावधानीपूर्वक अध्ययन के बाद उसके निहितार्थों की पूरी समझ तथा उपर्युक्त सेवा मापदंडों की गहन समझ के बाद प्रस्तुत किया गया है।

Service Providers are advised to study the tender document carefully. Visit our VOF/Dormitory to know and understand the location, operational aspects, standards of up-keep and maintenance, cleaning materials used and quality of food served and manpower provided etc. Submission of bids shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications and thorough understanding of above mentioned service parameters.

- 3.2. सेवा प्रदाताओं द्वारा मांगा जाने वाला कोई भी स्पष्टीकरण निर्धारित तिथि पर या उससे पहले मांगा जाना चाहिए।

Any clarification to be sought by the Service Providers should be done on or before the stipulated date.

- 3.3. बैंक को जमा करने की समय सीमा से पहले, किसी भी समय, बैंक, संशोधन द्वारा बोली दस्तावेज में बदलाव कर सकता है।

At any time prior to the deadline for submission of Bids, the Bank, for any reason, may modify the Bidding Document, by amendment.

- 3.4. संशोधन, यदि कोई हो, तो उसे सिडबी वेबसाइट ([www.sidbi.in](http://www.sidbi.in)) पर होस्ट किया जाएगा।

Amendment, if any, shall be hosted on SIDBI Website ([www.sidbi.in](http://www.sidbi.in)).

- 3.5. संशोधन का ध्यान रखते हुए अपनी बोली को तैयार करने के लिए भावी सेवा प्रदाताओं को उचित समय देने के लिए, बैंक, अपने विवेक पर, बोलियों को प्रस्तुत करने की समय सीमा बढ़ा सकता है।

In order to allow reasonable time to prospective Service Providers for taking the amendment into account in preparing their Bids, the Bank, at its discretion, may extend the deadline for the submission of Bids.

- 3.6. बोलियों का परीक्षण, मूल्यांकन और तुलना में सहायता के लिए सिडबी द्वारा आवश्यक किसी भी स्पष्टीकरण के मामले में, सिडबी अपने विवेक से सेवा प्रदाता से स्पष्टीकरण मांग सकता है। प्रतिक्रिया/ स्पष्टीकरण लिखित में होगा और बोली की कीमत या पदार्थ में किसी बदलाव की मांग, पेशकश या अनुमति नहीं दी जाएगी।

In case of any clarification required by SIDBI to assist in the examination, evaluation and comparison of bids, SIDBI may, at its discretion, ask the Service Provider for clarification. The response / Clarification shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

- 3.7. यह सेवा प्रदाता के प्रतिनिधि (प्रति सेवा प्रदाता केवल एक व्यक्ति) की जिम्मेदारी होगी कि वह बोलियों के खोले



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जाने के स्थान पर उपस्थित रहे।

It would be the responsibility of the Service Provider's representative (only one person per Service Provider) to be present at the venue of opening of Bids.

- 3.8. लिफाफों पर सेवा प्रदाता का नाम और पता साफ लिखा होना चाहिए। बोली के सभी पृष्ठों पर हस्ताक्षर हों तथा उन पर पृष्ठों की संख्या अंकित हो तथा यह पृष्ठ बोली के संपूर्ण दस्तावेज के लिए हों न कि अलग-अलग खंड के लिए। सेवा प्रदाता द्वारा कोट की गई राशि को आंकड़ों के साथ-साथ शब्दों में भी उद्धृत करना चाहिए। बदलाव यदि कोई हो, जब तक कि कानूनी रूप से सेवा प्रदाता द्वारा उसके पूर्ण हस्ताक्षर के साथ सत्यापित नहीं किया जाता है, तब तक निविदा / बोली को अमान्य कर दिया जाएगा। सेवा प्रदाता को व्यक्तिगत रूप से संपूर्ण निविदा दस्तावेजों / बोली पर हस्ताक्षर करना चाहिए। इसके अलावा, सेवा प्रदाता को यह सुनिश्चित करना चाहिए कि राशि को साफ-साफ इस तरह से लिखा जाए कि उसमें हेरफेर संभव न हो। कोई खाली जगह नहीं छोड़ी जानी चाहिए।

The envelopes should clearly indicate the Name and Address of the Service Provider. All pages of the bid are to be signed and the page numbers should be running across the complete bid document and not section wise. The service provider should quote in figures as well as in words, the amount quoted by him. Alteration if any, unless legibly attested by the service provider with his full signature shall invalidate the tender/bid. The service provider should duly sign the entire tender documents/bid personally. Further, the service provider should ensure that the amounts are written legibly in such a way that manipulation is not possible. No blank space should be left.

- 3.9. सेवा प्रदाता बोली दस्तावेज को तैयार करने तथा जमा करने से संबंधित सारे खर्च वहन करेगा तथा सिडबी किसी भी तरह उन खर्चों के लिए न तो उत्तरदायी होगा और न ही उसका दायित्व होगा, चाहे इस बोली की प्रक्रिया या परिणाम कुछ भी हो।

The Service Provider shall bear all the costs associated with the preparation and submission of the bid and SIDBI will in no case be responsible or liable for those costs, regardless of the conduct or the outcome of the tendering process.

- 3.10. बोली की शर्तों में यदि कोई विचलन होता है, तो उसे तकनीकी बोली के साथ अलग से जोड़ा जाना चाहिए। Deviations, if any, to the terms of the tender should be annexed separately to the Technical bid.

- 3.11. किसी भी सशर्त प्रस्ताव / निविदा पर विचार नहीं किया जाएगा। इसके अलावा, बोली खोलने की तारीख के बाद निविदा में किसी भी संशोधन पर विचार नहीं किया जाएगा।

Any conditional offer / tender shall not be considered. Further, any modification in the tender after opening date shall not be considered.

**3.12. बोली वैधता BID VALIDITY:**

बोली की वैधता की अवधि सेवा प्रदाता के लिए बाध्यकारी होगी, क्योंकि सिडबी बोली वैधता की तारीख समाप्त

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होने से पहले या उससे पहले किसी भी स्तर पर संविदा प्रदान कर सकता है। तथापि, , सिडबी, यदि आवश्यक हो, तो संबंधित अवधि के दौरान किसी भी समय नई बोलियां मंगाने का अधिकार सुरक्षित रखता है।

The period of bid validity shall be binding on the Service Provider, as SIDBI may award the contract at any stage on or before the expiry of the bid validity date. SIDBI, however, reserves the right to call for fresh quotes at any time during the period, if considered necessary.

### 3.13. आशोधन एवं /अथवा बोलियों को वापस लेना Modification And/Or Withdrawal of Bids:

यदि बोली एक बार जमा कर दी जाती है तो उसे अंतिम माना जाएगा और इस संबंध में आगे कोई पत्राचार नहीं किया जाएगा। किसी भी सुरक्षा एजेंसी को बोली वापसी की अनुमति नहीं दी जाएगी। सिडबी को यह अधिकार होगा कि वह प्राप्त किसी भी या सभी बोलियों को बिना कोई कारण बताए निरस्त कर सकता है। सिडबी किसी भी कारण से किसी भी बोली दस्तावेज की गैर-प्राप्ति या गैर-सुपुर्दगी के लिए जिम्मेदार नहीं होगा।

Bids once submitted will be treated, as final and no further correspondence in this regard will be entertained. No Service Provider shall be allowed to withdraw the bid. SIDBI has the right to reject any or all the bids received without assigning any reason whatsoever. SIDBI shall not be responsible for non-receipt / non-delivery of the bid documents due to any reason whatsoever.

3.14. अपने मौजूदा प्रमुख ग्राहकों में से किसी दो से संतोषजनक सेवा का प्रमाणपत्र संपर्क व्यक्ति, टेलीफोन नंबर ईमेल आदि के विवरण के साथ प्रस्तुत किया जाना चाहिए।

Satisfactory service certificates to be produced from any two of their existing major clients with details of contact person, Telephone No. email etc.

3.15. सिडबी इस नोटिस के जवाब में प्राप्त निविदाओं के विश्लेषण के समय अप्राप्त / अतिरिक्त आवश्यकताओं के लिए या अन्यथा आवेदक से मांगने का अधिकार सुरक्षित रखता है।

SIDBI reserves the right to call for missing/additional requirements or otherwise from the applicant at the time of analysis of the tenders received in response to this notice.

3.16 सिडबी स्वयं को निम्नतम या किसी भी निविदा को स्वीकार करने के लिए बाध्य नहीं करता है और कोई भी कारण को बताए बिना सभी या किसी भी बोली को अस्वीकार करने या निविदा रद्द करने का अधिकार सुरक्षित रखता है।

SIDBI does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the tender without assigning any reason whatsoever.

