



भारतीय लघु उद्योग विकास बैंक
Small Industries Development Bank of India

लखनऊ स्थित आगंतुक अधिकारी फ्लैटों/डॉर्मिटोरियों/अतिथि-गृहों के
रखरखाव के लिए वार्षिक रखरखाव संविदा हेतु प्रस्ताव-आमंत्रण का
अनुरोध

Request for Proposal (RfP) for Annual Maintenance Contract
for Maintenance of Visiting Officers' Flats (VOFs) /
Dormitories / Guest Houses at Lucknow

निविदा सं. Tender No. – 314/2020/1465/H01/ADMIN

सीलबंद निविदा जमा करने की आखिरी तारीख- 16 मई 2019, सायं 06.30 बजे तक
Last Date of Submission of sealed tender- May 16, 2019, Upto 06.30 pm

महाप्रबन्धक

प्रशासन व परिसर वर्टिकल, भारतीय लघु उद्योग विकास बैंक
सिडबी टावर, 15 अशोक मार्ग
लखनऊ- 226001
The General Manager
Administration and Premises Vertical
SIDBI TOWER, 15, Ashok Marg
Lucknow-226001

यह दस्तावेज भारतीय लघु उद्योग विकास बैंक (सिडबी) की संपत्ति है। सिडबी की लिखित अनुमति के बिना इसकी प्रतिलिपि, वितरण अथवा इलेक्ट्रॉनिक या अन्य किसी माध्यम पर रिकॉर्डिंग न की जाए। प्राधिकृत कार्मिकों/एजेंसियों द्वारा भी यहाँ विनिर्दिष्ट उद्देश्य से इतर किसी प्रयोजन के लिए इस दस्तावेज में दी गयी विषयवस्तु का उपयोग किया जाना

पूर्णतया प्रतिबंधित है। यह कॉपीराइट का उल्लंघन माना जाएगा, अतः भारतीय कानून के तहत दंडनीय होगा।

This document is the property of Small Industries Development Bank of India (SIDBI). It may not be copied, distributed or recorded on any medium, electronic or otherwise, without SIDBI's written permission. Use of contents given in this document, even by the authorised personnel / agencies for any other purpose other than the purpose specified herein, is strictly prohibited as it shall amount to copyright violation and thus shall be punishable under the Indian law.

महत्वपूर्ण सूचना Important Information

क्रमांक Sr. No.	मद Event	विवरण/ तारीख व समय Particulars / Date & Time
1	कंपनी का नाम Name of the Company	भारतीय लघु उद्योग विकास बैंक (जिसके इसके बाद "सिडबी" अथवा "बैंक" कहा गया है। Small Industries Development Bank of India (hereinafter referred to as "SIDBI" or "The Bank")
2	उद्देश्य Purpose	लखनऊ में विभिन्न स्थानों पर स्थित सिडबी के आगंतुक अधिकारी फ्लैटों (वीओएफ)/ डॉर्मिटोरियों/ अतिथि-गृहों (सूची परिशिष्ट-I में दी गयी है) के रखरखाव के लिए एजेंसी की नियुक्ति Engagement of Agency for Maintenance / Upkeep of Visiting Officers' Flats (VOFs) / Dormitories / Guest Houses of SIDBI, located at different places in Lucknow (list of places as per Appendix-I).
3	प्रस्ताव आमंत्रण की तारीख Date of Issue of RfP	26 अप्रैल 2019 April 26, 2019
4	निविदा दस्तावेज़ की प्राप्त करने का समय, तारीख व स्थान (निर्धारित पते पर स्वयं आकर लेना अथवा सिडबी की शासकीय साइट से डाउनलोड करना) Time, Date and Place of collection of Tender Document (collection in person from the given address or downloading from official site of SIDBI)	समय : पूर्वाह्न 10.30 से सायं 06.30 बजे तक Time: 10.30 am to 06.30 pm तारीख : 26.04.2019 से 16.05.2019 तक Date: From 26.04.2019 to 16.05.2019 स्थान: प्रशासन व परिसर वर्टिकल, सिडबी, प्रधान कार्यालय, 5वाँ तल, सिडबी टावर, 15 अशोक मार्ग, लखनऊ- 226001 Place: Administration and Premises Vertical, SIDBI, Head Office, 5 th Floor, SIDBI Tower, 15, Ashok Marg, <u>Lucknow-226001</u>

5	<p>निविदाकर्ताओं से बोली-पूर्व बैठक/ साइट दौरा Pre- Bid meeting with Tenderers / Site visit</p>	<p>समय: पूर्वाह्न 11.30 से अपराह्न 03.00 बजे तक Time: 11.30 am – 03.00 pm दिनांक: 01 से 03 मई 2019 तक Date: May 01 to 03, 2019. स्थान: प्रशासन व परिसर वर्टिकल, सिडबी, प्रदान कार्यालय, 5वाँ तल, सिडबी टावर, 15 अशोक मार्ग, लखनऊ- 226001 Place: Administration and Premises Vertical, SIDBI, Head Office, 5th Floor, SIDBI Tower, 15, Ashok Marg, <u>Lucknow-226001.</u></p>
6	<p>बोली-पूर्व बैठक / साइट दौरा के पश्चात निविदाकर्ताओं की पूछताच का निवारण Replies to queries of bidders after site visit / pre-bid meeting</p>	<p>ईमेल उत्तरों / जारी करने वाले परिशिष्ट द्वारा हल किया जाएगा (यदि आवश्यक हो) Will be resolved by email replies / issuing addendum (if required)</p>
7	<p>बोली जमा करने की अंतिम तारीख Last date for submission of bids</p>	<p>16 मई 2019 को सायं 06.30 बजे तक May 16, 2019 upto 06.30 pm</p>
8	<p>बोली जमा करने का पता Address for bid submission</p>	<p>महाप्रबन्धक, प्रशासन व परिसर वर्टिकल भारतीय लघु उद्योग विकास बैंक प्रधान कार्यालय, सिडबी टावर 15 अशोक मार्ग, लखनऊ- 226001 The General Manager, Administration and Premises Vertical, Small Industries Development Bank of India, Head Office, SIDBI Tower, 15, Ashok Marg, <u>Lucknow-226001</u></p>
9	<p>बयाना जमानत राशि (ईएमडी) Earnest Money Deposit (EMD)</p>	<p>₹ 28,000/- (रुपये अट्ठाईस हजार मात्र) जो 'सिडबी' के पक्ष में लखनऊ पर देय डिमांड ड्राफ्ट/ पे ऑर्डर के रूप में हो। इसका भुगतान निविदा जमा करने के समय एक अलग लिफाफे में रखकर किया जाएगा, जिसपर "वीओएफ/अतिथि-गृह/ डॉर्मिटरी के रखरखाव/ देखभाल के लिए बयाना जमानत राशि" लिखा होगा। ₹ 28,000/- (Rupees Twent eight thousand only) in the form of Demand Draft/Pay Order drawn in favour of "SIDBI" payable at Lucknow to be paid at the time of submitting the tender in a separate envelope super scribed" EMD for</p>

