



भारतीय लघु उद्योग विकास बैंक (सिडबी)  
SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA  
(SIDBI)

प्रस्ताव के लिए अनुरोध (आरएफपी)  
REQUEST FOR PROPOSAL (RFP)

FOR

सिडबी हैदराबाद में विभिन्न श्रेणी के कार्मिक प्रदान करने के लिए एजेंसी की नियुक्ति  
Hiring of Agency for Providing Various Manpower at SIDBI Hyderabad

SIDBI Tender No. 400/2024/1780/BYO/

जारीकर्ता

Issued by

हैदराबाद क्षेत्र/ Hyderabad RO

सिडबी जी-1, अकीरा शिखर प्लाजा, G-1, SIDBI, Akira Shikhara Plaza,  
5-8-196 से 207, जसबाग, नामपल्ली/ 5-8-196 to 207, Jusbagh Nampally,  
हैदराबाद -500001 / Hyderabad - 500001

वेबसाइट / Website: [www.sidbi.in](http://www.sidbi.in)

निर्गत / Issued on December 20, 2023

यह दस्तावेज़ भारतीय लघु उद्योग विकास बैंक (सिडबी) की संपत्ति है। इसे सिडबी की लिखित अनुमति के बिना इलेक्ट्रॉनिक अथवा अन्य किसी भी माध्यम से पुनर्प्रस्तुत, वितरित या अभिलिखित नहीं किया जा सकता है। इस दस्तावेज़ में उल्लिखित सामग्री का उपयोग, यहाँ तक कि निर्दिष्ट उद्देश्य के अतिरिक्त, किसी भी अन्य उद्देश्य हेतु अधिकृत कर्मियों / एजेंसियों के लिए भी निषिद्ध है, क्योंकि इसे कॉपीराइट का उल्लंघन समझा जाएगा और इस प्रकार यह भारतीय कानून के अंतर्गत 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 authorized 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.

## विषय सूची Contents

<b>Title</b>	<b>Page No.</b>
Important Information	3
Section 1: Terms of Reference / Scope of Services	5
Section 2: Eligibility and Evaluation	11
Section 3: Instructions	13
Section 4: Eligibility and Technical Proposal – Formats	16
Section 5: Financial Proposal – Formats	29
Annexure	34

**महत्वपूर्ण जानकारी / IMPORTANT INFORMATION**

संक्षिप्त विवरण / Brief Description	<p>हैदराबाद में सिडबी कार्यालय और आवासीय परिसरों के लिए विभिन्न प्रकार के कार्मिकों जैसे हाउसकीपिंग रखरखाव, खानपान सेवाओं, वीओएफ के रखरखाव, माली, इलेक्ट्रिशियन, प्लम्बर और बढ़ई प्रदान करने के लिए एजेंसी की नियुक्ति</p> <p>Hiring of Agency for providing various types of manpower for handling catering services, maintenance of VOFs, Housekeeping, Gardener, Electrician, Plumber, Carpenter for SIDBI office and its residential premises at Hyderabad</p>														
निविदा दस्तावेज शुल्क / Tender document fee	शून्य / Nil														
बयाना राशि / Earnest Money Deposit (EMD)	<p><b>₹ 48,000/- (रुपये अड़तालिस हज़ार मात्र)</b> जो 'सिडबी' के पक्ष में हैदराबाद में देय डिमांड ड्राफ्ट/ पे ऑर्डर के रूप में हो या ऑनलाइन एनईएफटी / आरटीजीएस के माध्यम से।</p> <p><b>₹ 48,000/- (Rupees Forty Eight Thousand only)</b> in the form of Demand Draft/ Pay Order drawn in favour of "SIDBI" payable at Hyderabad or online through NEFT/RTGS. For online transfer account details are provide below:</p> <table border="1" data-bbox="694 1055 1370 1317"> <thead> <tr> <th>Particulars</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>Account Name</td> <td>SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA</td> </tr> <tr> <td>Type of Account</td> <td>Current Account</td> </tr> <tr> <td>Account No.</td> <td>37811927587</td> </tr> <tr> <td>Bank Name</td> <td>State Bank of India</td> </tr> <tr> <td>Branch Name</td> <td>HACA Bhavan, Hyderabad</td> </tr> <tr> <td>IFSC Code</td> <td>SBIN0007315</td> </tr> </tbody> </table>	Particulars	Details	Account Name	SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA	Type of Account	Current Account	Account No.	37811927587	Bank Name	State Bank of India	Branch Name	HACA Bhavan, Hyderabad	IFSC Code	SBIN0007315
Particulars	Details														
Account Name	SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA														
Type of Account	Current Account														
Account No.	37811927587														
Bank Name	State Bank of India														
Branch Name	HACA Bhavan, Hyderabad														
IFSC Code	SBIN0007315														
प्रस्ताव प्रस्तुत करने की तिथि और समय / Proposal Submission date and time	Proposals to be submitted through GeM portal ( <a href="http://www.gem.gov.in">www.gem.gov.in</a> ) as per the timeline mentioned in bid document. <b>Last date for submission is January 10, 2024 upto 15 hrs.</b>														
संपर्क व्यक्ति / Contact Person	<p>कंचनलता पांडेय / Kanchanlata Pandey  सहायक महाप्रबंधक (हि) / Asst. General Manager(H)  ईमेल / Email: <a href="mailto:kanchan@sidbi.in">kanchan@sidbi.in</a>  फ़ोन / Phone no: 040-23231344, 7981138952</p> <p>ई. दक्षिणामूर्ति / E. Dakshinamurthy  प्रबंधक / Manager  ईमेल / Email: <a href="mailto:dmurthy@sidbi.in">dmurthy@sidbi.in</a>  फ़ोन / Phone: 9963444492</p>														
प्री-बिड मीटिंग / Pre bid meeting	प्री-बिड मीटिंग प्रस्तावित नहीं है / No pre-bid meeting is proposed.														
बोली वैधता / Bid Validity	बोली जमा करने की अंतिम तिथि से 90 दिन / 90 days from the last date of bid submission														

<p>मूल दस्तावेज प्रस्तुत करना / Original document submission</p>	<p>सभी दस्तावेजों जो मूल रूप में प्रस्तुत किया जाना चाहिए (ईएमडी, डीडी आदि के माध्यम से ऑफ़लाइन भुगतान की दशा में, प्री-कॉन्ट्रैक्ट इंटीग्रिटी पैक्ट, नॉन डिस्क्लोजर एग्रीमेंट) बोली जमा करने की अंतिम तिथि से 3 दिनों के भीतर एक लिफाफे में नीचे दिए गए पते पर प्रस्तुत किया जाना चाहिए जिसके ऊपर लिखा हो <b>“हाउसकीपिंग रखरखाव, खानपान सेवाओं, वीओएफ के रखरखाव, माली, इलेक्ट्रिशियन, प्लम्बर और बढ़ई के लिए आरएफपी”</b>, यदि उल्लिखित मूल दस्तावेज दी गई समय-सीमा के भीतर प्राप्त नहीं होते हैं, तो मूल्यांकन के लिए प्रस्तावों पर विचार नहीं किया जाएगा।</p> <p>All the documents needed to be submitted in original (EMD, in case of offline payment through DD etc. Pre-Contract Integrity Pact, Non-Disclosure Agreement) should be submitted within 3 days from the last date of bid submission in an envelope super scribed "RFP for catering services, maintenance of VOFs, Housekeeping, Gardener, Electrician, Plumber, Carpenter" at the address given below, if original documents as mentioned are not received within the given timeline, proposals will not be considered for evaluation.</p>
<p>पता / Address</p>	<p>महाप्रबंधक  भारतीय लघु उद्योग विकास बैंक (सिडबी)  जी-1, अकीरा शिखर प्लाजा,  5-8-196 से 207, जसबाग, नामपल्ली, हैदराबाद- 500 001</p> <p>General Manager,  Small Industries Development Bank of India (SIDBI)  G-1, Akira Shikhara Plaza, 5-8-196 to 207, Jusbagh,  Nampally, Hyderabad - 500 001</p>