## 4. निविदा पद्धति, बोली मूल्यांकन और संविदा प्रदान करना

### TENDER METHODOLOGY, BID VALUATION & AWARD OF CONTRACT:

4.1. बोली के मूल्यांकन और चयन के लिए एजेंसी द्वारा निम्नलिखित दस्तावेज प्रस्तुत किए जाने आवश्यक हैं:

Following documents are required to be submitted by the Agency for evaluation of the bids

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and selection:

- i पिछले तीन वर्षों के लिए (टर्नओवर के लिए) आयकर रिटर्न।  
IT Returns for the last three years (for turnover).
  - ii ग्राहकों से प्राप्त करार / संविदा की प्रतियां (ग्राहकों की संख्या के लिए)  
Copies of the Contract / Award received from the clients (for No. of clients)
  - iii एजेंसी की स्थापना की तिथि / पहले प्राप्त करार / संविदा (अनुभव के लिए)  
Date of establishment of the Agency / Earlier contract / award received (for experience)
  - iv एमएसई पंजीकरण प्रमाणपत्र, यदि कोई हो। MSE registration certificate, if any.
- 4.2. सिडबी “द्विबोली प्रणाली” अर्थात् तकनीकी बोली और मूल्य बोली की निविदा पद्धति अपनाएगा।  
The tender methodology proposed to be adopted by SIDBI will be “TWO BID SYSTEM” i.e., Technical Bid and Price Bid.
- 4.3. बोली मूल्यांकन दो चरणों में किया जाएगा। प्रथम चरण में उपर्युक्त तिथि को पहला लिफाफा खोला जाएगा। सेवा प्रदाताओं के प्रतिनिधि इस प्रक्रिया के दौरान उपस्थित रहना चाहें, तो रह सकते हैं। निविदा में परिभाषित नियम एवं शर्तों के अनुसार तकनीकी बोली का मूल्यांकन किया जाएगा। तकनीकी बोली के मूल्यांकन के आधार पर मूल्य बोली खोलने के लिए सेवा प्रदाताओं की सूची बनाई जाएगी।  
Bid evaluation shall be done in two phases. In first phase only the 1<sup>st</sup> envelope will be opened on the date mentioned above. Representatives of the Service Providers may like to be present during this bid opening. Evaluation of Technical Bids shall be done with respect to terms and conditions defined in the tender. Based on the technical evaluation, Service Providers will be short listed for opening of the Price Bids.
- 4.4. दूसरे चरण में, प्रथम चरण की सूचीबद्ध सेवा प्रदाताओं की मूल्य बोली वाला दूसरा लिफाफा खोला जाएगा। सेवा प्रदाताओं के प्रतिनिधि इस प्रक्रिया के दौरान उपस्थित रहना चाहें, तो रह सकते हैं। तकनीकी मूल्यांकन के प्रथम चरण में सूचीबद्ध सेवा प्रदाताओं को ही मूल्य बोलियां खोलने की तिथि या समय की सूचना ई-मेल के माध्यम से दी जाएगी।  
In second phase, 2<sup>nd</sup> envelope containing price bids of the Service Providers short listed in the first phase shall only be opened. Service Provider or its Authorised representatives may like to be present during Price bid opening. Date and time of opening of the price bids shall be advised only to the Service Providers shortlisted in the first phase of evaluation, through email.
- 4.5. बैंक द्वारा आवेदन की स्वीकृति का अर्थ संविदा प्रदान करने की गारंटी नहीं है। बैंक को यह अधिकार होगा कि वह बिना कोई कारण बताए किसी या सभी आवेदनों को स्वीकार या रद्द कर सकता है।  
Acceptance of application by the Bank would not guarantee the award of contract. The Bank reserves the right to accept or reject any or all applications without assigning any reason whatsoever.
- 4.6. सिडबी उस सफल सेवा प्रदाता को संविदा प्रदान करेगा, जिसकी बोली काफी अनुकूल तथा न्यूनतम मूल्य बोली (एल 1) होगी।  
SIDBI will award the contract to the successful Service Provider whose bid has been determined to be substantially responsive and has been determined as the LOWEST (L1) PRICE BID.

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अनुबंध Annexure II

## नियम एवं शर्तें

### Terms and Conditions

#### 1. परिभाषाएँ DEFINITIONS:

इस संविदा में निम्नलिखित पदों को निम्नानुसार समझा जाएगा

In this Contract, the following terms shall be interpreted as indicated below:

1.1. “ बैंक ” का अर्थ भारतीय लघु उद्योग विकास बैंक (सिडबी) होगा।

The “Bank” means Small Industries Development Bank of India (SIDBI);

1.2. “सेवा प्रदाता” का अर्थ वह व्यक्ति या फर्म या कंपनी होगा जो इस संविदा के अंतर्गत उल्लिखित रखरखाव सेवाएं प्रदान करेगा या करने की इच्छा करेगा ।

The “Service Provider” means the individual or firm or company providing or intending to provide maintenance Services under this Contract;

1.3. “ संविदा ” का अर्थ है अपने अधिकृत प्रतिनिधि के माध्यम से बैंक और पार्टियों द्वारा हस्ताक्षरित संविदा फार्म में सेवा प्रदाता की ओर से दर्ज अधिकृत प्रतिनिधि के माध्यम से हुआ करार, जिसमें उक्त करार के सभी संलग्नक और अनुलग्नक तथा उसमें संदर्भ के जरिए शामिल सभी दस्तावेज भी समाहित हैं।

The “Contract” means the agreement entered into between the Bank, represented by its authorised representative and the service provider represented by its authorised representative as recorded in the Contract. Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;

1.4. “ संविदा मूल्य ” से आशय है अपने संविदागत दायित्वों के पूर्ण एवं उपयुक्त निर्वहन के लिए संविदा के अंतर्गत सेवा प्रदाता को देय मूल्य।

The “Contract Price” means the price payable to the Service Provider under the Contract for the full and proper performance of its contractual obligations;

1.5. “सेवाओं” का अर्थ है वे सेवाएं जो वीओएफ व डारमिट्रीज के रखरखाव और उससे संबंधित अन्य सहायक सेवाएं हैं।

The “Services” means those services ancillary to the up-keep and maintenance of VOFs & any other related service.

1.6. “ टीसीसी ” का अर्थ है इस खंड में संविदा के निबंधन व शर्तें।

“TCC” means the Terms and Conditions of Contract contained in this section;

1.7. “ साइट ” से आशय है, ऊपर बताए गए अनुसार हैदराबाद में सिडबी के वीओएफ और डारमिट्रीज का स्थल .

The “Site” means the location of VOF/Dormitories of SIDBI in Hyderabad as indicated

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above.

1.8. सेवा प्रदाता और बैंक के बीच का संबंध विक्रेता और क्रेता का होगा।

The relationship between Service Provider and the Bank shall be of Vendor & Vendee.

**2. RESPONSIVE BIDS:** Bids conforming to the following essential requirements shall be considered as responsive:

2.1. Bids submitted at the prescribed address on or before the stipulated date and time.

2.2. Bids accompanied with following documents:

2.2.1. Forwarding letter

2.2.2. DD/ PO/BG/NSIC Certificate towards the EMD as required.

2.2.3. Duly filled in and signed Technical Bid in prescribed format [Annexure III].

2.2.4. Duly filled in and signed Price Bid in prescribed format [Annexure IV].

2.2.5. Duly filled in and signed Bank Mandate Form in prescribed format [Annexure VI]

**3. MINIMUM ELIGIBILITY CRITERIA / TECHNICAL BID:**

3.1. The Service Provider should be located within Hyderabad or its suburbs.

3.2. The Service Provider should be a sole proprietary concern, partnership firm or a company and should be in existence for at least 5 years. Preference will be given to Service Provider having necessary experience in providing guest house maintenance services to reputed organizations like All India Financial Institutions, public sector banks / undertakings, MNCs and large private sector companies.

3.3. The Service Provider should have achieved annual sales turnover of Rs.10.00 Lakh in any two of the last three financial years i.e., 2016-17, 2017-18 and 2018-19, as per the audited financial results.

3.4. The Service provider should have done work contracts of at least Rs.3 lakh during the past three (03) years and should have done one work contract of not less than Rs.5 lakh in FY 2018-19.

3.5. The Service Provider should be making profit during these last three years as per the audited financial results. The Service Provider should have positive networth as per their audited financials not prior to FY 2017-18. In case of non-availability of audited financials for FY 2017-18 / FY 2018-19, networth certified by Chartered Accountant may be submitted.

