**TENDER NOTICE.**

SIDBI invites tenders from empanelled contractors for Repair & Maintanance Service at its Staff Quarters located at various locations i.e. at **Matunga** **(W), Andheri (W), Oshiwara and Goregaon (E) in Mumbai and Vashi - Navi Mumbai** **& Powai**.

The estimated cost for the work is approx **`12.50 Lacs** per annum.

Interested agencies may obtain the tender documents on payment of Rs.200/- (non refundable) Demand Draft drawn in favour of SIDBI, at the following address between **March 21 - April 04, 2016 between 10.30 a.m. to 5.00 p.m. (Working days only).**

**The Dy.General Manager [Premises],**

**SME Development Centre,**

**Small Industries Development Bank of India (SIDBI)**

**5th Floor, Premises Vertical**

**Plot No-C-11, ‘G’ Block,**

**Bandra Kurla Complex,**

**Bandra (East), Mumbai-400 051**

**Phone No. 6753 1146**

This document can also be downloaded from our website www.sidbi.in. In case of downloading the tender documents, a demand draft of `200/- (non refundable) drawn in favour of SIDBI, Mumbai towards the payment for tender document is required to be submitted along with tender.

Tender submitted without this fee shall be rejected.

1. If any clarification is required by the bidder, the same can be discussed during pre-bid meeting to be held on **April 04, 2016 at 03.00 pm** at the above address.
2. Tenderers are advised to go through the tender document carefully as well as visit the Bank’s Staff Quarters and get themselves acquainted with the condition of flats / site before submission of their tender.
3. The duly filled and sealed tender documents including complete set of supporting documents in an envelope as indicated below, may be submitted to the Dy. General Manager (Premises), SIDBI on the address as indicated above.

**Envelope**

Complete set of Tender documents (technical bid & price bid) as issued, duly filled and signed (with seal) by the bidders on all pages along with all supporting documents, etc. with the demand draft of `200/- in favour of SIDBI in case the tender is downloaded from website and also a Demand Draft (DD) towards Earnest Money Deposit amounting to `25,000/- in favour of SIDBI.

IV. Bidders are advised to pay Earnest Money Deposit (EMD) of `25,000/- by

Demand Draft drawn in favour of SIDBI payable at Mumbai along with the tender without which the Bid will not be accepted.

**Cheques in** **lieu of DD will not be accepted.** EMD will not bear any interest.

1. EMD will be forfeited in the event of any refusal or delay on the part of the successful bidder to sign and execute the contract on acceptance of his tender. EMDs of unsuccessful bidders will be refunded within 60 days from the date of opening of commercial bids. EMD of successful bidder will be retained as security deposit and will be refunded after the completion of contract or after submission of Bank Guarantee for Initial Security Deposit (ISD).

VI. Last date for submission of completed tender documents is **upto 3.00 p.m. on**

**April 05, 2016.** Bids will beopened at **3:30 pm on April 05, 2016**.

VII. The offers submitted shall be valid for a period of 120 days (i.e. 04 months) from

the last date for submission of tender (i.e. April 05, 2016).

VIII. SIDBI reserves the right to reject any / all tenders without assigning any reason thereof.

IX. Tenders received late account of any reasons or by courier/post will not be entertained.

**Date :** **Dy General Manager**

**Premises**

**All the intending Agencies/Contractors are also requested to note following important provisions-**

1. SIDBI is governed by Public Procurement Policy for Micro and Small Enterprises (MSEs) as circulated by The Ministry of MSME, GoI.
2. These provisions shall be applicable to Micro and Small Enterprises (MSEs) registered with District Industries Centers 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).
3. If deemed fit, the Bank may procure minimum of 20% of the contract value of any

goods or services from MSEs. Further, the Bank reserves the right to procure part work/services ( about 4% out of above 20%) from MSEs owned by SC and ST entrepreneurs, if found suitable. Provided, these MSEs quoting price within the price band of L1 +15% & bringing down their price to L1 price, in a situation where L1 price is from someone other than a MSEs. In case of more than one such MSEs, the supply shall be shared proportionately at the discretion of the Bank.

1. Further, such MSEs would also be entitled for tender sets free of cost and exempt from payment of earnest money deposit. In case of any issue on the subject matter, the MSE’s may approach the tender inviting authority to resolve their grievances.
2. Agencies desirous of availing 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/RFP.