		Maintenance / Upkeep of VOFs/ Guest Houses/Dormitories at Lucknow.
10	<p>तकनीकी बोली खोलने की तारीख व समय</p> <p>Date & Time for Opening of Technical Bids</p>	<p>17 मई 2019 को मध्याह्न 12.00 बजे</p> <p>May 17, 2019 at 12.00 p.m</p>
11	<p>वित्तीय/वाणिज्यिक बोली खोलने की तारीख व समय</p> <p>Date & Time of opening of Financial / Commercial bids</p>	<p>21 मई 2019 को अपराह्न 03.30 बजे</p> <p>May 21, 2019 at 03.30 p.m</p>
12	<p>बोली की वैधता</p> <p>Bid Validity</p>	<p>वित्तीय बोली खोलने की तारीख से 90 दिन तक</p> <p>90 days from the date of opening of financial bid.</p>
13	<p>संविदा का समय/तारीख</p> <p>Time / Period of Contract</p>	<p>संविदा की अवधि कार्य-आदेश में दी गयी तारीख से 24 माह तक की होगी (जिसका एक वर्ष बाद समीक्षा करके नवीकरण किया जाएगा)</p> <p>The period of contract will be 24 months from the date as mentioned in work order (to be reviewed and renewed after one year).</p>
14	<p>सिडबी के पदाधिकारियों के संपर्क विवरण</p> <p>Contact details of SIDBI officials</p>	<p>टेलीफोन नं. Tele. No. 0522- 4259815,4259761</p>
15	<p>सिडबी की वेबसाइट</p> <p>Website of SIDBI</p>	<p>https://www.sidbi.in/.</p>

Introduction and Disclaimers

The purpose of the RfP is to invite bids from reputed Bidders for annual maintenance contract for maintenance / upkeep of VOFs / Guest Houses / Dormitories of SIDBI located at different places (as per Appendix I) at Lucknow.

The contract duration is two years with annual review at the end of one year. The RfP document is not a recommendation offer or invitation to enter into a contract, agreement or other arrangement in respect of the services. The provision of the services is subject to observance of selection process and appropriate documentation being agreed between SIDBI and any successful Bidder as identified by SIDBI, after completion of the selection process as detailed in this document.

Information Provided

The RfP document contains statements derived from information that is believed to be true and reliable at the date obtained but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with the Bank in relation to the provision of services. Neither Bank nor any of its directors, officers, employees, agents, representative, contractors, or advisers gives any representation or warranty (whether oral or written), express or implied as to the accuracy, updating or completeness of any writings, information or statement given or made in this RfP document. Neither Bank nor of its directors, officers, employees, agents, representatives, contractors, or advisers has carried out or will carry out an independent audit or verification or investigation or due diligence exercise in relation to the contents of any part of the RfP document.

For Respondent only

The RfP document is intended solely for the information of the part to whom it is issued ("the Recipient" or the Respondent" or "the Bidder").

Disclaimer

Subject to any law to the contrary, and to the maximum extent permitted by law, Bank and its directors, officers, employees, contractors, representatives, agents, and advisers disclaim all liability from any loss, claim, expense (including without limitation, any legal fees, costs, charges, demands, actions, liabilities, expenses or disbursements incurred therein or incidental thereto) or damage (whether foreseeable or not) ("Losses") suffered by any person acting on or refraining from acting because of any presumptions of information (whether oral or written and whether express or implied), including forecasts, statements, or estimates, or projections contained

in this RfP document or conduct ancillary to it whether or not the Losses arise in omission, default, lack of care, immature information, falsification or misrepresentation on the part of Bank or any of its directors, officers, employees, contractors, representatives, agents, or advisers.

Cost to be borne by Respondents

All costs and expenses incurred by Respondents in any way associated with the preparation and submission of responses, including but not limited to the attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by SIDBI, will be borne entirely and exclusively by the Recipient / Respondent.

No Legal Relationship

No binding legal relationship will exist between any of the Respondents and SIDBI until execution of a contractual agreement.

Recipient Obligation to Inform itself

The Recipient must apply its own care and conduct its own investigation and analysis regarding any information contained in the RfP document and the meaning and impact of that information.

Evaluation of Offers

The Issuance of RfP document merely an invitation to offer and must not be construed as any agreement or contract or arrangement not would it be construed as any investigation or review carried out by Recipient. The Recipient unconditionally acknowledge by submitting its response to this RfP document that it has not relied on any idea, information, statement, representation, or warranty given in this RfP document.

Acceptance of Selection Process

Each Recipient / Respondent having responded to this RfP acknowledges having read, understood and accepted the selection & evaluation process mentioned in this RfP document. The Recipient / Respondent cease to have any option to object against any of these processes at any stage subsequent to submission of its responses to this RfP.

Error and Omissions

Each Recipient should notify SIDBI of any error, fault, omission or discrepancy found in this RfP document.