3.6. The Service Provider should not have been black-listed by any Public Sector Bank, RBI or IBA or any other Government agencies during last 5 years.

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#### 4. SCOPE OF WORK:

- 4.1. The service provider would be responsible for up-keep / maintenance / housekeeping and cooking facility in the following **Visiting Officers Flat/Dormitories** :
- 4.1.1 Flat No. 41, at 1-10-68/A, SIDBI Officers Apartments, Chikoti Gardens, Begumpet, Hyderabad – 500 016 (This flat is having three bedrooms with two attached and one common toilet along with drawing – dining & kitchen) & Flat No.44 (Single Room with attached toilet). The above flats are used for VoF purpose.
- 4.1.2 Flat No. 14, 24, 34 at 1-10-68/A, SIDBI Officers Apartments, Chikoti Gardens, Begumpet, Hyderabad – 500 016. These single room flats with attached toilets are used for dormitory purpose.
- 4.2. The service provider would be responsible for providing attendants as mentioned below :
- Particulars :**
- Chikoti Garden, Begumpet, Hyderabad (Total 2 persons)**

  1. Care-taker cum Cook (Min. 05 years experience) – **One**
  2. Assistant for Housekeeping & other maintenance services (Min. 03 years experience) - **One**
- 4.3. The service provider shall ensure that the persons engaged by him for the purpose shall have reasonable skills of housekeeping/food service and cooking.
- 4.4. The service provider shall ensure that the persons engaged by him shall wear clean dress and follow decent manners.
- 4.5. The service provider shall be responsible for police verification as well as identity of persons engaged by him.
- 4.6. The service provider shall issue identity cards to the engaged person and submit a copy to SIDBI for records.
- 4.7. The infrastructure provided by the Bank at the aforesaid places will be solely under the care and supervision of the service provider and any damage or loss to the property will be entirely the responsibility of the service provider.
- 4.8. The service provider shall, to the satisfaction of SIDBI, arrange to prepare vegetarian and non-vegetarian food and snacks as also tea, coffee and such other items as the Bank may be specifying from time to time, at the cost of the service provider and serve the same as per the requirements of the guests staying in the VOF of Bank.
- 4.9. The service provider shall charge guests for the food, snacks and other items served to them at the rates approved by the Bank from time to time and the Bank shall not be

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responsible for any non-payment / non-recovery for such bills. SIDBI would, however, settle food bills for its official guests. The service provider will be advised about the same in advance.

- 4.10. The service provider shall provide all groceries, vegetables, oils, and masalas etc., required for preparation of food. Rice should be hand picked & the vegetables should be soaked in salted water and then it should be washed thoroughly. Cooking should be done in reputed brand of refined Sunflower/Rice Bran Oil. It should bear the Agmark wherever available and the approval of officer-in-charge should be taken. The food preparation should be done under hygienic conditions & the food should not have excessive oil, spices, chilies and salt.
- 4.11. The sweets (desserts) etc., provided should be hygienic, purchased from reputed shops and free of silver foil and special care should be taken in the preparation of chapattis. It should be prepared immediately prior to the mealtime to ensure that it is hot and the curd should be fresh. The Menu will be as decided by the Bank. The meal rates will be as prescribed by the Bank from time to time and the same should be displayed prominently.
- 4.12. Cleaning agent and the rinsing liquid for the dish washing, scrubbers and other cleaning equipment will be provided by the service provider.
- 4.13. The service provider shall to the satisfaction of the Bank, attend to the following:-
  - 4.13.1 General housekeeping, cleaning and upkeep of the VOF.
  - 4.13.2 Attending on the guests and looking after their needs incidental to their stay in VOF.
  - 4.13.3 Rendering other services such as keeping drinking water in the rooms, keeping soaps and towels in the toilet and bathrooms, changing bed spreads, sheets and pillow covers and putting them for wash or laundry.
  - 4.13.4 Attending generally to everything which goes with the housekeeping of any guest house.
- 4.14. The service provider shall maintain a register of visiting guests in the form to be specified by Bank and shall collect the charges from the guests staying in VOF at such rates and in such manner as may be specified by Bank and shall account for and deposit at the office every month.
- 4.15. The service provider shall provide round-the-clock vigil and shall be responsible for the security of the premises, furniture and all other goods in VOF.
- 4.16. **General Housekeeping services required for VOF / Dormitories :**
  - 4.16.1 Daily Cleaning and dusting of Guest Rooms, dining halls, pantry, lobby, corridors, windows,/ door panels, granite counters, etc., toilet cleaning, cleaning of the toilet seats, urinal pots, wash basins by applying toilet cleaner & scrubbing the same with toilet brush, washing by disinfectant. All the dust be wiped dry with dry duster & wiping of mirrors with glass cleaning agent. Replenishment of soaps or liquid soap in the soap dispensers., Clean mugs should be available in the toilets. Wiping of the chairs, tables, A/C grills, telephones etc. on daily basis. Collection of the garbage/waste papers from the guest's rooms and



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disposing it off in the specified manner. All toilets should have the toilet freshener (Like Odonil), toilet rolls, Naphthalene balls must be put in the washbasins.

- 4.16.2 Bed sheets & other linen should be changed daily in occupied rooms or upon checkout. Inventory of linen should be maintained. The washed linen should be readily available. The trained staff should do the bed making properly.
- 4.16.3 The agency will be required to take utmost care of in-custody items, utensils, equipment which will be handed over to them. If any items, utensils etc. are found lost, it would be recovered from the agency.
- 4.16.4 The electricity charges and repairs in respect of plumbing, electrical connections etc., will be attended to by SIDBI at its cost. The service provider shall collect / arrange to collect the Electricity Bills pertaining to the VOF and submit the same in the Office of SIDBI.
- 4.16.5 The Service provider shall coordinate with Caretakers of the Bank for annual maintenance of Air Conditioners and any other maintenance contracts.
- 4.16.6 The Service provider shall take every care to avoid unnecessary consumption of power and misuse of infrastructure.
- 4.16.7 The telephone of SIDBI installed in the VOF shall be under the lock and key of the service provider and the service provider shall ensure that no unauthorized calls are put through the same. The service provider shall maintain a register to record the official calls put through the said telephone and shall bear the cost of all unauthorized calls not supported by the entries in the said register.
- 4.16.8 All losses and damages to the property of the Bank by the service provider or its employees or agents shall be made good by the service provider on receipt of demand by the Bank on that behalf and the Bank's decision regarding the quantum of such losses / damages shall be final. SIDBI shall be entitled to recover such amount by deducting the same from any amount(s) payable by SIDBI to the service provider for rendering the aforesaid services.
- 4.16.9 The cost towards washing / ironing / maintenance of linen viz. towels, bedspreads, sheets, pillow cover etc shall be borne by the Service provider. However, Bank will provide a washing machine, electric iron etc. for guest laundry and the Service provider shall provide in-house laundry facility for guests on chargeable basis. The rates for Guest's laundry should be reasonable and prior approval should be taken from the Bank for such rates.

#### 4.17. Maintenance of Pantry

- 4.17.1 The Pantry should be cleaned thoroughly including the tiles, drainage's and flooring on daily basis. The chopping boards and knives should be cleaned before and after every use. Cleaning of the SS ware and the kitchen utensils should be done properly and the utensils etc. should be kept sparkling clean.



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- 4.17.2 Periodic cleaning of the equipment and utensils etc., including the pantry area may be done every week or as and when needed/directed by the Bank.
- 4.17.3 Good personal hygiene should be maintained by the staff.
- 4.17.4 Only reputed brands of packed food items like butter, pickles, jams, sauces etc., should be used and foods should not be stored beyond the expiry dates.
- 4.17.5 Storage of the raw food should be done properly and at the correct temperature.
- 4.18. Separate store should be maintained for the Housekeeping items.
- 4.19 Following amenities should be provided in all guest rooms i.e. (VOFs)

Sl. No	Amenities
1	Bath Soap
2	Shampoo Pouch
3	Shoe shine – when advised
4	Sewing Kit – when advised
5	Tooth Brush, Toothpaste – when advised
6	Shaving kit (for gent’s guest) – when advised
7	News Paper(s) – when advised
8	Magazine(s) – when advised
9	Fruit Platter(s) – when advised
10	Display meal rates in all rooms as advised by the Bank

- 4.20 The Bank will provide fully furnished ready to live-in flats with requisite inventories.
- 4.21 The Service Provider will source food ingredients, trained cook, service staff & housekeeping staff etc. at their own cost.
- 4.22 The Service Provider will be responsible for day to day up-keep and maintenance/housekeeping of VOF/Dormitories, receiving the guests and providing food and stay related services to them.
- 4.23 Maintenance of VOF/Dormitories should meet the standards of housekeeping expected in

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professionally managed guest houses with clear identification of services to be carried on daily basis under constant supervision.