## SECTION 1: TERMS OF REFERENCE/ SCOPE OF SERVICES

### 1. About SIDBI

Small Industries Development Bank of India [SIDBI], a corporation established by the Small Industries Development Bank of India Act, 1989, acts as the principal Financial Institution for promotion, financing and development of the MSME sector and also to coordinate with institutions engaged in similar activities, having its Head office at SIDBI Tower, 15 Ashok Marg, Hyderabad, 226001 and, Regional Office at SIDBI, G-1, Akira Shikhara Plaza, 5-8-196 to 207, Jusbagh, Nampally, Hyderabad – 500001.

### 2. Objective of the Assignment

SIDBI intends to select an Agency for providing following manpower and facility management related services for its office and residential premises at Hyderabad.

#### 2.1 Manpower requirements

S. N.	Services required	No of manpower	Category of manpower
A.	Housekeeping-cum-office peon at Office SIDBI Hyderabad	2	Unskilled – 2
B	Maintenance and Housekeeping services for VOFs at SIDBI Hyderabad	2	Skilled-1 (Cook-cum-Attender), Unskilled-1 (Housekeeping-cum-helper)
C	Maintenance and Housekeeping at Quarters SIDBI Hyderabad  Qtrs Housekeeping-1( <b>daily for half day</b> )	1	Unskilled – 1 Housekeeping (daily for Half Day)
D	Gardener-1 (2 hours a day- (to attend 3 days at office and 3 days at Qtrs in a week)	1	Skilled-1
E	Maintenance at Office and Quarters SIDBI Hyderabad  Plumber-1 -on call basis Electrician-1-on call basis Carpenter 1- on call basis	3	Skilled-3 (on call basis)  (Plumber Electrician Carpenter )  The assumed number of calls under this category of manpower is 8 per service / per month which is for evaluation purpose only.  The actual number of calls in each service category will depend on the requirements and there will be no guarantee of any minimum/ maximum calls.
	<b>Total manpower</b>	<b>9</b>	

#### 2.2 Other facility management related services

S. N.	Services required	Description
F	Quarterly deep cleaning of all <b>20 flats</b> at Officers Quarters including all floors, all fittings, geysers, tube lights, toilets including wall and floor tiles, bathroom etc. (lumpsum sum all	Services to be availed on quarterly basis.  However actual number of services may increase/ decrease based on the requirement. Service

	inclusive rates with cleaning equipments, material and labour once in 3 months).	
G	Cleaning of <b>4 Water tanks</b> at Officers Quarters (lumpsum sum all inclusive rates with cleaning equipment, material and labour once in 6 months).	Services to be availed on half yearly basis. However actual number of services may increase/ decrease based on the requirement. Service

### 3. Scope of Services

- 3.1** The Agency shall provide services through its trained personnel at SIDBI's office and its residential premises during the contract period as per the requirements. The number of manpower indicated above may increase/ decrease as per requirement during the contract period.
- 3.2** The personnel of the Agency shall not be the employees of SIDBI and they shall not claim any wage or allowances, compensation, damages or anything arising out of their employment / duty under this Contract to SIDBI. The Agency shall make them known about this position in writing before deployment under this agreement in the appointment letter itself.
- 3.3** The SIDBI shall have the right, within reason, to have any personnel removed who is considered to be undesirable or otherwise and similarly the Agency reserves the right to remove any personnel with prior intimation to SIDBI, emergencies, exempted.
- 3.4** The Agency shall cover its personnel for personal accident and death whilst performing the duty and SIDBI shall own no liability and obligation in this regard.
- 3.5** The Agency shall exercise adequate supervision over manpower provided and ensure that his/ her presence in SIDBI office daily. Replacement to be provided in case of absenteeism of deputed manpower to ensure proper performance of services.
- 3.6** The Agency shall issue appointment letter and identity card / identification document to all its employees, to display or produce the same as and when required.
- 3.7** The Agency shall submit details of wages paid to the manpower during preceding month alongwith monthly invoice submitted for payment.
- 3.8** The Agency should ensure compliance with the requirements of Minimum Wages Act, Contract Labour Act, 1970, EPF, ESI and abide by all statutory requirements applicable for this assignment.
- 3.9** Agency should obtain all necessary permissions / approval from Local / State Govt. authorities for the entire duration of contract. SIDBI would neither involve itself in any matters nor be responsible, for any shortcomings arising out of the non-compliance of the applicable regulations / laws.
- 3.10** The Agency indemnifies SIDBI 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.
- 3.11** The Agency shall not employ any person below the age of 18 years and shall not be more than 60 years.
- 3.12** The Agency will not stop payment to its employees irrespective of whether or not the Agency has received its payment from SIDBI. The payment to be made through Bank / cheque and slip should be issued to the manpower deployed. Any deductions like EPF/ESI should be deducted and deposited with respective authorities and the same should be in the name of manpower deployed.
- 3.13** The Agency should maintain records of manpower provided and shall also organise medical examination and verification of original document as applicable.
- 3.14** It shall be noted that attendance for the manpower engaged shall be marked as per the arrangements made and reported on monthly basis.
- 3.15** SIDBI shall not be under any obligation for providing empanelment to any of the personnel of the Agency after the expiry of the contract.
- 3.16** The Agency shall completely indemnify and hold harmless the SIDBI and its employees against any liability, claims, losses or damages sustained by it or them by reason of any breach of contract, wrongful act or negligence by the Agency or any of its employees engaged in the provision of the manpower services to the SIDBI.
- 3.17** The Agency shall not be liable in any way whatsoever and the SIDBI hereby expressly waives any right to, any loss, injury, damage, cost or expense of whatsoever nature directly or indirectly

caused by, resulting from or in connection with any Act of Terrorism or any Biological or Chemical Contamination or any Nuclear Risks.

- 3.18** The Agency shall not sub-Contract or sub-let, transfer or assign the contract or any other part thereof. In the event of the Agency contravening this condition, SIDBI shall be entitled to place the contract elsewhere on the Agency's risk and cost and the Agency shall be liable for any loss or damage, which the SIDBI may sustain in consequence or arising out of such replacing of the contract.
- 3.19** The Agency shall be responsible for providing uniform, other paraphernalia which are necessary for performance the desired services to the manpower provided.
- 3.20** The Agency will be responsible for providing KYC documents and police verification for the resources deployed.
- 3.21** In case of any dispute arising out of relating to interpretation of terms of conditions or functioning of the Agency vis-a-vis the Bank, the Bank shall be the sole authority to decide the arbitrator. The Agency agrees to execute any other documents which may be required by the Bank in this regard.