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**General Conditions of Contract**

**1. Site of work / details of SIDBI Staff Quarters**

1. **Raheja Majestic**, Plot No.161, TPS-III, Manmala Tank Road, **Mahim (W)**, Mumbai

(29 Flats in one building)

1. **Meenaxi Apartment**, 'B' Wing, Gokuldham, **Goregaon (E)**, Mumbai

(24 flats in one building)

1. **Building No.1&10**, Mass Housing Project, New Link Road, Opp. **Oshiwara** Police Station, Jogeshwari (W), Mumbai

(25 flats in 2 buildings)

1. **Bldg No.3-A and 3-B**, Mass Housing Project, Adi Shankaracharya Road, Opp. **Powai** Lake, Andheri (E), Mumbai

(13 flats in 2 buildings)

1. **SIDBI Officers Apartments**, Plot No.25, Veera Desai Road **Andheri(W)**, Mumbai

(SIDBI Building - 59 flats)

1. **SIDBI Officers Quarters**, Plot No.10 and 11, Sector 26, **Vashi**, Kopri, Navi Mumbai,

(SIDBI Building - 40 flats)

1. **BROAD SCOPE OF WORK :**

**The broad scope of works which are to be undertaken by the Contractor selected are as under:**

**Inside the premises Repair & Maintanance includes the following:**

1. Carrying out comprehensive civil, plumbing, carpentry and electrical repairs and any replacements if required as per following details.
2. **Attending to civil, carpentry & plumbing work inside the flats and premises shall include :** Repair and maintenance of doors, windows, locks, al-drops,door stoppers, door closures, handles, conditioning the fixed furniture provided in the flat by the Bank, mosquito nets panels, curtain rods, flush tank and caulk, water pumps, taps, jet spray, diverters, wall mixtures, ball caulk, showers, bottle traps, seat cover, internal piping, sinks / washbasin, miscellaneous need based related masonry, plumbing works etc. including necessary replacement with the same brand or as approved by SIDBI in the quoted cost.

In General, the contractor shall be responsible for maintenance of all the Civil, carpentry and plumbing items inside the flats as well as premises. Please note that in Andheri and Vashi Flats, the common area of the buildings shall be maintained by the contractors, in other premises the same shall be maintained by the respective society / condominium. The contractor is required to bear the charges of consumable such as washers, screws, pins, cement, fevicol, Teflon tapes, drilling bits etc., costing up to `100/- per one job. Contractor shall also use his own tools such as screw drivers, plyer, drill machine, hex saw, plainer, etc for attending to the day to day complaints.

1. **Attending to electrical work inside all the flats and premises shall include :-**

Repairs and maintenance of all electrical installations in the flats as well as premises owned by the Bank. The contractors are required to maintain MCBs and ELCBs (all capacities) chokes, capacitors, starters, switches, sockets, regulators, geysers (coil + thermostat + leakages etc.), calling bells, power and computer points, fans (bearings + windings + coil), holders, water pumps, distribution boards, street and compound lights, miscellaneous wiring etc. including necessary replacement of the same with the same brand or as approved by SIDBI in the quoted cost. Scope of work also includes minor day to day repair & maintenance of DG Set panel, Battery Charger, Fire-fighting panel, Pump panel, Lift panel, Lightning arrester, earth pit. The contractor is required to bear the charges of consumable such as tapes, capacitors, fuse, screws, indicator lamps, cable ties, connectors, lugs, drilling bits etc., costing up to `.100/- per one job.

The Bank / Flat occupant shall arrange only for materials and other consumables such as tubelights, bulbs inside the flats at their cost which the contractors are required to fix in the respective fittings. In case of Andheri and Vashi flats, the contractor shall attend to all electrical work in common areas whereas in case of other flats, the common area work will be attended by the respective society.

1. **Coordination with other service providers viz. electric power supply companies, lift companies and Municipality for attending to the complaints.**
2. The contractor is required to carry out a detailed survey of all the electrical and plumbing items fitted at various locations. Bank shall bear the cost of replacement of light fittings & fixtures [only of common area] once before handing it over to the successful contractor on joint survey.
3. **Period of Contract**

The contract shall be valid for a period of **12 months** commencing from the date of award of contract. However, Bank reserves its right to review and terminate the same before completion of the said period. **The contract shall remain effective** **normally for one year. However, SIDBI reserves the right to extend the contract for another year after completion of One year (i.e.,12 months) with 5% increase in the rate (all inclusive) depending on satisfactory performance of the contractor.**

1. **Performance Guarantee**

(1) Earnest Money Deposit (EMD) for the work is `**25,000/- (Rupees Twenty five Thousand Only)**.