4.24 The guests who stay in the VOF are Directors, senior Government officials and officers of SIDBI. Service should meet the requisite standards.

## 5. Infrastructure and facilities to be provided by the Bank

- 5.1. Fully furnished flats with kitchen & related cooking equipments.
- 5.2. Dining area with tables and chairs.
- 5.3. Electricity connections/points for Electrical Equipments/ Infrastructure, Fridge, Ovens, Gas Stove, Electric Heater, Water Purifier, TV etc.

## 6. Crockery/Cutlery/Glassware

- 6.1. The crockery / cutlery / glassware and utensils and requisite kitchen gadgets will be provided by the Bank
- 6.2. It shall be the duty of the Service Provider to properly handle various gadgets and utensils, etc. provided by the Bank.

## 7. Service Staff

- 7.1. The Bank shall not be responsible in any way for any breach by the Service Provider of the rules and regulations governing the running of such establishments.
- 7.2. The Service Provider shall not engage minors for service.
- 7.3. The Service Provider shall maintain the Register/Challan copies as under:
  - 7.3.1 Under Contract Labour (Regulation and Abolition) Act, 1970
    - 7.3.1.1 Attendance Register
    - 7.3.1.2 Wage Register
    - 7.3.1.3 Register of Deduction for Damage & Loss
    - 7.3.1.4 Register of Fine
    - 7.3.1.5 Accident Register
  - 7.3.2 Under PF/ESIC/Telangana Labour Welfare Fund (TLWF) Act
    - 7.3.2.1 Photo copies of PF/ESIC Monthly Challans (from the beginning of the contract)
    - 7.3.2.2 TLWF Challans (from the beginning of the contract)
    - 7.3.2.3 Agreement copy with the Bank

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### 7.3.3 Under Central Minimum Wages Act, 1948

7.3.3.1 Minimum wages shall be payable to all employees of the agency/ service provider as prescribed by applicable laws.

The Service Provider shall indemnify and keep indemnified, defend and hold good SIDBI, its officers, directors, employees and agents against loss, damages or claims arising out of any violations of applicable laws, regulations, guidelines during the contract period and for the breach committed by the Service Provider or their services personnel on account of misconduct, omission and negligence by the Service Provider or his service personnel.

7.4. The Service Provider shall maintain and provide all necessary documentation, registers and records and other related documents including for complying with any statutory requirements and provisions of applicable laws.

7.5. The Service Provider shall take all precautionary measures to ensure the safety of workmen employed by it and SIDBI shall not be responsible in case of any eventuality.

7.6. In case of any labour problems related to workmen staff of the Service Provider deployed in SIDBI VOF/Dormitories, the same shall be settled at the Service Provider's end only. The "Service Provider" shall indemnify SIDBI suitably. It shall be the duty of the Service Provider to inform expressly his own personnel/staff that they shall have no claim whatsoever against SIDBI and they shall not raise any industrial dispute, either directly and / or indirectly, with or against SIDBI in respect of any of their service conditions or otherwise.

7.7. The Service Provider shall abide by State Labour/Government of India (Ministry of Labour) rules and regulations and all other Statutory Acts/Regulations and rules relevant to this contract including Works Contract Act, Minimum Wages Act, Provident Fund Act, ESI etc., and shall indemnify

SIDBI against and damages arising out of the default on the part of the Service Provider due to negligence or non-compliance of any of the aforesaid rules, regulations etc., laid down by the Government, Statutory authorities Regulations and other Government bodies, if any, from time to time. SIDBI would neither involve itself in any matters nor be responsible, for any shortcomings arising out of the non-compliance of the necessary regulations / laws.

7.8. The Service Provider shall organize medical examination of all the staff before initial deployment which will be repeated on yearly basis. Any person found to be medically unfit or unsuitable shall have to be removed by the Service Provider from the services and suitable replacement shall have to be arranged forthwith.

7.9. The Service Provider shall arrange to issue Identity Cards to all his staff, through Security Desk of SIDBI, which has to be produced for inspection as and when required by SIDBI and/or suitably displayed.

7.10. The Service Provider shall provide the proof of background check of its staff deputed for VOF maintenance.

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- 7.11. The Service Provider shall ensure:
- 7.11.1 That all instructions, guidelines and specifications issued to the Service Provider by SIDBI are clearly and effectively communicated by the Service Provider to its employees and personnel;
- 7.11.2 That all instructions, guidelines and specifications are strictly adhered to by the employees and personnel of the Service Provider so that reputation of SIDBI is not damaged.
- 7.11.3 That no action taken by the Service Provider and / or its employees and /or personnel shall violate laws and regulations.
- 7.11.4 The staff shall be properly dressed in neat and tidy uniform. They shall be courteous, well mannered and attentive. They should be conversant with the tenets of the trade.
- 7.11.5 The Service Provider will ensure supply of quality items of food / sweets etc. In case of unsatisfactory/unhygienic quality of food item(s) or lapses in upkeep and maintenance of VOF/Dormitory or any breakage, / shortage, deductions will be made as penalty which will be solely decided by the Bank. Good quality raw material of reputed brands only is to be used for the preparation of food.
- 7.12. The contract shall not be construed to have given employment to the Service Provider in the Bank nor any right to the Service Provider on Bank's property. On completion of the contract or whenever the Bank decides the Service Provider and his staff will immediately vacate the premises and handover all the dead stock /other miscellaneous inventory items that were given by the Bank. The Service Provider is only allowed to use the VOF premises for the limited purposes of up-keep and maintenance and service to the employees/officers, etc., of the Bank.
- 7.13. Evaluation of the service provider's performance by the Bank and decisions taken thereof shall be final and binding upon the service provider. The Bank may terminate the contract at any time after giving short notice particularly in, but not limited to any of the following events:
- Fraud committed by the service provider
  - Serious default of the contract terms committed by the service provider
  - Sub-contracting without authorization from SIDBI
  - Un-satisfactory services
  - Any violation of general terms and conditions.

## **8. Pre-bid Clarifications**

- 8.1. The intending Service Providers will have to send their queries by email to both mail ids [kamesh@sidbi.in](mailto:kamesh@sidbi.in) & [jhlatha@sidbi.in](mailto:jhlatha@sidbi.in) and necessarily visit in person to SIDBI Regional Office, Hyderabad premises for pre bid meeting to be held on **January 24, 2020 at 15:00 hrs**. All queries will be clarified in the Pre-bid meeting. No request for change in date of pre-bid meeting will be entertained. No fresh queries will be entertained after pre - bid

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meeting.

- 8.2. The interested Service Providers are advised to inspect the sites, understand the nature of services required and satisfy themselves before submitting their bids. However, no such visits will be allowed after the pre-bid meeting date. A Service Provider shall be deemed to have full knowledge of the site/ nature of services to be provided, whether he inspects it or not and no extra claims or any representation due to any misunderstanding or otherwise shall be allowed or entertained.

## 9. Rates

- 9.1. No escalation in rates will be permitted during the contract period.
- 9.2. No advance will be paid.
- 9.3. Applicable taxes will be deducted at source at the time of settlement of bills unless the Service Provider produces the certificate to the contrary from the Income Tax authorities. Certificate for tax deducted will be issued by the Bank.

## 10. TERMS OF PAYMENT: The payment terms of the Bank are as under:

- 10.1. Payment to service provider shall be made on monthly basis. The Service provider shall raise the invoices for services provided during the month and submit the consolidated bills to Administration in the first week of every month (bills for maintenance, and food etc., if any provided in the preceding month). The Bank after scrutiny will release the payments within 7-10 working days from the date of bill submission under normal circumstances.
- 10.2. All the payments including refund of EMD will be made by SIDBI Hyderabad office, electronically through RTGS/ NEFT. All the Service Providers should submit duly filled-in & signed [by authorized signatory and Service Provider's banker] **Bank Mandate Form** as per format prescribed in **Annexure – VI**.
- 10.3. At the time of claiming the payments including refund of EMD, the Service Provider will be required to confirm in writing the bank a/c and other details furnished in Bank Mandate Form. In case of any changes, Bank Mandate Form would require to be re-furnished.
- 10.4. The Service Provider must accept terms of the payment proposed by the Bank. The price bid submitted by the Service Provider must be in conformity with terms of the payment proposed by the Bank. Any deviation from the proposed payment terms would not be accepted. The Bank shall have the right to withhold any payment due to the Service Provider, in case of delays or defaults on the part of the Service Provider. Such withholding of payment shall not amount to a default on the part of the Bank.
- 10.5. TDS, if any, will be deducted while releasing the payment.