**4. Specific details of services:**

**A. Catering services at SIDBI office**

- i. The Agency will be required to provide manpower to attend catering -cum-housekeeping services at SIDBI office located at G-1, Akira Shikhara Plaza, 5-8-196 to 207, Jusbagh Nampally, Hyderabad - 500 001.
- ii. The Agency person will be required to serve water, tea/coffee with biscuits to all officials and staff members during a day and also to the guests and cleaning the cups, utensils, machine and pantry & premises.
- iii. The tea/coffee will be prepared from the vending machine installed at the office and the consumables for preparation of tea/coffee will be provided by SIDBI. The vending machines provided by Coffee Day are being maintained by its authorized dealer separately.
- iv. Cleaning agent and the rinsing liquid for the dish washing, scrubbers and other cleaning equipment will be provided by the Agency.
- v. The Agency shall to the satisfaction of the Bank, attend to the following:
  - General housekeeping, cleaning, and upkeep of the Tea/coffee vending machines / floor/ pantry in office.
  - Attending catering needs of office pantry .
- vi. The Agency would be responsible for providing Housekeeping -cum-attendants-office peons at Office as mentioned below:

S. N.	Manpower	Nos.	Particulars
1.	<b>Housekeeping - cum-attendants-cum-office peons</b>	2	To serve the catering needs at office and office pantry and providing General Housekeeping, cleaning and office peon services
	<b>Total</b>	<b>2</b>	

- vii. The Agency will also be expected to meet any occasional needs arising during official meetings. any functions etc.
- viii. General Housekeeping & cleaning services at office will include daily brooming and wet mopping of the office floor, cleaning of doors, glass doors, windows etc. and removing cobwebs and cleaning of fans etc once in a week. Also to attend the duties of the office peon as and when required.

## B. Housekeeping services at Visiting Officers Flats (VOFs)/ Guest Houses

- i. Agency will be responsible for housekeeping services at following **Visiting Officers' Flats (VOFs)** / Guest House of SIDBI at Hyderabad

S. N.	Address	Flat Nos.	Details
1.	SIDBI Officers' Apartment Flats, Chikoti Garden, Begumpet , Hyderabad	41	Three bedroom flat with attached toilets, drawing-dining, and kitchen
		44,34, 24	These are only single rooms with attached toilets,

- ii. The Agency would be responsible for providing attendants as mentioned below:

S. N.	Manpower	Nos.	Particulars
1.	Cook-cum-attendant	1	For all the VOFs at SIDBI Officers' Apartment Flats, Chikoti Garden, Begumpet , Hyderabad
2.	Housekeeping boy-cum-helper	1	For all the VOFs at SIDBI Officers' Apartment Flats, Chikoti Garden, Begumpet , Hyderabad
	<b>Total</b>	<b>2</b>	

- iii. The Agency will be responsible for 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 should be wiped dry with dry duster & wiping of mirrors with glass cleaning agent.
- iv. Replenishment of soaps or liquid soaps 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 the garbage in specified manner.
- v. All toilets should have toilet freshener (Like Odonil), toilet rolls, and naphthalene balls must be put in the urinal pots and washbasins.
- vi. 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.
- vii. Cleaning agent and the rinsing liquid for the dish washing, scrubbers and other cleaning equipment will be provided by the Agency.
- viii. 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 (whenever advised by the bank) at such rates and in such manner as may be specified by Bank and shall account for and deposit at the office every month.
- ix. The Agency shall provide round-the-clock vigil and shall be responsible for the securing the VOF premises, furniture, and all other goods in VOFs.
- x. 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 staff should do the bed making properly.
- xi. 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.
- xii. 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 and submit the same in the Office of SIDBI.
- xiii. The Agency shall pay the gas refill charges & cable charges and seek reimbursement from SIDBI.
- xiv. The Agency shall take every care to avoid unnecessary consumption of electricity and misuse of infrastructure.
- xv. The telephone of SIDBI installed in the VOFs 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.

- xvi. 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.
- xvii. The cost of washing / laundering of towels, bedspreads, sheets, pillow cover, etc., in VOFs 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.
- xviii. The Agency shall provide in-house laundry facility for guests on payment basis. The rates for Guest's laundry should be reasonable and prior approval should be taken from Bank for such rates.
- xix. Attending the guests and looking after their need's incidental to their stay in VOFs / Guest Houses.
- xx. Rendering other services such as keeping drinking water in the rooms, keeping soaps and towels in the toilet and bathrooms, changing bedspreads, sheets and pillow covers and putting them for wash or laundry.
- xxi. **Responsibility of cook of VOFs:** 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 of Bank.
- xxii. 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. The Bank would, however, settle food bills for its official guests. The Agency will be advised about the same in advance.
- xxiii. 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.
- xxiv. 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.
- xxv. 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 hereinafter.
- xxvi. **Maintenance of Kitchen / Pantry in VOFs and office:** the Kitchen / 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.
- xxvii. 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.
- xxviii. Good personal hygiene should be maintained by the staff.
- xxix. The packed food items like butter, pickles, jams, sauces etc., should not be stored beyond the expiry dates.
- xxx. Storage of the raw food should be done properly and at the correct temperature.
- xxxi. Separate store should be maintained for the housekeeping items.
- xxxii. Following amenities should be provided in all guest rooms of VOFs / Guest Houses:

S. N.	Amenities
1.	Bath Soap
2.	Shampoo Pouch
3.	Shoeshine Stripe
4.	Sewing Kit
5.	Toothbrush, Toothpaste

6.	Shaving kit
7.	Newspapers (one ET & one Tol)
8	For Directors: A. Magazines (India Today) B. Flower Arrangements C. Fruit Platters

xxxiii. **Sample menu and meal rates for VOFs:** rates should be displayed appropriately in all VOFs

S. N.	Particulars	Rates (Rs.)
1.	Breakfast	75
2.	Lunch / Dinner	150
3.	Tea / Coffee per cup	15
4.	Milk (250 ml)	20

xxxiv. **Sample Menu:** The menu mentioned is only for an understanding and not final or exhaustive. The menu may change from time to time as per the requirements of the Bank.