(2)The EMD of successful contractor shall be returned on submission of Performance Bank Guarantee as follows. The Performance Bank Guarantee (BG) shall be 5% of contract value per year as security deposit. No charges shall be payable on this account. The BG should be in the format approved by the Bank and should be kept valid for a period of 12 months with a claim period of 6 months.

**No payment shall be released till the BG is submitted**.

The Bank Guarantee (BG) shall be encashed in case contractor fails to perform his duties satisfactory.

**5 A.** **Compensation towards non-attentiveness**

Contractor shall maintain a proper Record / Register indicating reasons for not attending to any particular complaint within time schedule, failing which appropriate compensation shall be recovered. The expected period of completion of the various items and the amount of deduction beyond that period for pending complaints will be as under **:-**

|  |  |  |  |
| --- | --- | --- | --- |
| ***S.No.*** | ***Nature of work*** | ***Nature of work*** | ***Nature of work*** |
| 1 | Repair/Replacements of essential Electrical, Plumbing & Carpentry items within the scope of work | 1 days | 200 /- per day |
| 2 | Repair/Replacements of normal Electrical, Plumbing & Carpentry items within the scope of work | 2 days | 200 /- per day |
| 3 | Repair/Replacements of Electrical, Plumbing & Carpentry items not in the scope of work | 3 days | 200 /- per day |
| 4 | Staff without ID Card | 1 day | 100 /- per worker per day |

* For Misbehaviors’ by the staff engaged by the contractor to Bank employee or visitors – `1,000/- per incident
* Recurring of irregularities given above will attract Double the penalties amount mentioned

**Note:**

1. The compensation / deductions as indicated above is a minimum and can be increased at the discretion of the Bank if there is no improvement in the performance.
2. All the tools and tackles shall be contractor’s responsibility.

It is, essential that contractor should maintain a sufficient stock of frequently used materials at site and keep proper inventory / records.

1. Chief General Manager (Premises) shall be the final authority for decision in matters related to penalty (as indicated above) which cannot be challenged.
2. **In case of emergency of work, the contractor shall attend to the complaints after normal working hours/ during night and no extra payment will be made for working on odd hours/night.**

**5 B.** **The cost of replacement wherever applicable shall be paid on production of original bills/invoice (not estimate) for only on sanctioned work slips issued by the Bank to the Contractor. If any replacement / work is done without proper sanction the same will not be considered for payment.**

Under any circumstances, charges for **scaffolding, centering, shuttering jhulla** and curing will not be paid extra for any works related to maintenance / repair / replacement.

All necessary tools for attending the maintenance and repair work shall be provided by the contractor to its staff.

Need for replacement of any particular item, shall be decided by the Bank’s Engineer and the Contractor should carry out the work without any dispute.

A register of complaints shall be maintained by the contractor at each location. The Contractor’s Bills should be prepared based on the actual joint measurements certified by the Bank’s Engineer and accepted by the Contractor. The Contractor’s bill enclosing the sanctioned work slips duly certified by the ACT / CT and Bank’s Engineer only should be submitted to SIDBI, failing which the bill will not be accepted.

Contractor shall follow the prescribed formats / procedures for receiving complaints,receiving the work slips duly sanctioned and preparation of bills etc., as stipulated by the Bank from time to time.

1. **Place of Work and Visit to Site**

Intending bidder shall visit the Officers Quarters and make himself thoroughly acquainted with local site conditions, nature and requirement of work, conditions, and make arrangement of labour and material, etc. as required & indicated before quoting for the tender.

1. **Raw Materials**

Contractor shall use materials of standard quality (with the prior approval of SIDBI). Replacement of consumable items viz. tube lights, bulbs, CFS switch, socket, MCB, CP Fittings, etc. and some other unforeseen works entrusted beyond scope of work shall be done on actual basis on Maximum Retail Price or Purchase price (whichever is less) on production of bills, to be certified by Bank’s Engineer / Caretaker. **No payments towards profits & over heads, conveyance, labour shall be made.**

Any **other new work** entrusted to the contractors shall be entitled for a profit and overheads of 10% (All inclusive) subject to production of necessary bills/ receipts / rate analysis. SIDBI reserves the right to get such works executed through other agencies at the risk and costs of the contractors, in case he denies the same.