## 11. EARNEST MONEY DEPOSIT:

- 11.1. The Service Provider submitting the bids will have to deposit EMD of Rs.12,000/- (Rupees TWELVE thousand only) by way of DD/PO/BG drawn on a scheduled commercial bank in favour of 'SIDBI', payable at **Hyderabad**, along with the Technical Bid.

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- 11.2. Any bid received without EMD in proper form and manner shall be considered unresponsive and may be liable to be rejected.
- 11.3. The Service Provider selected through the tendering process is required to give security deposit of 10% of the finalised price bid in the form of a performance bank guarantee/ DD / PO drawn or from a scheduled commercial bank in favour of Small Industries Development Bank of India payable at Hyderabad refundable on expiry of contract after adjustment of any dues receivable from the Service Provider.
- 11.4. SIDBI is governed by provisions of the Public Procurement Policy for Micro and Small Enterprises (MSEs) as circulated by The Ministry of MSME, GoI. These provisions shall be applicable to Micro and Small Enterprises (MSEs) registered with District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises (MSMEs).
- 11.5. Such MSEs would be entitled for exemption from furnishing tender fee and earnest money deposit (EMD). In case of any issue on the subject matter, the MSE's may approach the tender inviting authority to resolve their grievances. Agencies / Bidders desirous of availing exemptions / preference under above provisions should submit a copy of proof of Registration as MSEs/ and ownership of the same by SC/ST along with the tender.
- 11.6. The unsuccessful Service Providers will be returned the E.M.D. within 15 days from the date of final decision of the Bank regarding the contract except on account of exigencies beyond the Bank's control.
- 11.7. Unless specified herein, request for exemption from EMD will not be entertained.
- 11.8. The EMD may be forfeited:
  - 11.8.1 If any Service Provider withdraws its bids during the period of bid validity.
  - 11.8.2 If any Service Provider makes statement or encloses any form which turns out to be false/ incorrect at any time prior to signing of the contract.
  - 11.8.3 In case of the successful Service Provider, if the Service Provider fails to accept the order/ sign the contract within the stipulated time or fails to furnish performance guarantee. Consequently, the service provider will be banned from subsequent bidding for a period of 3 years

## **12. Quotation and Process of Selection:**

Interested Service Providers will be required to submit their offer in 2 bids viz., "Technical bid" and "Price bid" in the format indicated in Annexure III & Annexure IV. Both the bids will be required to be put in separate sealed covers with superscription "Technical Bid" and "Price Bid" which will again be put in another sealed cover with superscription "OFFER FOR MAINTENANCE OF VOF / Dormitories" addressed to :

The General Manager,  
Small Industries Development Bank of India (SIDBI),

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G-1, Akira Shikhara Plaza,  
5-8-196 to 207, Jusbagh, Nampally,  
Opp.Intermediate Board,  
Hyderabad – 500001.

The cover will be required to be handed over to Shri T.Kameswara Rao, AGM [Admn.], SIDBI, ROHY or Smt.J.Hemalatha, AM (Admn.), at G-1, Akira Shikhara Plaza, 5-8-196 to 207, Jusbagh, Nampally, Opp.Intermediate Board, Hyderabad – 500 001 on or before **15:00 hours on January 31, 2020.**

- 12.1. The quotation (Technical Bid only) will be opened at **15:30 hours on January 31, 2020** in the presence of the Service Providers, who wish to remain present.
- 12.2. The bid so opened will be subjected to desk scrutiny by a committee of officials. Inclusion of any deviations in the quotation is liable for rejection.
- 12.3. A Committee of officials of the Bank will be visiting the Registered office and the locations based at Hyderabad and its suburbs where the Service Provider is providing its services to verify the claims stated in the technical bid document. The Service Providers who satisfy the criteria will only be considered for further tendering process and their price bid will be opened.

**13. Notice for Termination of Contract**

The contract can be terminated by the Service Provider by giving a clear three months' notice while the Bank can terminate the contract by giving one months' notice.

**14. Agreement**

The successful Service Provider has to enter into an agreement with SIDBI. The terms and conditions contained in this Tender shall be the basis of such agreement.

**15. USE OF CONTRACT DOCUMENTS AND INFORMATION:**

- 15.1. The Service Provider shall not, without the Bank's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Bank in connection therewith, to any person other than a person employed by the Service Provider in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 15.2. The Service Provider will treat as confidential all the data and information about the Bank, obtained in the execution of his/its/their responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the Bank.

**16. SUBCONTRACTS:**

- 16.1. The Service Provider shall not assign or sub-contract to others, in whole or in part, its obligations to perform under the contract, except with the Bank's prior written consent.



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**17. APPLICABLE LAWS:**

- 17.1. The Contract shall be interpreted in accordance with the laws prevalent in India.
- 17.2. **COMPLIANCE WITH ALL APPLICABLE LAWS:** The Service Provider shall undertake to observe, adhere to, abide by, comply with and notify the Bank about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this Tender and shall indemnify, keep indemnified, hold harmless, defend and protect the Bank and its employees / officers / staff / personnel / representatives / agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.

**18. FORCE MAJEURE:**

- 18.1. If the performance as specified herein is prevented, restricted, delayed or interfered by reason of Acts of God including fire, explosion, cyclone, floods, war, revolution, acts of public enemies, blockage or embargo, any law, order, proclamation, ordinance, demand or requirements of any Government or authority or representative of any such Government including restrict trade practices or regulations, Strikes, shutdowns or labour disputes which are not instigated for the purpose of avoiding obligations herein, or any other circumstances beyond the control of the party affected, then notwithstanding anything here before contained, the party affected shall be excused from its performance to the extent such performance relates to prevention, restriction, delay or interference and provided that the party so affected uses its best efforts to remove such cause of non-performance, delay or interference and when removed the party shall continue performance with utmost dispatch.
- 18.2. If a Force Majeure situation arises, the Service Provider shall promptly notify the Bank in writing of likelihood or actual existence /occurrence of such condition, the cause thereof and the change that is necessitated due to the conditions. Until and unless otherwise directed by the Bank in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**19. RESOLUTION OF DISPUTES:**

- 19.1. It will be the Bank's endeavour to resolve amicably any disputes or differences that may arise between the Bank and the Service Provider from misconstruing the meaning and operation of the TENDER and the breach that may result.
- 19.2. In case of Dispute or difference arising between the Bank and the Service Provider relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996. The Arbitrators shall be chosen by mutual discussion between the Bank and the Service Provider OR in case of disagreement each party may appoint an arbitrator and such arbitrators may appoint an Umpire before entering on the reference. The decision of the



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Umpire shall be final.

- 19.3. The Service Provider shall continue work under the Contract during the arbitration proceedings unless otherwise directed in writing by the Bank or unless the matter is of such nature that the work cannot possibly be continued until the decision of the Arbitrator or the umpire, as the case may be, is obtained.
- 19.4. Arbitration proceedings shall be held at Hyderabad, India, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English;
- 19.5. Notwithstanding anything contained above, in case of dispute, claim & legal action arising out of the contract, the parties shall be subject to the jurisdiction of courts at Hyderabad, India only.
- 19.6. Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by fax and confirmed in writing to the other party's specified address. The same has to be acknowledged by the receiver in writing.
- 19.7. A notice shall be effective when delivered or on the notice's effective date, whichever is later.
- 19.8. Any dispute between the Service Provider and the Bank, which cannot be settled by negotiation, may be resolved exclusively by arbitration and such dispute may be submitted by either party to arbitration within 30 days of the failure of negotiations. Arbitration shall be held in Hyderabad, India and conducted in accordance with the provision of Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof. The arbitration proceedings shall be conducted in the English language. Subject to the above, the courts of law at Hyderabad alone shall have the jurisdiction in respect of all matters connected with the Contract. The arbitration award shall be final and binding. The Service Provider shall not be entitled to suspend the provision of the catering services, pending resolution of any disputes and shall continue to render the catering services in accordance with the provisions of the contract notwithstanding the existence of any dispute between the Service Provider and the Bank or the subsistence of any arbitration or other proceedings.
- 19.9. The contract shall be governed by and construed in accordance with the laws of India and the Courts in Hyderabad shall have the exclusive jurisdiction to try any suit, proceedings in connection therewith / in that behalf.