**Breakfast:** any of the following:

1.	Bread- slice (Toasted / Plain), Butter – 20 gms, Eggs – 02. (Omelette / Boiled / Fried), Tea / Coffee
2.	Vada / Uttapam / Dosa (2 pc.), Sambar / Chutney, Tea / Coffee
3.	Stuffed Parantha (2 pc.) with Raita & Pickle, Tea/ Coffee
4.	Puri (4 pc.) with Bhaji, Tea / Coffee
5.	Bhatura (3 pc.) with Choley, Tea / Coffee
6.	Vegetable Cutlet (2 pc.) with Tomato & Cucumber Sandwich, Tea / Coffee
7.	Bread Pakoda (4 pc.) with Tomato Sauce, Tea / Coffee

#### **Lunch / Dinner**

Green Salad; &  
Vegetable (dry or with gravy); &  
Dal / Choley / Rajmah / Kadhi Pakora; &  
Rice, Chapati, Curd, Pickle, Papad

#### **C. Housekeeping at SIDBI Officers' Quarters and repairs and maintenance services at SIDBI Office and Quarters, Hyderabad**

The Agency would be responsible for providing manpower as mentioned below:

S. N.	Manpower	Nos.	Particulars
1.	Housekeeping person <b>(daily half a day)-</b>	1	For Common area of SIDBI Officers' Quarters, Chikoti Garden, Begumpet , Hyderabad <b>Unskilled-1</b>
2.	Plumber-1 -on call basis Electrician-1-on call basis Carpenter 1- on call basis Gardener-1(2 hours a day- (to attend 3 days at office and 3 days at Qtrs in a week)	4	For all the flats at SIDBI Officers' Quarters and SIDBI Office, Hyderabad <b>Skilled-4</b>
	<b>Total</b>	<b>5</b>	

**D. Housekeeping Services at quarters will include daily cleaning of common area including cleaning of common toilet, bathroom, etc at SIDBI Officers' Quarters, 1-10-68/A, Chikoti Gardens, Begumpet, Hyderabad 500 016 (for half a day) Reporting at 9.00AM, work detailed as under:**

#	Nature of works to be executed	Frequency
1	Sweeping and mopping of the entire common area including passages, lobbies, stairs, lift, courtyard, meter room, sweeping of open area and terrace and cleaning of common toilets.	Daily
2	Collection of garbage from the dustbins of all the flats and disposal of the garbage in municipal garbage bins. After disposal of garbage, dust bins shall be cleaned with soap and water and delivered back to respective flats.	Daily
3	Watering the plants	Daily
4	Cleaning of walls , windows , ceilings (dusting) in common area and terrace	Weekly
	<b>Other Services related to repairs and maintenance</b>	
5	Gardening work at Officers' quarters, Hyderabad and at office – one trained Gardener will have to give his services 2 hours a day in 6 days a week for 3 days at office and 3 days at quarters at a regular interval for carrying out all the works required for planting new plants, grass etc. in the garden & it's beautification and proper maintenance of the existing garden and new plants at Office and quarters.	2 hours a day and 6 days a week In which 3 days at office and 3 days at quarters
6	Plumber-1 -on call basis Electrician-1-on call basis Carpenter 1- on call basis	at Office and quarters.
7	Quarterly Deep Cleaning of Flats at Begumpet quarters.	Quarterly
8	Half Yearly Deep Cleaning of water tanks at Begumpet quarters.	Half Yearly

**E) The agency should arrange for Deep Cleaning of flats [once in every three months] with manpower , equipments and material at SIDBI Officers' quarters, Near HCL Tower, 1-10-68/A, Chikoti Gardens, Begumpet, Hyderabad 500 016, which will include the following works:**

- i) Cleaning of fans, lighting fixtures, chandeliers, exhaust fans, geysers, fittings etc.
- ii) Shifting of household furniture, if needed, and re-arranging the same.
- iii) Cleaning of walls and ceilings and make them free from cobwebs, dirt, stains, etc.
- iv) Carefully removing nylon mesh (netlon) from the windows/ventilators, washing the same with detergents and fixing at the same place.

- v) Cleaning of windows, window panes, grills, doors, ventilators, name plates (with Brasso) and sign boards.
- vi) Cleaning of kitchen platform and sink, tiles , wash basins, tiles, kitchen racks, glass mirrors, water purifiers.
- vii) Removing the cobwebs and dirt from wall, ceiling, pelmet and inaccessible spots etc.
- viii) Deep cleaning of bath rooms and toilets (including all tiles & fittings) inside all flats to be cleaned by using nylon brush and toilet bowl plunger with approved cleaning materials like detergent, toilet cleaners and oxalic acid, etc. No use of harsh chemicals.
- ix) Thorough sweeping, washing, mopping and scrubbing of the entire floor area (all rooms ,kitchen, balconies, bathrooms) and wall dado inside the flat after carrying out the above cleaning work.

**F) The agency should arrange for Deep Cleaning of 4 Water tanks [once in every six months] with manpower , equipments and material at SIDBI Officers' quarters, Near HCL Tower, 1-10-68/A, Chikoti Gardens, Begumpet, Hyderabad 500 016.**

#### **5. Duration of the Assignment**

The contract period will be two (02) years initially which may be extended for one more year at sole discretion of SIDBI, if performance of Agency is found to be satisfactory.

#### **6. Payment Terms and Time Schedule for Deliverables**

Payment shall be paid as per Central Minimum Wages Act of Govt of India along with service charge on monthly basis on receipt of invoice from the Agency. The applicable GST will be paid over and above.

#### **7. Retainment of existing manpower**

The successful bidder may be requested to retain some of existing manpower presently working at SIDBI under new contract concluded based on this bid as per the terms and conditions of the new contract.

### SECTION 3: ELIGIBILITY AND TECHNICAL EVALUATION CRITERIA

**3.1 Eligibility:** For the purpose of eligibility, the following criteria shall apply:

S. N.	Eligibility Criteria	Documents to be submitted
i.	The Agency should be an entity registered under relevant laws for three years as on RFP submission date.	Certificate of Incorporation/ Registered Partnership Deed, PAN, TAN, GSTIN Certificate
ii.	The Agency should valid registration under Telangana/AP Shops & Establishment Act, 1962 with an office in Hyderabad	Copy of registration with relevant documentary proof for office address in Hyderabad, Telangana
iii.	The Agency should have experience of handling one (01) project of value Rs. 100 lakh or two (02) projects of 80 lakh or three (03) projects of Rs. 60 lakh for providing similar manpower to any Govt Dept./ PSUs/ Banks etc.	Work order / Contract copy / Completion Certificate to be furnished by the Agency.
iv.	The Agency should have provided similar manpower to any organization within last three years or should have running contract for providing similar manpower at Hyderabad.	Work order / Contract copy / Completion Certificate to be furnished by the Agency.
v.	The Agency should have average annual turnover of at least Rs. 70 lakh during last three FYs of 2020-21, 2021-22, 2022-23.	Information to be provided as per Format duly signed by CA (on the basis of financial statements of respective FYs.
vi.	The Agency should not be owned or controlled by any Director or Employee of SIDBI (or their Relatives)	Self-Declaration as per Format
vii.	The Agency has not been censured/ blacklisted/ banned/ barred/ disqualified/ prohibited by Govt. of India or State Government or any Bank / RBI/ IBA / SEBI/ any regulatory authority or any court of law including NCLT/ NCLAT or any quasi-judicial authority or any other statutory authority.	Self-declaration as per Format
viii.	The Agency should submit Pre-Contract Integrity Pact as per format provided in Rs. 100/- non-judicial stamp paper.	Duly signed by authorised signatory as per Format
ix.	The Agency should submit Non-Disclosure Agreement (NDA) as per format provided in Rs. 100/- non-judicial stamp paper.	Duly signed by authorised signatory as per Format
x.	Earnest money deposit (EMD)/ Bid security	To be submitted in the manner and form mentioned in RfP.