1. **Rates,Taxes and Duties**

All the rates furnished in the tender shall be inclusive of all labour and material including all duties, royalties, Work Contract Tax (WCT) or any other taxes or local charges, if applicable. No extra claim on this account will in any case be entertained. New taxes and increase in existing tax if any, after award of work shall be paid on production of specific proof/ receipt/ challan etc. Applicable Service tax will be paid by the Bank.

1. **Personnel to be posted at various staff quarters**

The contractor shall always retain a minimum staff strength of experienced staff

at site as given in **Annexure-A**. Necessary grooming should be done before posting the staff at site. **The contractor shall also comply with the provisions of all labour regulations**. Contractor shall ensure payment of minimum wages to the staff deployed at site as per extant Govt. rules/ guidelines. Receipt of any complaint on this ground shall be viewed seriously. **As this is a Work Contract and not a Manpower supply contract**, no additional payment shall be made if contractor keep more staff at site for completing the pending work or if the staff strength is not able to perform satisfactorily as per contract provision.

Personnel provided by the Contractor should be smart intelligent and with good bearings and the responsibility of the discipline will be that of the Contractor.

All the persons to be provided should have good moral character and antecedent verification should be got done from the concerned authority by the Contractor and made available to SIDBI. No criminal case be pending against any of the persons employed by the Contractor.

Only able bodied, physically fit, well trained, disciplined and honest personnel not below the age of 18 years and not above 45 years shall be deployed for performing the Repair & Maintanance duties by the agency.

The manpower engaged by the Contractor at the SIDBI’s premises may be screened by SIDBI. The manpower engaged by the Contractor while working on the quarters will always wear uniform & identity cards issued by the Agency / Contractor for verification.

SIDBI shall have the right to accept / replace any person without assigning any reason whatsoever and the substitute shall have to be provided by the Contractor immediately. This is not a labour contract. The contract is for specified nature of work for the scope of work mentioned in this document.

**A register will be kept at site** on all the **six locations** showing attendance onday to day basis & which will be counter signed by the guard on duty the time when contractor’s worker arrives & sign at site. The same shall also be signed by ACT/CT and shall be presented along with the Contractor’s monthly bill. After verification by AM/Mgr the register shall be sent back to respective quarters the very next day.

The workers / staff engaged should wear ID Cards provided by the contractor. Any indecent behavior / suspicious activities of the Staff employed shall be viewed seriously and a suitable penalty shall be imposed on the contractor. The contractor is also required to submit the list of the workers with photo ID, educational qualification, address proof etc. before deputing the workers.

Contractor shall be solely responsible for the credentials / acts of his staff / workers.

Contractor is required to make timely payment to his staff including to various statutory authorities, and ensure payment of minimum wages as prescribed by Central Govt. for various category of staff, work.

The staff engaged by the contractor will report daily on assigned sites viz Raheja Majestic, Matunga and SIDBI Officer Apartment, Andheri and will move to other site on requirement. No local conveyance charges shall be paid by the Bank as the same is to be included in the quoted rates.

**10. The contractor shall follow and adhere to all Statutory Laws and rules of Government and other authorities. The contractor shall keep SIDBI indemnified against claims, if any, of the workmen and all costs and expenses as may be incurred by the SIDBI in connection with any claim that may be made by any workmen. The Contractor shall also execute an indemnity bond, in the approved format, in this regard**.

1. **Insurance**

The CONTRACTOR shall keep SIDBI, its servants or agents indemnified against claims, actions or proceedings brought or instituted against SIDBI, its servants or agents by any of contractors’ employees or any other third party in connection with relating to or arising out of the performance of the services under the agreement. The contractor is also required to obtain the third party insurance for each incident as follows:-

a. Personal injury - **`**1.00 lacs

1. Property Damage - **`**1.00 lacs

Besides covering all employees of contractor under ESIC scheme, the contractor shall also be required to obtain a workman compensation policy for an amount atleast Rs.1 Lacs per employee and covering all the staff during the contract period deployed at site.