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अनुबंध ANNEXURE- III

तकनीकी बोली का प्ररूप

FORMAT FOR TECHNICAL BID

हैदराबाद में वीओएफ/ डारमिट्री की अप-कीप व रखरखाव के लिए आवेदन

APPLICATION FOR UP-KEEP AND MAINTENANCE OF VOF/DORMITORIES AT HYDERABAD

प्रेषक From:

प्रति To:

महा प्रबंधक / The General Manager

भारतीय लघु उद्योग विकास बैंक (सिडबी)/

Small Industries Development Bank Of India

जी-1, अकीरा शिखर प्लाजा/ G-1, Akira Shikhara Plaza,

5-8-196 से 207, जसबाग, नामपल्ली/ 5-8-196 to 207, Jusbagh, Nampally,

इंटरमीडिएट बोर्ड के सामने/ Opp. Intermediate Board,

हैदराबाद /Hyderabad 500 001

क्रम सं. Sl. No.	विवरण / Particulars	विवरण सेवा प्रदाता द्वारा भरे जाएँ (कृपया सहायक दस्तावेज संलग्न करें) Details to be filled in by the Service Provider (Please attach supportive documents)
1	सेवा प्रदाता का नाम Name of the Service Provider	
2	सेवा प्रदाता का पंजीकृत कार्यालय / व्यावसायिक पता/ Regd. Office/Business address of the Service Provider	

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क्रम सं. Sl. No.	विवरण / Particulars	विवरण सेवा प्रदाता द्वारा भरे जाएँ (कृपया सहायक दस्तावेज संलग्न करें) Details to be filled in by the Service Provider (Please attach supportive documents)
3	निगमीकरण / गठन की तिथि Date of Incorporation/Constitution	
4	सेवा प्रदाता का पैन , टैन सं. PAN/TAN Nos. of the Service Provider	
5	क्या फर्म / कंपनियों के रजिस्ट्रार के पास पंजीकृत हैं। पंजीकरण की तिथि (पंजीकरण की प्रति संलग्न करें) Whether registered with Registrar of Firms/ Companies? Date of Registration (Attach copy of registration certificate)	
6	जीएसटी पंजीकरण सं. (प्रति संलग्न करें) GST Registration No. [Attach copy]	
7	क्या स्वास्थ्य विभाग/ या किसी अन्य प्राधिकरण के पास पंजीकृत हैं ? पंजीकरण की तिथि Whether registered with Health Department / or any other authority? Date of Registration.	
8	क्या श्रम विभाग के पास पंजीकृत हैं ? पंजीकरण की तिथि Whether registered with Labour Department? Date of Registration.	
9	क्या आयकर विभाग के पास पंजीकृत हैं ? पंजीकरण की तिथि Whether registered with Income Tax Department? Date of Registration.	

निविदा संख्या- Tender No. 03/2020/1534/ROHY/ADMN दिनांक/ dated जनवरी January 10, 2020

क्रम सं. Sl. No.	विवरण / Particulars	विवरण सेवा प्रदाता द्वारा भरे जाएँ (कृपया सहायक दस्तावेज संलग्न करें) Details to be filled in by the Service Provider (Please attach supportive documents)
10	(क) पिछले तीन वित्तीय वर्षों के दौरान कुल टर्नओवर (वर्ष-वार)। कृपया सनदी लेखाकार द्वारा विधिवत लेखापरीक्षित और प्रमाणित पिछले तीन वित्तीय वर्षों के लाभ-हानि विवरण व तुलन पत्र की प्रतियां संलग्न करें। (ख) उक्त वित्तीय वर्षों के दौरान लाभ (a) Turnover in the last 3 financial years. (year-wise). Please attach a copy of CA certified audited Balance Sheet and P & L Statement. (b) Profit for the above financial years	
11	** अतिथि गृह रखरखाव सेवाएं प्रदान करने का कितने वर्षों का अनुभव है? (आर्डर की प्रतियां संलग्न करें)। **Years of experience in providing guesthouse maintenance services. (proof of work order copy to be attached)	
12	*** उन संगठनों / निगमों / विभागों का नाम जहां अनुभव प्राप्त किया गया है और एजेंसी जितने व्यक्तियों को सेवाएं दे रही थी उनकी संख्या (प्रत्येक स्थान वार) *** Name of the Organisations / Corporations / Departments where the experience has been gained and number of persons the agency was serving (each location wise]	
13	कृपया हाउस कीपिंग अतिथि गृह रखरखाव सेवाएं देने संबंधित पेशेवर योग्यता वाले कर्मियों के विवरणों को इंगित करें/ Please indicate the particulars of the personnel with relevant professional qualifications in housekeeping or guest house maintenance.	
14	Rs.12,000 / - (रुपये बारह हजार मात्र) की बयाना राशि के भुगतान	

निविदा संख्या- Tender No. 03/2020/1534/ROHY/ADMN दिनांक/ dated जनवरी January 10, 2020

क्रम सं. Sl. No.	विवरण / Particulars	विवरण सेवा प्रदाता द्वारा भरे जाएँ (कृपया सहायक दस्तावेज संलग्न करें) Details to be filled in by the Service Provider (Please attach supportive documents)
	के विवरण Particulars of Payment towards EMD of Rs.12,000/- (Rupees Twelve Thousand Only)	

\* अनुबंध VI दिए गए अनुसार बैंक विवरण के प्रमाण के रूप में बैंक मॉडेट फॉर्म संलग्न है - हां / नहीं

\* Bank Mandate Form attached as the proof of Bank details given in Annexure VI - Yes / No

\*\* बैंक के पास सत्यापन के लिए प्रमाण / दस्तावेजों को मंगाने का अधिकार है।

\*\* Bank reserves right to call for proof / documents for verifications.

### घोषणा DECLARATION

- उपरोक्त जानकारी मेरे / हमारे उच्चतम ज्ञान के अनुसार सत्य है और यदि कोई जानकारी असत्य या गलत पाई जाती है मैं / हम निविदा प्रक्रिया/ डीई जा रही संविदा से वंचित हो जाएँगे ।

The above information is true to the best of my/our knowledge and if any information is found untrue or false I/we may be debarred from the tender process/being given the contract.

- मैं / हम बैंक द्वारा निर्धारित नियमों और शर्तों का पालन करने के लिए सहमत हैं।

I/We agree to abide by the terms and conditions stipulated by the Bank.

दिनांक Date:...../...../2020

प्राधिकृतहस्ताक्षरी Authorised Signatory:

नाम Name:

पदनाम Designation:

फोन Phone:

मोबाइल Mobile:

ई-मेल आईडी Email id:

निविदा संख्या- Tender No. 03/2020/1534/ROHY/ADMN दिनांक/ dated जनवरी January 10, 2020

**दूसरा लिफाफा:**

'सिडबी हैदराबाद में अतिथि अधिकारी आवास/ डारमिट्री के रखरखाव के लिए न-मूल्य बोली निविदा सं. 03/2020/1534/ROHY/ADMN दिनांक/ dated जनवरी January 10, 2020 लिखा हुआ हो।

**2nd Envelope:**

(Superscribing "OFFER FOR MAINTENANCE OF VOF / Dormitories - Tender No. 03/2020/1534/ROHY/ADMN दिनांक/ dated जनवरी January 10, 2020

निविदा संख्या- Tender No. 03/2020/1534/ROHY/ADMN दिनांक/ dated जनवरी January 10, 2020

अनुबंध Annexure IV

मूल्य बोली / Price Bid

(अतिथि अधिकारी आवास (वीओएफ)/ डारमिट्री का रखरखाव)

[MAINTENANCE OF VISITING OFFICER'S FLAT/DORMITORIES

प्रेषक From:

प्रति To:

महा प्रबंधक /The General Manager

भारतीय लघु उद्योग विकास बैंक (सिडबी)/

Small Industries Development Bank of India

जी-1, अकीरा शिखर प्लाजा/ G-1, Akira Shikhara Plaza,

5-8-196 से 207, जसबाग, नामपल्ली/ 5-8-196 to 207, Jusbagh, Nampally,

इंटरमीडिएट बोर्ड के सामने/ Opp. Intermediate Board,

हैदराबाद /Hyderabad 500 001

प्रिय महोदय Dear Sir,

हम निम्नलिखित रूप में हैदराबाद में अतिथि अधिकारी आवास (वीओएफ)/ डारमिट्री के रखरखाव के लिए प्रति माह की दर कोट करते हैं:

We offer the rates per month for maintenance of VOF/Dormitories at Hyderabad as under [as per Central Minimum Wages Act which includes Basic, DA, EPF, ESIC].