**3.2 Technical evaluation Criteria:** The eligible technical proposals will be evaluated based on the criteria given below and each proposal will be awarded a technical score (St). The maximum points/ marks to be given under each of the evaluation criteria are:

S. N.	Criteria	Marks	Marking Method
1.	<b>Agency's location and other requirements</b>	<b>30</b>	(enclose documentary incorporation/ registration certificate)
1.1	Presence in the location of organisation i.e. Hyderabad	5	• Registered under Telangana/AP Shops & Establishment Act with office at Hyderabad – 10
1.2	Relevant certifications	5	• ISO 9001/ ISO 14001/ OHSAS 45001 etc. – 5

1.3	Registered with EPFO	10	<ul style="list-style-type: none"> <li>• Copy of Electronic Challan cum Return (ECR) of not more than 6 months old for EFP filed – 10</li> </ul>
1.4	Registered with ESIC	10	<ul style="list-style-type: none"> <li>• Copy of Return of Contribution (Form-5) submitted in ESIC of not more than 6 months old – 10</li> </ul>
<b>2.</b>	<b>Agency's experience</b>	<b>60</b>	(enclose details as per format given along with supporting documents)
2.1	Years of past experience in providing similar manpower services as on last date of submission of proposal	20	<ul style="list-style-type: none"> <li>• 3 - 4 years of exp – 10</li> <li>• &gt; 4 - 10 years – 15</li> <li>• More than 10 years – 20</li> </ul>
2.2	Number of manpower deployed to any State/ Central Govt. dept/ entity/ organisations during last three years	15	<ul style="list-style-type: none"> <li>• 10 to 20 nos. – 5</li> <li>• 21 to 50 nos. – 10</li> <li>• &gt; 50 nos. – 15</li> </ul>
2.3	No. of assignments/ projects awarded by any State/ Central Govt. dept/ entity/ organisations	15	<ul style="list-style-type: none"> <li>• 1 to 2 assignments – 5</li> <li>• 3 to 5 assignment – 10</li> <li>• &gt; 5 assignments – 15</li> </ul>
2.4	No. of assignments/ projects awarded by any entity/ organisations/ depts. in Hyderabad	10	<ul style="list-style-type: none"> <li>• 1 assignment – 5</li> <li>• 2 assignments – 8</li> <li>• &gt; 2 assignments – 10</li> </ul>
<b>3.</b>	<b>Agency's Financial capability</b>	<b>10</b>	(Provide details as per format given)
3.1	Turnover during last three FYs i.e. 2020-21, 2021-22 & 2022-23	5	<ul style="list-style-type: none"> <li>• Rs. 70 lakh to Rs. 100 lakh – 3</li> <li>• More than Rs. 100 lakh – 5</li> </ul>
3.2	Net profit during last three FYs i.e. 2020-21, 2021-22 & 2022-23	5	<ul style="list-style-type: none"> <li>• Upto Rs. 5 lakh – 3</li> <li>• More than Rs. 5 lakh – 5</li> </ul>

The minimum score required to qualify technical evaluation is 70 marks out of 100. So, the agencies scoring technical scores of more than 70 only will be considered for opening of financial proposals.

## **SECTION 4: INSTRUCTIONS**

### **1.0 INTRODUCTION**

- 1.1 SIDBI intends to select a Firm / Organization / Agency in accordance with the specified method of selection for performance of the services as described in this RFP.
- 1.2 Agencies shall be deemed to have understood and agreed that no explanation or justification for any aspect of the selection process will be given and SIDBI's decisions shall be final and binding on Agencies.
- 1.3 Agencies are invited to submit Technical and Financial Proposals in the form and manner specified in this RFP.
- 1.4 The Proposal will form basis for contract signing with the selected Agency for providing its services in accordance with the Terms of Reference (ToR) of this RFP.
- 1.5 Agency should familiarize themselves with local conditions and take them into account in preparing their Proposal.
- 1.6 Agency shall bear all costs associated with preparation and submission of their proposals, and contract negotiation including but not limited to postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by SIDBI or any other costs incurred in connection with or relating to its Proposal.
- 1.7 The Bank is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Agencies.
- 1.8 SIDBI requires that the selected Agency provide professional, objective, and impartial advice and at all times hold SIDBI's interests' paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work.
- 1.9 The selected Agency shall not accept or engage in any assignment that may place it in a position of not being able to carry out the assignment in the best interests of SIDBI.
- 1.10 The Agencies are required to observe highest standards of ethics during the Selection Process and execution of such assignment. It should strictly observe the laws against fraud and corruption in force in India.
- 1.11 The Agency should not have been black-listed by any Public Sector Bank, RBI or IBA or any other Government agencies during last three years.
- 1.12 Modification And / Or Withdrawal of Bids: Bids once submitted will be treated, as final and no further correspondence in this regard will be entertained. No Agency 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.
- 1.13 Any conditional offer / tender / bid shall not be considered. Further, any modification in the tender after opening date shall not be considered.
- 1.14 SIDBI reserves the right to call for missing/additional requirements or otherwise from the bidders at the time of analysis of the tenders received in response to this notice.
- 1.15 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.

### **2.0 SELECTION PROCESS**

- 2.1 The Bids shall comprise of two parts namely the Technical and Financial Proposals to be submitted separately.
- 2.2 The Technical Proposal submitted in GeM portal ([www.gem.gov.in](http://www.gem.gov.in)) shall contain scanned copy of EMD and original EMD should be submitted within the timeline mentioned.
- 2.3 All proposals will be evaluated for eligibility criteria first and technical evaluation will be carried out only for Agencies meeting the eligibility criteria. Based on this technical evaluation, a list of technically qualified Agencies shall be prepared.
- 2.4 Financial Proposals of only technically qualified Agencies will be opened.
- 2.5 Notwithstanding anything contained in this RFP, the Bank reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
- 2.6 Without prejudice to the generality of above, the Bank reserves the right to reject any Proposal if:
  - 2.6.1 at any time, a material misrepresentation is made or discovered, or
  - 2.6.2 the Agency does not provide, within the time specified by the Bank, the supplemental information sought by The Bank for evaluation of the Proposal.

### 3.0 CLARIFICATION AND AMENDMENT

- 3.1 Agencies may seek clarification before or during the clarification timeline provided.
- 3.2 At any time before the submission of Proposals, the Bank may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Agency, modify the RFP documents by an amendment.
- 3.3 All amendments / corrigenda will be posted on GeM portal/ Bank's Official Website at ..... In order to afford the Agencies a reasonable time for taking an amendment into account, or for any other reason, the Bank may at its discretion extend the Proposal Submission Date.

### 4.0 BID SECURITY/ EARNEST MONEY DEPOSIT (EMD)

- 4.1 Agency needs to furnish a Bid Security / EMD as per the details provided in Important Information.
- 4.2 Proposals received without the Bid Security / EMD as described shall be summarily rejected.