**If contractor fails to comply with the above provisions, SIDBI reserves its right to deduct suitable amount from the contractors payment and pay the insurance company**.

1. The Bank shall not be bound to accept the lowest tender and reserves the right to reject any or all the tenders without assigning any reasons thereof.
2. If Bank decides to place work order for additional scope of work in the same premises or amend the original contract for additional scope of work in the same premises, the contractor shall be bound to accept the same at rates contained in the original work during the currency of the contract.
3. Bidder shall quote his rates for all items of workdescribed in the price bid.

**15. Termination of Contract**

If the contractor fails to perform any of the obligations under this contract or if

the Bank is dissatisfied with the services, the Bank may terminate the services of the contractor by giving a 30 days notice in that regard. In that case, the contractor shall vacate the premises within a period of one month of written notice. Bank should not be held liable for any cost, damage, expenses or any loss whatsoever that the contractor may suffer on being served with the notice and termination of contract. However, the contractor is required to give 3 month’s notice in case he do not want to continue the contract. In this case, Bank shall forfeit the security deposit and shall award the contract to new agency.

**16.** **Payment**

The bill shall be prepared by the contractor in the form prescribed on monthly basis and submitted by the 7th day of every month. Bills will be settled by SIDBI within 10 days after receipt of bill with complete details and all documents. The complete bill, in proper form, must be duly accompanied by details of work carried out in that month and must show deduction for all previous payment.

**17. Safety Management**

The contractor shall initiate and maintain safety management programme to

protect its employees from hazards through procedures, practices and regular inspection of the work areas, materials, equipment, information and training necessary for safe work performance

**18.** **Emergency telephone Nos**

The contractor shall provide an emergency telephone number for normal and out of hours operations with a maximum of two hour response time during any breakdowns to essential utility services.

**19. Compliance with all Statutory requirements**

The Contractor shall comply with all statutory requirements prescribed by the

local as well as central government authorities from time to time. The contractor shall produce all the relevant statutory documents for inspection by SIDBI and the government authorities.

**20.** **Subletting the work**

The contractor cannot sublet the work without theprior permission of SIDBI. However, if it has to depute specialized agencies for the particular work. It shall be entirely contractor’s responsibility to pay such agencies on time without any implication on the work.

**21. Stationery**

The contractor has to bear the cost of equipments, stationery, telephone, etc. required for proper execution of the work.

**22**. The Contractor shall also be bound to discharge obligations as provided under various statutory enactments including the Employee s Provident Fund & Miscellaneous Act, 1952, Employees Pension Scheme, 1995, ESI Act 1948, Contract Labour (Regulation and abolition) Act, 1970, Minimum Wages Act 1948, Payment of Wages Act 1936, Payment of Bonus Act, 1965, Payment of Gratuity Act, 1972, Workmen's Compensation Act 1923 , Works Contract Act, 1999 an d other relevant Acts, Rules and Regulations in force and as amended from time to time and are in force in the Central Govt. where the scope of supply under this Contract are executed. Also, the Contractor shall ensure that its employee(s) / labourers refrain from smoking / consuming alcohol and other intoxicant substance or carrying any inflammable substances etc., inside the premises, while on duty. The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. Staff deployed by the Contractor shall perform their duties at the premises of Bank with due diligence and take all precautions to avoid any loss or damage to the property / person.

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**CONDITIONS OF CONTRACT**

SCOPE OF WORK AREA TO BE MAINTAINED

At the buildings at Andheri & Vashi

Working Days : Monday to Sunday, both Days inclusive.

Working Hours : From 0945 hrs to 1745 hrs

THE SERVICES COVERED ARE

1. Electrical Systems

1.1. Periodical Checks Of LT Panel

Check the incoming voltage.

Check the individual feeder voltage wherever possible.

Check for abnormal heating, for loose connections at terminations, MCBs and change over switches.

Check cleanliness of LT panel room. Check for all visual indications

Check for any abnormal noise in all the panels.

Check all earth pits physically and take earth resistance reading once a quarter.

Ensure that the load current is with in safe value based on actual load.

Check all cable terminations and tighten the connections if required. Check the feeders for operation.

Draw-out all circuit breakers and tighten the connection and lubricate the rail mechanism and moving contacts.