Acceptance of Terms

Recipient will, by responding to SIDBI for RfP, be deemed to have accepted the terms of this introduction and Disclaimer.

Notification

SIDBI will notify all short-listed respondents in writing or by email as soon as practicable about the outcome of their RfP. SIDBI is not obliged to provide any reasons for any such acceptance or rejection.

Proposal Ownership

The proposal and all supporting documents submitted by the vendors shall become the property of SIDBI unless the Bank agrees to the vendors specific request in writing, that the proposal and documentation be returned or destroyed.

Notice Inviting Tender

1. 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. SIDBI, having its Head Office at SIDBI Tower, 15, Ashok Marg, Lucknow – 226001 invites sealed quotations / bids from reputed agencies engaged and having registered office at Lucknow for **Maintenance / Upkeep of its Visiting Officers' Flats (VOFs) / Guest Houses / Dormitories**, located at different places in Lucknow (**Appendix-I**).
3. The eligibility criteria and terms and conditions of the contract are furnished in the **Annexure-I** and **Annexure-II** respectively. The same are also available in the office of the undersigned between 1030 hrs to 1830 hrs on any working day (except Saturday, Sunday & holidays) from April 26, 2019 to May 16, 2019.
4. **The tender shall be submitted in two parts i.e. Part-I (Technical Bid) and Part-II (Financial Bid). The mode of submission of tender will be:**
 - (a) **Cover-I:** This cover forming **Part-I** of the tender should super scribed "**Technical Bid for Maintenance / Upkeep of VOFs / Guest Houses / Dormitories at Lucknow**" (Strictly as per **Appendix-III**) containing all the certificates/information/documents.
 - (b) **Cover-II:** This cover forming **Part- II** of the tender should be super scribed with the words "**Financial Bid for Maintenance of VOFs / Guest Houses / Dormitories at Lucknow**". The bid should be strictly in the format as given from **Appendix-IV**. This cover will be opened after short listing of tenderers based on the Technical Bids.
 - (c) **Cover-III:** This is a Master cover containing the above two covers of Technical Bid and Financial Bid along with EMD and this cover should be super scribed with the words "**Tender for Maintenance of**

VOFs / Guest Houses / Dormitories at Lucknow" the same shall bear the address as given below:

The General Manager,
Administration and Premises Vertical,
Small Industries Development Bank of India,
Head Office,
SIDBI Tower, 15, Ashok Marg,
Lucknow-226001

5. Those Technical bids which are found to be in order i.e. satisfying all the stipulated conditions for **Maintenance / Upkeep of VOFs / Guest Houses / Dormitories at Lucknow** shall be short-listed and financial bids of only such short-listed bidders will be opened. Such short-listed bidders will be intimated for the opening of Financial Bid.
6. Any agency submitting the tender shall be deemed to have read and understood the terms and conditions, scope of the work, etc and quote accordingly.
7. SIDBI reserves the right to call for any missing/additional requirements or otherwise from the applicant at the time of analysis of the tenders received in response to this notice.
8. Any conditional offer / tender shall not be considered.
9. Any modification in the tender after opening date shall not be considered.
10. The Tenderers should read and understand all the terms and conditions of the Tender before applying as the submission of the tender shall be deemed to signify the acceptance of the terms and conditions of this tender and Annexure forming a part and parcel of it and the successful tenderer shall sign and execute a Contract subsequently which shall be inclusive of the terms and conditions as set forth in tender document.
11. The agency should be a registered body for providing services of skilled, semiskilled/unskilled staff having requisite licence.
12. The Bidders should have experience of at least 3 years in providing services for Guest house maintenance.
13. The Bidder should have experience of maintenance of Guest House in any Financial Organization / Government / Public Sector undertaking / Private organizations of repute with at least One (1) existing work order in the said organizations in the last 2 financial years.

14. The average Annual Turnover from Guesthouse Maintenance during last 3 years (i.e. 2015-16; 2016-17 and 2017-18) should be at least `50 lakh per annum.
15. Satisfactory service certificates to be produced from any two of their existing major clients with details of contact person, Telephone No. email etc.
16. The Bidders should ensure and confirm that they have the entire mandatory compliance certificates / registrations / license under various applicable laws including labour laws applicable for the state of Uttar Pradesh. Minimum wages payable to the personnel to be engaged shall be strictly as per Central Labour Laws only. The Bidder should comply with various provisions of Contract Labour (R & A) Act 1970 and Central Rules 1971 and should enclose the copies of the following:
 - a) License from Labour Commissioner to employ contract labour under the Contract Labour Act.
 - b) Registration certificate under Employees Provident Act, with latest proof (challans to be attached).
 - c) Registration under Employees State Insurance Act, with latest proof (Challans to be attached).
 - d) Income tax return of last 3 financial years (i.e. 2015-16; 2016-17 and 2017-18;) and PAN Card of the Contractor to be enclosed.
 - e) GST registration Certificate.
 - f) Copies of audited Balance Sheets for the last 3 financial years (i.e. 2015-16; 2016-17 and 2017-18).
17. The Bidders shall have good name, standing and professional reputation for performing similar job / assignment. In addition they should not have defaulted in providing similar services or should not have been black listed by any office of SIDBI or any other establishments.
18. The Bid shall be signed by a person or person so authorized by the Bidder. In case, the Bidder is a Company, the officer so authorized by the Company with its seal duly affixed shall sign the Bid.
19. While discharging the duties, the agency shall be responsible for all injuries to persons, damage to building, building structure and shall rectify it at its own cost.

20. The agency shall be responsible for storing and safeguarding its own material at its own cost. The agency and its workers will be allowed to use lift after office hours.
21. Earnest money deposit (EMD) (refundable) of ₹ 28,000/- (Rupees twenty eight thousand only) by way of Demand Draft/Pay Order drawn in favour of "Small Industries Development Bank of India", payable at Lucknow may be submitted along with **Part-I**. The bid would be rejected in case EMD is not enclosed with **Part-I**. The quotations may be forwarded along with the forwarding letter as enclosed at **Part-I**

The General Manager,
Administration and Premises Vertical,
Small Industries Development Bank of India,
SIDBI Tower, 15, Ashok Marg,
Lucknow-226001
Phone No. 0522-2288210

22. Tender document may also be downloaded from Bank's website from the link:www.sidbi.in

The tenders received after the last date and time as mentioned above shall be rejected.