विवरण Particulars	जन शक्ति Man Power	राशि (मासिक) Amount (Monthly)
अतिथि अधिकारी आवास (वीओएफ)	एक (01) वीओएफ केयरटेकर-सह-रसोइया, जो बुकिंग ले सकता हो/ मेहमानों की देखरेख सकता हो / भोजन परोस सकता हो	

निविदा संख्या- Tender No. 03/2020/1534/ROHY/ADMN दिनांक/ dated जनवरी January 10, 2020

चिकोटी गार्डन, बेगमपेट, हैदराबाद टीपीएस III Visiting Officers Flat	और वीओएफ का रखरखाव कर सकता हो [न्यूनतम 05 वर्ष का अनुभव] One (01) VOF Care-taker cum Cook who can take bookings/ handle guests/ supervise/ serve food and maintain the VOF [Min. 05 years experience]	
Chikoti Garden, Begumpet, Hyderabad TPS III,	एक साफ सफाई करने वाला स्टाफ [न्यूनतम 03 वर्ष का अनुभव] One house keeping staff (Min.03 years experience)	
कुल जन शक्ति Total Manpower	दो (02) एक (01) वीओएफ केयरटेकर-सह-रसोइया और एक (01) सहायक Two (02) One (01) VOF care-takers cum cook and One (01) Helper	
कुल लागत प्रति माह Total cost per month		
सेवा प्रभार Service Charges		
सेवा प्रभार सहित संविदा की कुल लागत Total cost of the contract including service charge		

**Note:**

1. No terms and conditions should be stipulated in the Price Bid, which is meant only for the quotation of offer price/ rate.



निविदा संख्या- Tender No. 03/2020/1534/ROHY/ADMN दिनांक/ dated जनवरी January 10, 2020

2. Prices quoted above shall be valid throughout the bid validity period.
3. Prices shall be in conformity to the scope of the work.
4. All royalties, Goods and Service tax, toll tax, local tax and any other taxes including works contract tax etc., in respect of this contract and also any statutory variation in future towards above mentioned taxes & any other taxes if levied in future by statutory authority applicable to the this contract shall be payable by the bidder and SIDBI will not entertain any claim whatsoever in this respect.

The rates will be "Excluding the GST". The reimbursement against "GST" will be paid to the bidder as per Govt., rules & regulations. The proof of payment made by the bidder to the appropriate department shall be submitted to SIDBI, failing which appropriate amount shall be withheld on getting information/instruction from the concerned department or the Bank may directly pay the applicable GST to Govt.

The Bank shall deduct Income tax at source so decided by the Govt. at the time of making the payment and issue the corresponding certificates to the bidder for the payments made to him from time to time.

5. L1 will be based on total cost to Bank for the contract period.

संस्था Organization :

दिनांक Date:...../...../2020

प्राधिकृत हस्ताक्षरी Authorised Signatory:

नाम Name:

पदनाम Designation:

फोन Phone:

ई-मेल आईडी Email id:

मैं / हम बैंक द्वारा **अनुबंध II** में निर्धारित नियमों और शर्तों के अनुसार उपरोक्त कोट की गई दरों पर उक्त कार्य लेने के लिए सहमत हैं। I / We agree to undertake the work subject to terms and conditions stipulated in **Annexure II** by the Bank at the rates quoted above.

हस्ताक्षर SIGNATURE

दिनांक Date:

फर्म का नाम व मुहर Name and Seal of firm

(दरों को अलग सीलबंद लिफाफे में ऊपर "वीओएफ/ डारमिट्रीज के रखरखाव के लिए मूल्य बोली" लिखकर प्रस्तुत किया जाए)

(The rates will be offered in separate sealed cover superscribing  
"Price Bid for Maintenance of VOF/Dormitories")

निविदा संख्या- Tender No. 03/2020/1534/ROHY/ADMN दिनांक/ dated जनवरी January 10, 2020

अनुबंध Annexure - V

**प्रेषण पत्र / Forwarding Letter**

(सेवाप्रदाता के पत्र शीर्ष पर प्रस्तुत किया जाए )

(To be submitted on the letter head of the "Service Provider")

प्रति To:

महा प्रबंधक /The General Manager  
भारतीय लघु उद्योग विकास बैंक (सिडबी)/  
Small Industries Development Bank of India  
जी-1, अकीरा शिखर प्लाजा/ G-1, Akira Shikhara Plaza,  
5-8-196 से 207, जसबाग, नामपल्ली/ 5-8-196 to 207, Jusbagh, Nampally,  
इंटरमीडिएट बोर्ड के सामने/ Opp. Intermediate Board,  
हैदराबाद /Hyderabad 500 001

प्रिय महोदय Dear Sir,

**आपकी निविदा सं. / Your Tender No.**

**03/2020/1534/ROHY/ADMN दिनांक/ dated जनवरी January 10, 2020**

कृपया सिडबी हैदराबाद में बैंक के वीओएफ/ डारमिट्रीज के रखरखाव के लिए सेवाएँ उपलब्ध कराने के लिए "सेवा प्रदाताओं" के चयन के लिए अपनी उपर्युक्त निविदा का संदर्भ लें। निविदा दस्तावेज़ के परीक्षण के बाद, हम इसके साथ आवश्यक दस्तावेज़ों सहित अपना प्रस्ताव प्रस्तुत करते हैं।

This is with reference to your above mentioned tender for Selection of "Service Provider" for up-keep and maintenance of VOF/Dormitories in Hyderabad. Having examined the tender document, we hereby submit our proposal along with the necessary documents.

इसके अलावा, हम निविदा दस्तावेज़ के **अनुबंध II** में दी गई सभी शर्तों के अनुपालन के लिए सहमत हैं।

Further, we agree to abide by all the terms and conditions as mentioned in **Annexure II** of the tender document.

दिनांक Date:...../...../2020

प्राधिकृत हस्ताक्षरी Authorised Signatory:

नाम Name:

पदनाम Designation:

फोन Phone:

ई-मेल आईडी Email id:

निविदा संख्या- Tender No. 03/2020/1534/ROHY/ADMN दिनांक/ dated जनवरी January 10, 2020

अनुबंध Annexure - VI

**बैंक अधिदेश फॉर्म /BANK MANDATE FORM**

(दो प्रतियों में प्रस्तुत किया जाए /To be submitted in Duplicate)

(कृपया सूचनाएँ साफ अक्षरों में भरें। जहाँ-कहीं लागू हो ,उस पर सही का निशान लगाएँ।)

(Please fill in the information in CAPITAL LETTERS. Please TICK wherever it is applicable)

1. सेवा प्रदाता का नाम

Name of "Service Provider" : \_\_\_\_\_

2. सेवा प्रदाता का पता / Address of the "Service Provider" :

नगर/City \_\_\_\_\_ पिनकोड Pin Code \_\_\_\_\_

ई-मेल आईडी /E-mail id: \_\_\_\_\_

एसटीडी कूट के साथ दूरभाष सं./Phone No. with STD code: \_\_\_\_\_

मोबाइल सं./Mobile No.: \_\_\_\_\_

स्थायी खाता संख्या/Permanent Account Number \_\_\_\_\_

जीएसटी सं / GST No. \_\_\_\_\_

एमएसई पंजीकरण/सीए प्रमाणपत्र/MSE Registration / CA Certificate \_\_\_\_\_

(यदि लागू हो/if applicable)

3. बैंक खाते का विवरण / Particulars of Bank account:

हिताधिकारी का नाम Beneficiary Name			
बैंक का नाम Bank Name		शाखा का नाम Branch Name	

निविदा संख्या- Tender No. 03/2020/1534/ROHY/ADMN दिनांक/ dated जनवरी January 10, 2020

शाखा का स्थान Branch Place		शाखा का नगर Branch City	
पिनकोड PIN Code		शाखा कूट Branch Code	
एमआईसीआर सं . MICR No.			
खाते का स्वरूप Account type	बचत/Saving	चालू/ Current	नक़द उधार Cash Credit
खाता सं . Account No.	(जैसी चेकबुक में अंकित है) (as appearing in the Cheque book)		
<p>(बैंक से आपूर्त एमआईसीआर चेक पर अंकित कूट संख्या। कृपया यह सुनिश्चित करने के लिए कि बैंक का नाम ,शाखा का नाम एवं कूट तथा खाता संख्या सही है,अपने बैंक का निरस्त किया हुआ चेक संलग्न करें)(Code number appearing on the MICR cheque supplied by the Bank. Please attach a cancelled cheque of your bank for ensuring accuracy of the bank name, branch name &amp; code and Account Number)</p>			
आईएफएससी कूट IFSC CODE	आरटीजीएस अंतरण के लिए For RTGS transfer		एनईएफटी अंतरण के लिए For NEFT transfer