### 5.0 PREPARATION OF PROPOSAL

- 5.1 Proposals should be prepared in English Language and as per formats provided in this RFP.
- 5.2 Agencies are expected to thoroughly examine the RFP Document. Any deficiencies in providing the information requested may result in rejection of a Proposal.
- 5.3 Proposals shall be typed and signed by the Authorised Representative of the Agency who shall initial each page, in blue ink.
- 5.4 SIDBI may ask to provide additional material information or documents subsequent to the date of submission in case of clarification needed, however, unsolicited material if submitted will be summarily rejected.
- 5.5 **Technical Proposal:** While preparing the Technical Proposal, Agency must give particular attention to the following:
  - 5.5.1 The projects shown under past experience should be supported with copy of the contract/ work orders along with completion certificate indicating the details of previous assignment completed, Client, value of assignment/ proportionate value in use of projects/ assignment in process date and year of award. Agency shall self-certify if the firm has done assignments on Non-Disclosure Agreements. In such cases, broad details of the assignment have to be provided to ascertain relevance.
  - 5.5.2 Agency's experience for recent assignments of similar nature, the outline should indicate, duration of the assignment, contract amount, and firm's involvement.
  - 5.5.3 The comments and suggestions of Agency on the RFP / Contract / TOR are not binding and shall not affect the financial proposal.
  - 5.5.4 The technical proposal must not include any financial information.
- 5.6 **Financial Proposal:** In submitting the Financial Proposal, the Agency shall adhere to the following requirements:
  - 5.6.1 The Financial Proposal shall take into account all the expenses, tax liabilities and cost of insurance specified in the draft contract, levies and other impositions applicable under the prevailing law on the Agencies and their staff. The Agency shall be paid minimum wages as revised from time to time as per the concerned authority along with applicable PF, ESIC etc. the service charge of Agency shall remain fixed for the remuneration of manpower provided. Further, all payments shall be subjected to deduction of taxes at source as per Applicable Laws.
  - 5.6.2 In case of any discrepancy between the amount quoted in figures and words, the amount quoted in words will be considered for evaluation purposes.
  - 5.6.3 The proposal should be submitted as per the standard Financial Proposal submission forms prescribed in this RFP.
  - 5.6.4 Agencies shall express the prices in Indian Rupees.
  - 5.6.5 The rates and amounts indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.



## **6.0 SUBMISSION, RECEIPT AND OPENING OF PROPOSALS**

- 6.1 Agency shall submit proposals prepared as per the formats provided through GeM portal.
- 6.2 Scanned copy of Bid Security/ EMD to be submitted along with Technical Proposal and technical proposal should not contain any financial details.
- 6.3 The EMD, must be submitted within the timeline provided at the SIDBI office.
- 6.4 After the deadline for submission of proposals the Technical Proposal shall be opened by the Evaluation Committee to evaluate the Proposals.
- 6.5 After the Proposal submission until the contract is awarded, if any Agency wishes to contact the Bank on any matter related to its proposal, it should do so in writing at the Proposal submission address. Any effort by the firm to influence the Bank during the Proposal evaluation, Proposal comparison or contract award decisions may result in the rejection of the Agency's proposal.

## **7.0 PROPOSAL EVALUATION**

- 7.1 As part of the evaluation, the Technical Proposal shall be checked for eligibility first in accordance with the eligibility criteria defined in this RFP.
- 7.2 Technical Proposals which are found to be eligible would be considered for further detailed technical evaluation.
- 7.3 **Technical Evaluation**
  - 7.3.1 The evaluation committee constituted by the Bank will carry out the technical evaluation of Proposals on the basis of evaluation criteria and points system described in this RFP.
  - 7.3.2 A proposal will be disqualified for further evaluation if it fails to score minimum technical score as described in this RFP.
- 7.4 **Financial Evaluation**
  - 7.4.1 The Financial Proposals of technically qualified agencies only will be opened.
  - 7.4.2 The lowest financial proposal i.e. L1 recommended by GeM portal among the technically qualified agencies will be selected for assignment.
  - 7.4.3 In case of multiple L1 service providers, the Agency will be recommended for selection as per the norms of GeM portal.

## **8.0 AWARD OF CONTRACT**

- 8.1 Letter of Award (LoA) will be issued, through GeM portal to the selected Agency.
- 8.2 **Performance Security:** Performance Security equivalent to **6%** of the total value of contract shall be furnished by the selected Agency from a Nationalized / Scheduled Bank in form of a Bank Guarantee in the form specified as per Annexure-II. Performance Security will be retained by SIDBI until the completion of the assignment by the Agency and be released within 120 days after the completion of the assignment.
- 8.3 **Commencement:** The Agency will be expected to commence the Services as mentioned in RFP.

## **9.0 TERMINATION**

- 9.1 The maintenance contract shall be valid for 24 months from the date of awarding of contract. The contract could be further extended for a period of one year subject to satisfactory performance and on mutually agreed terms and conditions. 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.
- 9.2 Evaluation of the service 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 after giving short notice particularly in, but not limited to any of the following events:
  - Fraud / Serious default of the contract terms committed by the Agency
  - Sub-contracting without authorization from SIDBI
  - Un-satisfactory services

**SECTION 5: ELIGIBILITY AND TECHNICAL PROPOSAL – STANDARD FORMS**

Form T-1	Technical Proposal Submission Form
Form T-2	Information about Agency
Form T-3	Details of Past Experience of Agency
Form T-4	Financial Details of Agency
Form T-5	Not penalized or found guilty in any Court of Law
Form T-6	No Ownership or Control of SIDBI Directors/ Employees (or relatives)
Form T-7	Pre-Contract Integrity Pact
Form T-8	Non-Disclosure Agreement
Form T-9	

**Technical Proposal Submission Letter**  
(On letterhead of the Agency duly stamped and signed)

Date:

To:

General Manager,  
Small Industries Development Bank of India (SIDBI)  
G-1, Akira Shikhara Plaza, 5-8-196 to 207, Jusbagh,  
Nampally, Hyderabad - 500 001

**Subject: Hiring of Agency for providing various manpower at SIDBI Hyderabad**

Dear Sir,

We are submitting our Technical Proposal for 'Hiring of Manpower Agency for providing various manpower for Housekeeping, maintenance and upkeep of Office , VOFs and Residential premises at SIDBI at Hyderabad' with reference to your RFP issued dated ..... We have examined all terms and conditions of RFP and understood Scope of Work. Our Proposal is unconditional and binding upon us, subject only to the modifications resulting from technical discussions in accordance with the RFP.

We declare that:

1. We have examined and have no reservations to the RFP, including any Addendum/ Corrigendum issued by the Bank and we do not have any conflict of interest in accordance with the terms of RFP.
2. We acknowledge that SIDBI will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Agency, and we certify that all information provided in the Proposal and in the supporting documents is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. We shall make available to SIDBI any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. We acknowledge the right of SIDBI to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into with SIDBI or any other public sector enterprise or any Government, Central or State.
6. We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall we have any claim or right of whatsoever nature if the consultancy for the Project is not awarded to us or our proposal is not opened or rejected.
7. We agree to keep this offer valid for 90 days from the submission date specified in the RFP.