23. **Validity of Tender:**

Validity of the Tender shall be 90 days from the date of opening of Price Bid.

24. **Refund of EMD:**

- a) The EMD of all unsuccessful bidders shall be released immediately upon receipt of the issue of the letter of the intent / purchase order to the successful bidder.
- b) If the successful bidder fails to accept the LOI / sign the contracts or do not provide the required performance security or expresses inability to carry out the contract or fails to start the work within the stipulated time, the Bank shall; forfeit the bid security amount (EMD) of the Bidder and ban the contractor from subsequent bidding for a period of 3 years.
- c) **Bank Mandate Form:**
Bank mandate form is required to be submitted as per the attached **Annexure-IV**. This information is required for the purpose of refund of the EMD to unsuccessful bidders.

- d) 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.
- e) 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.

25. Evaluation Matrix for Selection of Agency

The following evaluation matrix shall be applied for scoring the different parameters for selection of Agency for Annual Maintenance Contract for Maintenance Upkeep of **Visiting Officers' Flats (VOFs) / Guest Houses / Dormitories at Lucknow:**

S.No.	Particulars	Maximum Score	Scoring Chart
i.	Annual turnover of the agency	40	Above ` 100 lakh = 40
			> ` 75 lakh to < ` 100 lakh = 35
			> ` 50 lakh to < ` 75 lakh = 30
ii.	Number of Central PSU clients handled by the Agency	25	Above 5 clients = 25
			4 clients to 5 clients = 20
			> 1 client to < 4 clients = 15
iii.	Years of Experience	25	Above 10 years = 25
			> 5 years to < 10 years = 20
			> 3 years to < 5 years = 15
iv.	Registration of Agency as Micro and Small Enterprises (MSEs)	10	Registered MSE/MSME = 10
			Otherwise = 0

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

- a) IT Returns for the last three years (for turnover).
- b) Copies of the Contract / Award received from the clients (for No. of clients)
- c) Date of establishment of the Agency / Earlier contract / award received (for experience)
- d) MSE registration certificate, if any.

26. Public Procurement Policy on Micro and Small Enterprises (MSEs)

26.1 SIDBI is governed by provisions of the Public Procurement Policy for Micro and Small Enterprises (MSEs) as circulated by The Ministry of MSME, GoI.

- 26.2 These provisions shall be applicable to Micro and Small Enterprises (MSEs) registered with District Industries Centre 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).
- 26.3 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.
- 26.4 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 (if applicable) along with the tender/RFP.
- 26.5 Bidder is required to inform its MSME status as per following definition, if applicable.

Enterprise Category	Manufacturing (Original Investment in P&M)	Services (Original Investment in Equipment)
Micro	Up to ` 25 lakh	Up to ` 10 lakh
Small	Up to ` 500 lakh	Up to ` 200 lakh
Medium	Up to ` 1000 lakh	Up to ` 500 lakh

27. The quotations which are not submitted in the prescribed manner will not be accepted. The date of opening the technical bids and financial bids will be as under:

Date of Opening the Technical Bid : May 17, 2019 at 1200 hrs
Date of Opening the Financial Bid : May 21, 2019 at 1530 hrs

You may make it convenient to be present at the time of opening the bids on the above date.

The Bank reserves the right to accept or reject any or all quotations without assigning any reasons.

The General Manager
Administration and Premises Vertical
Small Industries Development Bank of India
SIDBI Tower, 15, Ashok Marg,
Lucknow-226001
Tele. No. 0522- 4259815,4259761

Annexure - I**Eligibility Criteria**

1.	The agency should be in existence for at least last three years with Registered / Local office at Lucknow.
2.	The agency should have at least 3 years experience in providing maintenance services to reputed organizations like all India Financial Institutions, Public Sector Banks / undertakings and large private sector Organisations, MNCs with annual sales turnover of ` 100 lakh or more.
3.	The agency should be registered for GST. (Attach a copy of the registration certificate).
4.	The agency should have achieved annual sales turnover of ` 50 lakh in any of the last three Financial Years 2016, 2017 and 2018. Attach a copy of the relevant IT return / Balance Sheet /Profit & Loss A/c statement.
5.	The agency should be an Income Tax Assessee having filed Income Tax returns for the Assessment Years 2016, 2017 and 2018. In case the agency is exempted from paying income tax, the exemption certificate issued by IT Department may be enclosed.
6.	In case of partnership firm, partnership deed registered with Registrar of Firms may be submitted OR in case the agency is private limited company, the registration certificate with Registrar of Companies should be submitted.

The agencies qualifying the above pre-qualification criteria and agree to abide by the terms and conditions given in the **Annexure-II**, may submit the **"Technical Bid"** in a separate sealed cover superscribing - **"TECHNICAL BID FOR Maintenance of Visiting Officers Flats (VOFs) / Guest Houses / Dormitories at Lucknow - REF - Newspaper Advertisement dated April 26, 2019"**

Annexure – II

Terms and Conditions of Contract for Maintenance / Upkeep of Visiting Officers Flats (VOFs) / Guest Houses / Dormitories at Lucknow

- 1) The agency would be responsible for maintenance / housekeeping with cook facility in the following **Visiting Officers' Flats (VOFs / Dormitories / Guest Houses)**:

Sr. No.	Place	Flat No.
1	SIDBI Officers' Flats, 16, Madan Mohan Malviya Marg, Lucknow (All 4 bed room flats with attached toilets alongwith drawing-dining and kitchen in each)	701
		702
		801
		802

- 2) The agency would be responsible for **only** maintenance / housekeeping of the following **Dormitories** :