Check all connections against loose contact. Check for any loose crimping and cable heating. Check for proper insulation and earthing too.

In case of power supply failure / fault for 15 minutes, inform and co-ordinate with the Bank team for speedy restoration of supply.

1.2. Electrical Installation:

Operation and maintenance of the Electrical Equipment in accordance with the Manufacturer’s Instruction Manual.

Check Battery Back up time once in a month.

Check of all safety controls and Electric Switch Gears – Condition of Contractor fingers, oiling of pivots, tightening of connections to prevent sparking etc.

Regular cleaning of Motors – Inspect Terminals & Clean, Check correctness of Readings

Check all the Cables, Bus Bars, Nut-Bolts, Insulation etc. for the Panels Replacement of faulty lights and fixtures.

Replacement of any equipment/Switch gear due to normal wear and tear. Renovation of wiring or any control circuit.

1.3. Fittings and Fixtures

Check all fittings and fixtures like lights and power points regularly

Clean all light fittings as and when necessary with the help of housekeeping personnel.

Replace the defective bulbs, tubes, chokes, starters etc.

1.4. Diesel Generator Sets

Keep the D.G room clean

Check sufficient amount of fuel, oil and water is available for running the DG sets.

Check the starter battery, charger and electrolyte level in cells and tip-up with distilled water if required.

Check correct water level in cooling tower and make-up-tank.

Check output voltage and frequency from generators through indicating meters.

Co-ordinate with the AMC contractor / supplier for routine maintenance. Assist in Operate DG set manually if auto change over is not working. Co-ordinate with the vendors to perform B-Check, so that preventive maintenance can be carried out for the system.

Operation of the D.G. Sets in accordance with the Manufacturer’s Instruction Manual.

Weekly Run D.G. Sets in synchronization as well in auto mode and independent. Maintain Hourly logbook and any abnormality to be brought in to notice. Refill the oil tank with requisite amount of HSD tank as & when required. Maintain the HSD stock at Min reorder Qty

Maintain the register for daily consumption of HSD and follow up with Purchase Function of BANK for replenishment

Check Electrical circuits and all the Panels on a daily basis

Battery specific Gravity to be checked and logged daily and any abnormality to be brought in notice of BANK as well maintain the specific gravity at specific level. Report any irregularity to the concerned

1.5. Water Supply and Fire Fighting

Periodical Operation and maintenance of all Water Supply and Fire Fighting Equipment as per the Equipment List including Water Softener Plant, Pumps and Motors, in accordance with the manufacturer’s Instruction Manual

Ensure Water supply at facility (toilet and in outer areas, and garden) for 24 hours a day and 365 days a year across the plot.

Monitor that there is no over flow of water ever.

1.6. All Flats – Internal Electrical Repair/ Maintenance

In addition to flats in Andheri & Vashi, the contractor will attend to all day to day repair/ maintenance work inside the flats in Matunga (W)/Mahim, Gokuldham (Goregaon), Powai and Oshiwara.

2.0 All Flats/Building and Carpentry Services

2.1 Civil Services and minor repair jobs provided by Contractor would include but not be limited to the following:

Carpentry Services provided under the general maintenance service would be limited to repair to damaged or worn out items. If the volume to be repaired is in excess of 1 Cft. Within an item of furniture, or is a complete sub-assembly (e.g. a complete table top), the same will be termed as a project and will be charged separately. Matching of colours / texture /shades will be done to the closest shade readily available. Materials will be supplied by you, or will be charged at cost.

Plumbing Services provided under the General maintenance service would be limited to repair to damaged or worn-out existing items, with similar new / available items of similar / improved quality. Any addition / extension to an existing system or installation of a new item / system will be termed as a project and will be charged separately. Materials will be supplied by you, or will be charged at cost.

2.2 Reporting

Contractor will submit the Weekly, Monthly, Quarterly, And half-Yearly and Annual reports as per the frequency and formats discussed and agreed between BANK and Bidder. The reports will include the following :

The Checklists, which will be prepared by the Contractor’s Supervisors for every equipment at own building

.