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name of Firm and Address:

## Information about Agency

S. N.	Description	Details to be filled by Agency	
<b>A</b>	<b>Particulars</b>		
A.1	Name of the Agency		
A.2	Address of the Agency (Details of all offices to be provided)		
A.3	Date of Incorporation/ Constitution		
A.4	Contact person name with designation		
A.5	Contact person phone no.		
A.6	Contact person email id		
	Documents to be submitted: Copy of article of incorporation or registration certificate; in case of partnership firm – Deed of Partnership; in case of Company – Notarized and certified copy of its Registration; and in case of Society – its Byelaws and registration certificate of firm.		
<b>B</b>	<b>Taxation</b>		
B.1	PAN		
B.2	GSTIN		
	Documents to be submitted: Copies of PAN card and GSTIN Registration.		
<b>C</b>	<b>MSME status</b>		
C.1	Whether registered as Micro and Small Enterprises (MSEs)		
C.2	If yes, MSME (Udyam) registration no.		
C.3	If yes, whether owned by SC/ ST		
C.4	If yes, whether owned by women		
	Documents to be submitted: Copy of MSME (Udyam) registration certificate.		
<b>D</b>	<b>Start-up status</b>		
D.1	Whether Agency recognized as Start-up by Department for Promotion of Industry and Internal Trade (DPIIT)		
	Documents to be submitted: Copy of start-up certificate.		
<b>E</b>	<b>Make in India status</b>		
E.1	Class I local supplier/ Class II local supplier/ Non local supplier		
	Documents to be submitted: Certificate from statutory auditors/ cost accountant in case of Tenders above Rs 10 crore for Class-I or Class-II Local Suppliers. Self declaration in case of tenders below Rs. 10 crore.		
<b>F</b>	<b>Statutory obligations</b>		
F.1	EPF registration		
F.2	ESI registration		
F.3	Registration with Labour Department under Shops & Establishment Act		
	Documents to be submitted: Copies of registrations with recent challan copy of PF, ESI		
<b>G</b>	<b>Others</b>		
G.1	No. of manpower on rolls of Agency		
G.3	No. manpower deployed during last three years	FY	No. of manpower deployed

		2020-21	
		2021-22	
		2022-23	
		Average for three years	
G.4	Detail of verification process practiced by Agency for manpower employed		
	Documents to be submitted: Suitable documentary proof to be provided.		

Authorized Signature:  
Name and Title of Signatory:  
Name of Firm and Address:

**Details of Past Experience of Agency**

- ✓ Supporting documents to be provided for the experience shown.
- ✓ Give details of relevant work undertaken in the last 5 years.

S. N.	Name of organization	Type of organization (Govt/ Pvt/ Others)	Contact person (Name, designation, email, phone no.)	Duration (Start, End date)	No. of manpower deployed	Total value of contract (Rs. lakh)	Remarks

Authorized Signature:

Name and Title of Signatory:

Name of Firm and Address:

**Financial Details of Agency**

<b>S. N.</b>	<b>Financial Year</b>	<b>Annual Revenue of Agency (INR)</b>	<b>Net profit of Agency (INR)</b>
1.	2019-20		
2.	2020-21		
3.	2021-22		
Average Annual Turnover		[indicate sum of the above figures divided by 3]	

Supported by relevant BS and P&L statements duly signed by CA

Authorized Signature:

Name and Title of Signatory:

Name of Firm and Address:

**Not penalized or Found Guilty in any Court of Law**  
(On letterhead of the Agency duly stamped and signed)

Date: \_\_\_\_\_

**DECLARATION-CUM-CERTIFICATE**

**TO WHOM SO EVER IT MAY CONCERN**

This is to certify that our Agency has not been censured/ blacklisted / banned / barred /disqualified /prohibited by Govt. of India or State Government or any Bank / RBI/ IBA / SEBI/ any regulatory authority or any court of law including NCLT / NCLAT or any quasi-judicial authority or any other statutory authority.

Further, this is to certify that \_\_\_\_\_ does not have any legal, civil, criminal, taxation and other cases pending against \_\_\_\_\_ that may have any impact affecting or compromising the delivery of services required.

Authorized Signature:  
Name and Title of Signatory:  
Name of Firm and Address:



**No Ownership or Control of SIDBI Directors/ Employees (or relatives)**  
(On letterhead of the Agency duly stamped and signed)

Date: \_\_\_\_\_

**DECLARATION-CUM-CERTIFICATE**  
**TO WHOM SO EVER IT MAY CONCERN**

This is to certify that \_\_\_\_\_ (Name of the Agency) is not a related party to SIDBI as per the provisions of Companies Act 2013, as amended from time to time.

Authorized Signature [In full and initials]:  
Name and Title of Signatory:  
Name of Firm and Address:

**PRE-CONTRACT INTEGRITY PACT**

(To be submitted on ₹100 Stamp Paper duly signed by the bidder)

Between

Small industries Development Bank of India (SIDBI) hereinafter referred to as "The Principal"

And

..... hereinafter referred to as "The Bidder/ Contractor"

**Preamble**

The Principal intends to award, under laid down organizational procedures, contract/s for.....The Principal values full compliance with all relevant laws of the land, rules, regulation, and economic use of resources and of fairness /transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

**Section 1 – Commitments of the Principal**

- (1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-
  - a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will, in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
  - c. The Principal will exclude from the process all known prejudiced persons.
- (2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

**Section 2 – Commitments of the Bidder(s)/ Contractor(s)**

- (1) The Bidder(s) / Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s)/ Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution:
  - a. The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
  - b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
  - c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/ representatives in India, if any. Similarly, the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any.

- e. The Bidder(s) /Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
  - f. Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.
- (2) The Bidder(s) / Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

### **Section 3 – Disqualification from tender process and exclusion from future contracts**

If the Bidder(s) / Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form which put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s) / Contractor(s) from the tender process.

### **Section 4 – Compensation for Damages**

- (1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit / Bid Security.
- (2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

### **Section 5 – Previous transgression**

- (1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.
- (2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process.

### **Section 6 – Equal treatment of all Bidders / Contractors/ Subcontractors**

- (1) In case of Sub-contracting, the Principal Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.
- (2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.
- (3) The Principal will disqualify from the tender process all bidders who do not sign the Pact or violate its provisions.

### **Section 7 – Criminal charges against violating Bidders(s) / Contractor(s)/ Subcontractor(s)**

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

### **Section 8 – Pact Duration**

This Pact begins when both parties have legally signed it. It expires for the Contract or 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings. If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharge/determined by the Chairman of SIDBI.

### **Section 9 – Other provisions**

- (1) This agreement is subject of Indian Law, Place of performance and jurisdiction is the Regional Office/ Branch of the principal, i.e. Hyderabad.
- (2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- (3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

- (4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- (5) Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.
- (6) In the event of any contradiction between the Integrity Pact and its Annexure, if any, the Clause in the Integrity Pact will prevail.