Sr. No.	Place	Flat No.
1	SIDBI Officer's Flat, Kings Apartments, 6/6 Mall Avenue, Lucknow (Three bed room flat with two toilets along with drawing – dining and kitchen)	601
		602
2	SIDBI Officers' Flats, Chitrasila Apartment, Indira Nagar, Lucknow (Each 2 bed room flats with attached toilets alongwith drawing-dining and kitchen)	507
		508
		509

- 3) The maintenance contract shall be valid for **24 months from** the date of awarding of contract with an increase of **upto 10%** in the quoted and agreed rates towards service charge for the second year, subject to satisfactory review after one year. The contract could be further extended for a period of one year subject to satisfactory performance and on mutually agreed terms and conditions.
- 4) However, notwithstanding anything contained herein, SIDBI [Bank] shall have the right to terminate the agreement / contract at any time without giving any notice or any reasons thereof. Such termination will not give any right to the Agency for claim of any damage or compensation. In case the agency desires to terminate the contract, the agency has to give three month's notice to the Bank.

- 5) The agency will be required to submit an Undertaking as per the format enclosed as per **Annexure III** alongwith the monthly bill and the bill will be settled only thereafter.
- 6) The Bank reserves the right to increase / decrease the number of cooks / helper and change the location of VOFs / Guest Houses based on its requirement and the payment will be made accordingly.
- 7) Minimum Wages will be revised during the period of contract in accordance with Dearness Allowance revised from time to time by U.P. Labour Commissioner as per the provisions of Minimum Wages Act, 1948. Accordingly, EPF/ESI will also be paid as per the revised rates.
- 8) The agency would be responsible for providing attendants as mentioned below:

Particulars
1. Cook – One each in 3 VOFs / Guest Houses (catering to 4 VOFs / Guest Houses)
2. House keeping boy / helper – Four (One full time and 3 part time)

- 9) **Scope of Housekeeping /Maintenance of VOFs / Guest Houses / Dormitories:**
 - 9.1 Daily Cleaning and dusting of 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, Vacuum cleaning of the carpeted rooms should be done, Collection of the garbage/waste papers from the guest's rooms and disposing it off in the specified manner. All toilets should have the toilet freshener (Like Odonil), toilet rolls and naphthalene balls must be put in the urinal pots and washbasins.
 - 9.2 The agency shall ensure that the persons engaged by it for the purpose shall have reasonable skills of housekeeping.
 - 9.3 The agency shall ensure that the persons engaged by it for the purpose of help shall wear clean dress and follow decent manners.
 - 9.4 The agency shall be responsible for police verification as well as identity of persons engaged by him.

- 9.5 The agency shall issue identity cards to the person engaged by it for SIDBI and submit a copy to SIDBI for records.
- 9.6 The infrastructure provided by the Bank at the aforesaid places will be solely under the care and supervision of the agency and any damage or loss to the property will be entirely the responsibility of the agency.
- 9.7 Cleaning agent and the rinsing liquid for the dish washing, scrubbers and other cleaning equipment will be provided by the agency.
- 9.8 The agency shall to the satisfaction of the Bank, attend to the following:-
- i. General housekeeping, cleaning and upkeep of the VOFs / Guest Houses / Dormitories.
 - ii. Attending generally to everything which goes with the housekeeping of any guest house.
- 9.9 The agency 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.
- 9.10 The agency shall provide round-the-clock vigil and shall be responsible for the security of the premises, furniture and all other goods in VOFs / Guest Houses.
10. **General House keeping services required for VOFs / Guest Houses / Dormitories :**
- 10.1 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.
- 10.2 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.
- 10.3 The electricity charges and repairs in respect of plumbing, electrical connections, etc., will be attended to by SIDBI at its cost. The agency shall collect / arrange to collect the Electricity Bills pertaining to the VOF/Guest Houses and submit the same in the Office of SIDBI.
- 10.4 The agency shall pay the gas refill charges & cable charges and seek reimbursement from SIDBI.

- 10.5 The agency shall take every care to avoid unnecessary consumption of power and gas and misuse of infrastructure.
- 10.6 The telephone of SIDBI installed in the VOFs / Guest Houses shall be under the lock and key of the agency and the agency shall ensure that no unauthorized calls are put through the same. The agency 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. The agency shall collect / arrange to collect the telephone bills pertaining to the telephones.
- 10.7 All losses and damages to the property of Bank by the agency or its employees or agents shall be made good by the agency on receipt of demand by Bank on that behalf and Bank's decision regarding the quantum of such losses / damages shall be final. Bank shall be entitled to recover such amount by deducting the same from any amount(s) payable by Bank to the agency for rendering the aforesaid services.
- 10.8 The cost of washing / laundering of towels, bedspreads, sheets, pillow cover, etc., in VOFs / Guest Houses shall be borne by the Bank. However, the agency shall ensure proper accounting of such articles while giving and taking for the purpose of wash and laundry.
- 10.9 The agency 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 Bank for such rates.
- 10.10 Attending on the guests and looking after their needs incidental to their stay in VOFs / Guest Houses.
- 10.11 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.
11. **Responsibility of cook of VOFs / Guest Houses**
 - 11.1 The agency 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 Bank may be specifying from time to time, at the cost of the agency and cater the same as per the requirements of the guests staying in the VOFs / Guest Houses of Bank.

- 11.2 The agency shall charge guests for the food, snacks and other items served to them at the rates approved by Bank from time to time and Bank **shall not be responsible** for any non-payment / non-recovery for such bills. Bank would, however, settle food bills for its official guests. The agency will be advised about the same in advance.
- 11.3 The Agency shall provide all groceries, vegetables, oils, and masalas etc., required for preparation of food, good quality rice & the vegetables should be soaked in salted water to ensure that the traces of pesticides are removed and then it should be washed thoroughly. Cooking should be done in reputed brand of refined Sunflower Oil. It should bear the Agmark wherever available. The food preparation should be done under hygienic conditions & the food should not have excessive oil, spices, chillies and salt.
- 11.4 The sweets (desserts) etc., provided should be 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.
- 11.5 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. Sample menu and meal rates detail are given at Annexure- V.