Reports on HSD consumption & Plan Report on Electrical Parameters

Report on Air-Conditioning Parameters for VOF & guest houses Report on Fire Fighting & Water Drainage System Parameters Report on the major Replacements & Repairs undertaken Report on Inventory Status of Spares and Consumables Report on forthcoming Preventive maintenance

Report on Warranties and Macs of Equipment Report on Breakdowns

Report on Spares Consumption (Highlighting abnormal consumption)

Report on Water Consumption

Report on Power Consumption and Energy Graphs

The above reports are indicative. Final Reports and the Formats will be developed and finalized as mentioned above.

2.3 Contractor will have a single point of contact who will coordinate with the Bank and his staff and arrange to attend the complaints promptly/timely.

**LETTER OF OFFER**

Date:

To

**The Dy.General Manager [Premises]**

**SME Development Centre,**

**Small Industries Development Bank of India (SIDBI),**

**5th Floor, Premises Vertical,**

**Plot No-C-11, ‘G’ Block,**

**Bandra Kurla Complex,**

**Bandra (East), Mumbai-400 051**

Dear Sir,

**Contract for REPAIR & MAINTENANCE SERVICES in SIDBI’s staff quarters at Mumbai**

Having visited the SIDBI’s Staff Quarters located at Matunga (W), Andheri (W), Vashi, Goregaon (E), Oshiwara and Powai in Mumbai and examined the contract documents, specifications and scope of work to be carried out, I / we hereby offer to take up the subject work and submit herewith our offer for the same. Further, I / we herewith deposit **`25,000/-** as **Earnest Money Deposit** (EMD) as per the Terms of Contract and our offer. In the event of my / our tender being accepted, I / we agree to enter into and execute the necessary contract agreement required by you. I am / we are aware that the Bank intends to carry out the entire work as covered in the scope of this tender with utmost diligence. I / we agree to carry out the work with due diligence and in time bound manner. As required by you, I / we are returning herewith the tender documents duly filled in and signed by us at each page in token of our acceptance of the provisions in the documents in two sealed envelopes.

Thanking you,

Yours faithfully,

Signature and Seal :

Address :

**Annexure-A**

**Minimum Staff Strength at various quarters**

1. **Technical Staff (7 DAYS A WEEK)**

Electrician - 2 Nos. Plumbers - 2 Nos. Carpenter - 1 Nos.

The service of plumber/ electrician/ carpenter also includes cost of consumables repairs, replacement etc. as clarified in scope of work.

**1 Electrician, 1 Plumber & 1 Carpenter will report daily at Raheja Majestic and 1 Electrician & 1 Plumber will report at Andheri SIDBI Officers Apartment and thereafter they would be required to move to other locations as per requirement.**

The strength indicated as above is a minimum and the contractor is required to increase the same at the advice of SIDBI in case pending works are more.

For deduction purpose, @ `500/- per day (8 hours) per person shall be recovered in case the strength of the staff is less than as indicated. They should have valid trade license and possess minimum 5 years experience of maintenance / repairs of various residential properties.

**Note**

1. **This is a Work Contract and not a Manpower Supply Contract and hence the monthly payments would be made on the basis of actual work done by the Contractor/Agency.**
2. No other payment shall be made for doing the woks described in scope and schedule of work. No escalation on quoted rates shall be paid.
3. Non completion of any activity shall attract a levy of compensation @ 150% of the value quoted by the contractor or actual value incurred by the Bank whichever is more.
4. All required tools and materials for Repair & Maintanance etc. shall be arranged in sufficient quantity by contractor at his own cost.
5. The contractor shall be solely responsible for protection of his material as well as the material handed over by the Bank.
6. The contractor shall be solely responsible for protection of Bank’s property.
7. The contractor cannot sublet any part work without prior permission of the bank.
8. The contractor is responsible for making timely payment to his employees / sub contractors. Else the Bank reserves its right to pay the same and recover it from contractors payment, in case need arises.
9. Materials will be supplied by the Contractor, or will be charged at cost.

Signature and Seal :

***Price Bid***

|  |  |  |
| --- | --- | --- |
| ***Description Of Work*** | ***Rate per month (in Rs)*** | ***Rate per year(in Rs)*** |
| Electrical Repair & Maintenance Works |  |  |
| Plumbing Repair & Maintenance Works |  |  |
| Carpentry Repair & Maintenance Works |  |  |
|  |  |  |
| 1. ***Total Annual Contract Value (in Rs) --- =*** 2. ***Service Tax @ % on =*** 3. ***Grand Total (A+B) =*** | |  |