4. अधिदेश के प्रभावी किए जाने की तिथि

Date from which the mandate should be effective :

मैं एतद् द्वारा घोषित करता हूँ कि ऊपर दिए गए विवरण सही और पूर्ण हैं। यदि अपूर्ण या गलत सूचना के कारण लेनदेन )भुगतान (में कोई बिलम्ब होता है या भुगतान नहीं हो पाता है ,तो मैं सिडबी / आईडीबीआई बैंक को उसके लिए उत्तरदायी नहीं बनाऊँगा। मैं यह भी वचन देता हूँ कि यदि मेरे खाते के विवरण में कोई परिवर्तन होगा ,तो मैं उसकी सूचना दूँगा ,ताकि भा.रि.बैंक के आरटीजीएस/एनईएफटी के माध्यम से राशि जमा किए जाने के प्रयोजन के लिए अभिलेख अद्यतन किए जा सकें।

**निविदा संख्या- Tender No. 03/2020/1534/ROHY/ADMN दिनांक/ dated जनवरी January 10, 2020**

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information, I shall not hold SIDBI / IDBI Bank responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through **RBI RTGS/NEFT**.

स्थान/Place : \_\_\_\_\_

दिनांक/Date : \_\_\_\_\_

पार्टी/प्राधिकृत हस्ताक्षरकर्ता के हस्ताक्षर

Signature of the party / Authorized Signatory

प्रमाणित किया जाता है कि ऊपर दिए गए विवरण हमारे अभिलेख के अनुसार सही हैं।

Certified that particulars furnished above are correct as per our records.

बैंक की मुहर/Bank's stamp :

दिनांक/Date :

(बैंक के प्राधिकृत अधिकारी के हस्ताक्षर जहाँ खाता हो )

**टिप्पणी : यदि आरटीजीएस/एनईएफटी संबंधी कोई प्रभार होगा ,तो उसका वहन पार्टी करेगी।**

**N.B.: RTGS/NEFT charges if any, is to be borne by the party**

### **1, 2: आईएफएससी/एमआईसीआर के बारे में टिप्पणी**

भारतीय वित्तीय प्रणाली कूट एक अक्षरांकीय/वर्णांकीय कूट है ,जो भारत में किसी बैंक-शाखा की अनन्य रूप से पहचान के लिए बनाया गया है। यह 11 अंकों का कूट है ,जिसमें प्रथम 4 अक्षर बैंक के कूट को दर्शाते हैं , जबकि पाँचवाँ अंक नियंत्रण अंक के रूप आरक्षित है )वर्तमान में पाँचवें स्थान पर 0 है (तथा शेष अंक शाखा की पहचान हैं। चेक पर अंकित एमआईसीआर कूट )चुम्बकीय स्याही अंक पहचान (में 9 अंक होते हैं ,जिनसे बैंक-शाखा की पहचान होती है। भा.रि.बैंक ने सभी बैंकों को सूचित किया है कि वे अपने ग्राहकों को जारी किए जाने वाले चेक पत्रों पर आईएफएससी मुद्रित कराएँ। कोई ग्राहक भी अपनी बैंक-शाखा से संपर्क कर उस शाखा का आईएफएस कूट प्राप्त कर सकता है।

#### **1, 2: Note on IFSC / MICR**

Indian Financial System Code (IFSC) is an alpha numeric code designed to uniquely identify the bank-branches in India. This is 11 digit code with first 4 characters representing the bank's code, the next character reserved as control character (presently 0 appears in the fifth position) and remaining 6 characters to identify the branch. The MICR code, (Magnetic Ink Character Recognition) that appears on cheques, has 9 digits to identify the bank-branch. RBI had since advised all the banks to print IFSC on cheque leaves issued to their customers. A customer may also contact his bank-branch and get the IFS Code of that branch.

निविदा संख्या- Tender No. 03/2020/1534/ROHY/ADMN दिनांक/ dated जनवरी January 10, 2020

Annexure –VII

**EMD / PERFORMANCE SECURITY FORM**

(Sample Format - TO BE EXECUTED ON A NON-JUDICIAL STAMPED PAPER of requisite value)

To :

**SIDBI,**

G-1, Akira Shikhara Plaza,  
5-8-196 to 207, Jusbagh, Nampally,  
Opp.Intermediate Board,  
Hyderabad – 500 001.

WHEREAS ..... (Name of Service Provider )  
(hereinafter called the “Service Provider”) has undertaken, in pursuance of Tender  
(TENDER) No. **02/2020/1516/ROHY/ADMIN dated Nov 19, 2019** for up-keep and  
maintenance of VOF/Dormitory (herein called the ‘the TENDER”) to you.

AND WHEREAS, it has been stipulated by you in the said TENDER that the Service Provider  
shall furnish you with a Bank Guarantee from a scheduled commercial Bank for the sum  
specified therein, as security for compliance with the Service Provider’s performance  
obligations in accordance with the TENDER.

AND WHEREAS we -----Bank having its registered / head office at ----- and,  
inter alia, a branch office situate at ----- have agreed to give a performance  
guarantee in lieu of EMD of ₹ ----- (₹ ----- only ) on  
behalf of the Service Provider.

We -----Bank further undertake not to revoke and make ineffective the guarantee  
during it’s currency except with the previous consent of **SIDBI** in writing.

We ----- Bank do hereby unconditionally and irrevocably undertake to pay forthwith to  
SIDBI, without any demur or protest, merely on demand from SIDBI, an amount not  
exceeding Rs. ----- (Rupees----- only) by reason of any breach of the  
terms of the TENDER dated ----- by the Service Provider. We hereby agree that the  
decision of SIDBI regarding breach of the terms of the TENDER shall be final, conclusive  
and binding.

WE do hereby guarantee and undertake to pay forthwith on demand to SIDBI a sum not  
exceeding Rs.----- (Rupees -----only) (amount of the Guarantee in  
words and figures) and we undertake to pay you upon your first written demand declaring  
the Service Provider to be in default under the TENDER and without cavil or argument, any  
sum or sums within the limit of Rs..... (Rupees ..... only)  
(Amount of guarantee) as aforesaid, without SIDBI needing to prove or to show grounds or  
reasons for its demand or the sum specified therein.

Our obligation to make payment under this Guarantee shall be a primary, independent and  
absolute obligation and we shall not be entitled to delay or withhold payment for any  
reason. Our obligations hereunder shall not be affected by any act, omission, matter or  
thing which but for this provision might operate to release or otherwise exonerate us from

निविदा संख्या- Tender No. 03/2020/1534/ROHY/ADMN दिनांक/ dated जनवरी January 10, 2020

our obligations hereunder in whole or in part, including and whether or not known to us or SIDBI:

- (i) any time or waiver granted to the "Service Provider";
- (ii) **the taking**, variation, compromise, renewal or release of or refusal or neglect to perfect or enforce any rights, remedies or securities against the "Service Provider";
- (iii) any Variation of or amendment to the TENDER or any other document or security so that references to the Contract in this Guarantee shall include each such Variation and amendment;
- (iv) any unenforceability, invalidity or frustration of any obligation of the "SERVICE PROVIDER" or any other person under the TENDER or any other document or security waiver by you of any of the terms provisions conditions obligations UNDER TENDER or any failure to make demand upon or take action against the "SERVICE PROVIDER";
- (v) any other fact, circumstance, provision of statute or rule of law which might, were our liability to be secondary rather than primary, entitle us to be released in whole or in part from our undertaking; and;
- (vi) any change in constitution of the "Service Provider";
- (vii) any petition for the winding up of the "SERVICE PROVIDER" has been admitted and a liquidator or provisional liquidator has been appointed or an order of bankruptcy or an order for the winding up or dissolution of the "Service Provider" has been made by a Court of competent jurisdiction;

The written demand referred to in paragraph above shall be deemed to be sufficiently served on us if you deliver to us such demand at the address as set out in 3<sup>rd</sup> paragraph This guarantee is valid until the ..... day of <validity date> and a claim in writing is required to be presented to us within a period of one month from <validity date> i.e. on or before <claim period> failing which all your rights will be forfeited and we shall be relieved of and discharged from all our liabilities mentioned hereinabove.

Signature and Seal of Guarantors ("Service Provider"'s Bank)

.....

Date.....

Address .....

\*\*\*\*\*