12. Maintenance of Pantry of VOFs

- 12.1 The Pantry should be cleaned thoroughly including the tiles, drains and flooring on daily basis. The chopping boards, knives should be cleaned properly on daily basis, the cleaning of the SS ware and the kitchen utensils should be done properly and the Utensils etc. should be kept sparkling clean.
- 12.2 Special 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.
- 12.3 Good personal hygiene should be maintained by the staff.
- 12.4 The packed food items like butter, pickles, jams, sauces etc., should not be stored beyond the expiry dates.
- 12.5 Storage of the raw food should be done properly and at the correct temperature.
- 12.6 Separate store should be maintained for the Housekeeping items.

12.7 The persons employed by the agency for various services as herein above shall remain always employee of the agency and shall have no claim of whatsoever nature against Bank.

13. Bid Security:

13.1 Earnest Money Deposit (EMD):

EMD (refundable) of ` 28,000/- (Rupees twenty eight thousand only) i.e. ` 20,000 plus 1% of amount above ` 10 lakh (rounded off to next thousand) on the estimated cost of the contract shall be paid by the bidders. The EMD shall be accepted in the form of Demand Draft/Pay Order/Bankers Cheque / Direct Credit to SIDBI's account through RTGS/NEFT of the required amount of EMD drawn in favour of "Small Industries Development Bank of India", payable at Lucknow shall be submitted alongwith **Part-I** of the Bid. Alternatively, for EMD above ` 28,000, requisite guarantee of a scheduled commercial bank shall be accepted. The bid would be rejected in case EMD is not enclosed with **Part-I** of the bid documents.

The EMD of unsuccessful bidders shall be released immediately upon issue of Letter of Intent to the successful bidder.

14. Performance Securities:

14.1 To ensure assurance for fulfilment of the obligations of the contractor/ agency under the contract, Performance security shall be taken in the form of Initial Security Deposit and / or Retention Money or Performance Guarantee as under:

14.2 Initial Security Deposit (ISD):

The successful contractor shall pay the ISD within fourteen days of notice of the award of the contract either in the form of a demand draft / bankers' cheque / direct credit in SIDBI's Bank A/c through RTGS/NEFT or bank guarantee from any scheduled commercial bank for an equivalent amount. The amount of ISD shall be 2% of the accepted value of the bid (including the amount of EMD).

14.3 Retention Money (RM) or Performance Guarantee (PG):

In addition to the ISD, the performance security would include RM to be withheld at the time of payment of each interim / running account bill equivalent to a sum @ 8% of the gross value of each interim bill / running account bill. The maximum amount of RM shall be the balance of the total security deposit.

14.4 Total Security Deposit (TSD):

TSD shall comprise of (a) ISD (b) RM / PG. The TSD of the contract shall be calculated as follows:

Rate	Description
10%	On the first of 1,00,000 of the accepted value of contract.
7.5%	On the next ` 1,00,000 of the accepted value of contract.
5%	On the further amount upto ` 2,00,00,000 of the accepted value of contract.
2%	On the amount in excess of ` 2,00,00,000/- of the accepted value of contract subject to a ceiling on the total security at ` 25,00,000/- or higher as approved by the competent authority for high value projects.

15. The Bank shall not be responsible, in any way, to third parties for any of their acts or deeds.
16. The agency should undertake to ensure compliance with the requirements of **Minimum Wages Act, Contract Labour Act, 1970, EPF, ESI and also abide by all the other statutory requirements necessary in this regards.** 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. The agency indemnifies the bank against all monetary or other benefits to which his personnel are entitled to during the period of employment or in relation to employment under various labour laws such as minimum wages act etc. or such other statutes as applicable from time to time. The bank shall have no priority with the persons deployed by the agency in execution of the contract work.
17. Bank shall not, in any way be responsible to any kind of injury or loss of health to the employee of the agency while they are performing their duties in the premises.
18. Following amenities should be provided in all guest rooms of VOFs / Guest Houses:

Sl.No	Amenities	Sl.No	Amenities
1	Bath Soap	6	Shaving kit
2	Shampoo Pouch	7	News Papers (one ET & one Tol)
3	Shoeshine Stripe		
4	Sewing Kit	8	A) Magazines (India Today) B) Flower Arrangements C) Fruit Platters For Directors
5	Tooth Brush, Toothpaste	9	Display meal rates in all rooms as advised by the Bank

13. The agency shall be entirely responsible for the conduct of its staff. In case of any misbehaviour / misconduct by the staff, contractor would have to remove such staff, as advised by SIDBI. If required, the contractor may be advised to obtain police verification report of his staff employed, whenever felt necessary. In case of non-compliance, SIDBI reserves the right to withheld the payments partly and no plea in this regard shall be entertained.
14. The agency shall be solely responsible for all injury to the workmen that may occur due to negligence, carelessness, accidental or any other reasons whatsoever. The agency shall duly indemnify SIDBI and hold SIDBI harmless in respect of all and any such expenses arising from all such injuries or damages to any person (s) as aforesaid and also in respect of any claim made in respect of injury or damage under any act of compensation or damage consequent upon such claim.
15. Evaluation of the agency's performance by the Bank and decisions taken thereof shall be final and binding upon the agency. The Bank may terminate the contract at any time without giving any prior notice particularly in, but not limited to any of the following events:
- Fraud committed by the agency
 - Serious default of the contract terms committed by the agency
 - Sub-contracting without authorization from SIDBI
 - Un-satisfactory services
 - Any violation of general terms and conditions.

ANNEXURE III

Undertaking

I, _____, S/o _____ Proprietor /Partner / _____ Director of _____ do hereby declare and undertake as under :-

That in the capacity of Independent Labour Contractor for M/s _____, I have complied with the provisions of all laws as applicable. I have paid the wages for the month of _____ which are not less than the minimum rates as applicable, to all my employees and no other dues are payable to any employee.

That I have covered all the eligible employees under Employees' Provident Funds and Miscellaneous Provision Act and the Employees' State Insurance Act and deposited the contributions for the following months and as such no amount towards contributions whatsoever is payable.

I further declare and undertake that in case any liability pertaining to my employees is to be discharged by M/s _____ due to my lapse, I undertake to reimburse the same. M/s _____ is also authorized to deduct the same from my dues as payable.

Authorised Signatory

Appendix – I

List of Visiting Officers' Flats (VOFs) / Guest Houses / Dormitories

A. Visiting Officers Flats / Guest Houses:

Sr. No.	Place	Flat No.
1	SIDBI Officers' Flats, 16, Madan Mohan Malviya Marg, Lucknow (All 4 bed rooms flats with attached toilets, drawing-dining and kitchen in each)	701
		702
		801
		802

B. Dormitories :

Sr. No.	Place	Flat No.
1	SIDBI Officers' Flat, Kings Apartments, 6/6 Mall Avenue, Lucknow (Both 3 bed rooms flat with two attached toilets, drawing – dining and kitchen)	601
		602
2	SIDBI Officers' Flats, Chitrasila Apartment, Indira Nagar, Lucknow (Each 2 bed room flats with attached toilets alongwith drawing-dining and kitchen)	507

Appendix-II

Forwarding Letter

(To be submitted on Vendor's Letter Head)

The General Manager,
Administration and Premises Vertical,
Small Industries Development Bank of India,
SIDBI Tower, 15, Ashok Marg,
Lucknow-226001

Dear Sir,

Your Tender No. _____ dated April 26, 2019

This is with reference to your above mentioned tender for selection of "Service Provider for maintenance / upkeep / housekeeping of VOF / Guest Houses / Dormitories" at Lucknow. Having examined the tender document, we hereby submit our proposal alongwith the necessary documents.

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

Authorised signatory:

Name: _____

Designation: _____

Phone: _____

Email: _____

Part-I

Appendix - III

**THE FORMAT FOR TECHNICAL BID
[MAINTENANCE OF VISITING OFFICERS' FLATS / GUEST HOUSES /
DORMITORIES]**

FROM:

TO,

The General Manager,
Administration and Premises Vertical,
Small Industries Development Bank of India,
15, Ashok Marg,
Lucknow - 226001

SI No.	Particulars	Details to be filled in by the Agency
(1)	Name of the Agency / Firm / Company (attach certificate of Registration)	
	Name of the Proprietor/ Director of the Firm / Agency / Company	
(2)	Regd. Office / Business address of the Agency / Firm / Company at Lucknow (with Telephone No. and email address)	
(3)	Date of Incorporation / Constitution.	
(4)	PAN No. of the Agency/Firm/Company [Attach certified copy]	
	Registration certificate with Labour Department	
(5)	Goods and Service Tax Registration No. [Enclose copy of registration certificate]	
(6)	Whether registered with Registrar of Firms / Companies? [Enclose Partnership Deed / Registration certificate with Registrar of Companies]	
	PF / ESI Certificates	Certified copies required.

	Details of EMD:													
	<table border="1"> <thead> <tr> <th>Details of Demand Draft</th> <th>EMD of Rs. 28,000/-</th> </tr> </thead> <tbody> <tr> <td>Demand Draft / Pay Order No.</td> <td></td> </tr> <tr> <td>Date of Demand Draft / Pay Order</td> <td></td> </tr> <tr> <td>Name of Issuing Bank</td> <td></td> </tr> <tr> <td>Branch Of Issuing Bank</td> <td></td> </tr> <tr> <td>Address of Issuing Bank</td> <td></td> </tr> </tbody> </table>	Details of Demand Draft	EMD of Rs. 28,000/-	Demand Draft / Pay Order No.		Date of Demand Draft / Pay Order		Name of Issuing Bank		Branch Of Issuing Bank		Address of Issuing Bank		
Details of Demand Draft	EMD of Rs. 28,000/-													
Demand Draft / Pay Order No.														
Date of Demand Draft / Pay Order														
Name of Issuing Bank														
Branch Of Issuing Bank														
Address of Issuing Bank														
(7)	<p>Work Experience of agency in the field of maintenance of Guest Houses. Give details of the existing clients:</p> <p>(Attach separate sheet in the following format)</p>													
(10)	<p>Turnover of the Company / Partnership Firm / Proprietorship for the Financial Year, 2015-16, 2016-17 & 2017-18</p> <p>(Please attach a copy of audited Balance Sheet and Profit & Loss Account for all the three years):</p>	<table border="1"> <thead> <tr> <th>FY</th> <th>Turnover (Crore)</th> </tr> </thead> <tbody> <tr> <td>2015-16</td> <td></td> </tr> <tr> <td>2016-17</td> <td></td> </tr> <tr> <td>2017-18</td> <td></td> </tr> </tbody> </table>	FY	Turnover (Crore)	2015-16		2016-17		2017-18					
FY	Turnover (Crore)													
2015-16														
2016-17														
2017-18														
(11)	<p>Whether the agency is an Income Tax Assessee having filed Income Tax returns for the Assessment Years 2016, 2017, 2018.</p> <p>(Attach copy of Income Tax Returns for all the three assessment Years).</p> <p>In case the agency is exempted from paying income tax, the exemption certificate received from IT Department may be enclosed.</p>													

I / We agree to abide by the terms and conditions stipulated by the Bank and mentioned in the **Annexure II**.

I / We also undertake to ensure compliance with the requirements of Minimum Wages Act, Contract Labour Act, 1970, EPF, ESI and also abide by all the other statutory requirements necessary in this regard. I / We agree that SIDBI would neither involve itself in any matters nor be responsible for any shortcomings arising out of the noncompliance of the necessary regulations / laws.



Date:

SIGNATURE
Name and Seal of the firm / Company

The agencies qualifying the above pre-qualification criteria and agree to abide by the terms and conditions given in the Annexure II may submit the **"Technical Bid"** in a separate sealed cover superscribing - **"TECHNICAL BID FOR *Maintenance of VOFs / Guest Houses /Dormitories at Lucknow*"** - REF - **NEWSPAPER ADVERTISEMENT DATED April 26, 2019.**

Part-II

Appendix – IV

**The Format for Financial Bid
[MAINTENANCE OF VISITING OFFICERS' FLATS / GUEST HOUSES /
DORMITORIES]**

From,

TO,

The General Manager,
Administration and Premises Vertical,
Small Industries Development Bank of India,
15, Ashok Marg,
Lucknow – 226001

Dear Sir,

We offer the rates per month for maintenance of VOFs / Guest Houses / Dormitories at Lucknow as under:

Sl.No.	Particular	Helper (Semiskilled unskilled) /person/day	Cook (skilled) /person /day	Monthly
1	Wages of 26 Days			
2	PF @13%			
3	ESIC @4.75%			
4	BONUS @8.33%			
5	Reliever			
6	Sub Total (A)			
7	Service Charges			
8	Sub Total (B)			
9	GST			

10	Sub Total (C)			
11	Total (A+ B+ C)			

***Please note that current minimum wage rate as per the Office of the Labour Commissioner Rates for skilled labour and un-skilled labour (as per 8 hours per day basis) is as under:**

- a) **Skilled Labour** - ₹ 710 per day
- b) **Un-skilled Labour** - ₹ 584 per day

(Requirement of manpower is indicated below)

I / We agree to undertake the work subject to terms and conditions stipulated in **Annexure II** by the Bank at the rates quoted above.

Date:

SIGNATURE
Name and Seal of firm

(This format shall be sent in a separate sealed cover superscribing - "FINANCIAL BID FOR *Maintenance of VOFs / Guest Houses / Dormitories at Lucknow* REF - NEWSPAPER ADVERTISEMENT DATED April 26, 2019.")

Note :

- Tender (bid) envelope should be sealed. The envelopes containing Technical Bid, Financial Bid & EMD should be in separate sealed covers and all the three covers should be put in one sealed cover as indicated above.
- The tender/bid should be completely and duly filled and signed in **BLUE** ink legibly or type-written giving full address of the bidder. The bidder should quote in figures as well as in words, the amount quoted by him. Alteration if any, unless legibly attested by the bidder with his full signature shall invalidate the tender/bid. The bidder should duly sign the entire tender documents/bid personally.
- The bidder should ensure that the amounts are written legibly in such a way that manipulation is not possible. No blank space should be left.
- Failure to fulfil any of the conditions given above shall render the tender/bid liable for rejection.
- Financial bid of the tenderer should be workable and price bids quoting "Nil" consideration or "Zero or its derivatives as service charge will be rejected summarily. (As per order no. 29(1)/2014-PPD dated 28 Jan 2014 Ministry of Finance).
- The requirement of manpower as indicated below is provisional and may vary at the time of award of work (Actual basis).

Particulars
Cook – One each in 3 VOFs / Guest Houses (catering to 4 VOFs / Guest Houses) House keeping boy /helper – Four (3 helpers with the cooks and one for cleaning the rooms and the washrooms)

- The Bank reserves the right to increase / decrease the number of cooks / helper and change the location of VOFs / Guest Houses based on its requirement and the payment will be made accordingly.
- Minimum Wages will be revised during the period of contract in accordance with Dearness Allowance revised from time to time by Central Labour Commissioner as per the provisions of Minimum Wages Act, 1948. Accordingly, EPF/ESI will also be paid as per the revised rates.
- The above rates are exclusive of applicable taxes which would be paid at actuals. Any request for change of rates during the tenure of the contract would not be entertained by the Bank.
- All the payments shall be subject to TDS, as applicable, at the time of payment.

Annexure – IV:

बैंक अधिदेश फ़ॉर्म /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. उधारकर्ता/विक्रेता/आपूर्तिकर्ता का नाम

Name of Borrower / vendor / supplier : _____

विक्रेता का कूट Vendor Code (if applicable)

2. उधारकर्ता/विक्रेता/आपूर्तिकर्ता का पता

Address of the Borrower / vendor / supplier : _____

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 _____

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															
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	नकद उधार Cash Credit														
खाता सं. Account No.	(जैसी चेकबुक में अंकित है) (as appearing in the Cheque book)																				
<p>(बैंक से आपूर्त एमआईसीआर¹ 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)</p> <p>(Code number appearing on the MICR¹ cheque supplied by the Bank. Please attach a cancelled cheque of your bank for ensuring accuracy of the bank name, branch name & code and Account Number)</p>																					
आईएफएससी कूट ² IFSC CODE ²	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।

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)
(Signature of the Authorized Official from the Banks)

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 पत्रकों 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.

Annexure-V:**Sample menu and meal rates details**

Sl.No.	Particulars	Rates (₹)
1	Breakfast	50
2	Lunch / Dinner	100
3	Tea / Coffee per cup	10
4	Milk (250 ml)	15

Sample Menu:**Breakfast:**

1. Bread- slice (Toasted / Plain), Butter – 20 gms, Eggs – 02. (Omelette / Boiled / Fried), Tea / Coffee

OR

2. Vada / Uttapam / Dosa (2 pc.), Sambar / Chutney, Tea / Coffee

OR

3. Stuffed Parantha (2 pc.) with Raita & Pickle, Tea/ Coffee

OR

4. Puri(4 pc.) with Bhaji, Tea / Coffee

OR

5. Bhatura (3 pc.) with Choley, Tea / Coffee

OR

6. Vegetable Cutlet (2 pc.) with Tomato & Cucumber Sandwich, Tea / Coffee

OR

7. Bread Pakoda (4 pc.) with Tomato Sauce, Tea / Coffee

Lunch / Dinner

Green Salad

Special Vegetable (dry or with gravy)

Dal / Choley / Rajmah / Kadhi Pakora

Rice / Chapati, Curd, Pickle, Papad