(For & On behalf of the Principal)  
(Office Seal)

(For & on behalf of the Bidder / Contractor)  
(Office Seal)

Place:

Date:

Witness 1: (Name &Address)

Witness 2: (Name &Address)

**Non-Disclosure Agreement**

(To be submitted on ₹100 Stamp Paper duly signed by the bidder)

WHEREAS, we, \_\_\_\_\_, having Registered Office at \_\_\_\_\_, hereinafter referred to as the AGENCY, are agreeable to execute "....."

for Small Industries Development Bank of India, having its Head office at SIDBI Tower, 15 Ashok Marg, Hyderabad, 226001 (hereinafter referred to as the BANK) and, Regional Office at SIDBI, G-1, Akira Shikhara Plaza, 5-8-196 to 207, Jusbagh, Nampally, Hyderabad - 500 001

WHEREAS, the AGENCY understands that the information regarding the Bank's Infrastructure shared by the BANK in their Request for Proposal is confidential and/or proprietary to the BANK, and

WHEREAS, the AGENCY understands that in the course of submission of the offer for the said RfP and/ or in the aftermath thereof, it may be necessary that the AGENCY may perform certain jobs/ duties on the Bank's properties and/ or have access to certain plans, documents, approvals, data or information of the BANK;

NOW THEREFORE, in consideration of the foregoing, the AGENCY agrees to all of the following conditions, in order to induce the BANK to grant the AGENCY specific access to the BANK's property/information, etc.;

The AGENCY will not publish or disclose to others, nor, use in any services that the AGENCY performs for others, any confidential or proprietary information belonging to the BANK, unless the AGENCY has first obtained the BANK's written authorization to do so;

The AGENCY agrees that information and other data shared by the BANK or, prepared or produced by the AGENCY for the purpose of submitting the offer to the BANK in response to the said RfP, will not be disclosed to during or subsequent to submission of the offer to the BANK, to anyone outside the BANK;

The AGENCY shall not, without the BANK's written consent, disclose the contents of this Request for Proposal (Bid) or any provision thereof, or any specification, plan, pattern, sample or information (to be) furnished by or on behalf of the BANK in connection therewith, to any person(s) other than those employed/engaged by the AGENCY for the purpose of submitting the offer to the BANK and/or for the performance of the Contract in the aftermath. Disclosure to any employed/ engaged person(s) shall be made in confidence and shall extend only so far as necessary for the purposes of such performance.

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name of Firm and Address:

**Self Certification for Local Content**  
(On letterhead of the Agency duly stamped and signed)

Date: \_\_\_\_\_

**DECLARATION-CUM-CERTIFICATE**  
**TO WHOM SO EVER IT MAY CONCERN**

This is to certify that that we M/s \_\_\_\_\_ (supplier/ Agency name) in line with Public Procurement (Preference to Make in India) Order No. P-45021/2/2017-BE-II dated June 15, 2017, as amended from time to time and as applicable on the date of submission of bid, are local supplier meeting the requirement of minimum Local content (50%) as defined in above orders for the material/ services against Tender Ref No \_\_\_\_\_

"Class-I local supplier" meeting the requirement of minimum local content equal to 50% (fifty percent) or more defined in the above government notification for the goods and services

(or)

"Class-II local Supplier" meeting the requirement of local content 20% to less than 50% (fifty percent) defined in the above government notification for the goods and services

(or)

Non Local supplier (If not belonging to Class-I & Class-II)

against Tender Ref No \_\_\_\_\_

Details of location at which local value addition will be made is as follows:

-----

We also understand, false declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rule for which a bidder or its successors can be debarred for up two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.

Authorized Signature:  
Name and Title of Signatory:  
Name of Firm and Address:

**SECTION 6: FINANCIAL PROPOSAL - STANDARD FORMS**

Form F-1	Financial Proposal Submission Form
Form F-2	Breakdown of Wages

**Financial Proposal Submission Form**  
(On letterhead of the Agency duly stamped and signed)

[Date]

To:

General Manager,  
Small Industries Development Bank of India (SIDBI)  
G-1, Akira Shikhara Plaza, 5-8-196 to 207, Jusbagh,  
Nampally, Hyderabad - 500 001

**Subject: Hiring of Agency for Providing Various manpower and services at SIDBI Hyderabad**

Dear Sir,

We, the undersigned, offer to provide the various manpower and services in accordance with your Request for Proposal dated [date] and summary of our Financial Proposal is given below:

<b>TABLE- A</b> <b>For Manpower at Sr. No. A,B, C and D (in</b> <b>FORM F-2, Sr. no. 3)</b>	
<b>Description</b>	<b>Amount (Rs.)</b>
Total monthly wage for all manpower	
Service charges (%)*	
Service charges (Rs.) to be rounded off to nearest Rupee	
Total monthly amount payable (Rs.)	
GST @ 18% (as applicable)	
Total cost with GST (Rs.)	
Total amount for 24 months (Rs.) for <b>Table A</b>	

<b>TABLE-B</b> <b>For the Facility Services and on call</b> <b>basis manpower at Sr. No. E, F and G</b> <b>(in FORM F-2, Sr. no. 3)</b>	
<b>Description</b>	<b>Amount (Rs.)</b>
Total for all the services and on call basis manpower for 24 months	
Service charges (%)*	
Service charges (Rs.) to be rounded off to nearest Rupee	
Total amount payable for 24 months (Rs.)	
GST @ 18% (as applicable)	
Total cost with GST (Rs.)	
Total amount for 24 months (Rs.) for <b>Table B</b>	



**\*\*Grand Total of Table A & B: Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_ only)**

\*Service charge should be in compliance with guidelines issued by Govt of India and should not be quoted in decimals. The bidder should quote in such a manner that profitability of the Agency, after paying taxes and other expenses should not be adversely affected. In case the Bank so desires may seek clarification on quoted service charge, after opening of Financial proposals from the Agency.

**\*\* Total cost entered in GeM portal shall match with the total cost derived here.**

Our Financial Proposal shall be binding upon us subject to the modifications resulting from arithmetic correction, if any, up to expiration of the validity period of the Proposal, i.e. [date].

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe and abide by all the relevant laws and regulations.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name of Firm and Address:

**Breakdown of Wages**  
(On letterhead of the Agency duly stamped and signed)

The Agency is required to provide details of wages as per prevailing Minimum Wages rates issued by Ministry of Labour & Employment, Govt. of India

**1. Skilled manpower**

S. N.	Heads	Rate	Wage per day (Rs.)	Wage per mensem for 26 days (Rs.)
<b>A</b>	<b>Wage</b>			
1	Basic			
2	Variable Dearness Allowance (VDA)			
3	Other Allowances, if any			
	Sub-total of 'A'			
<b>B</b>	<b>Deductions</b>			
4	ESIC* – employee's contribution	0.75%		
5	PF – employee's contribution	12%		
	Sub-total of 'B'			
<b>C</b>	<b>Statutory obligations</b>			
6	ESIC* – employer's contribution	3.25%		
7	PF – employer's contribution	13%		
8	Bonus*	8.33%		
9	Reliever charges, if applicable	16.67%		
	Sub-total 'C'			
<b>D</b>	<b>Total</b>	<b>A+C</b>		

**2. Un-skilled manpower**

S. N.	Heads	Rate	Wage per day (Rs.)	Wage per mensem for 26 days (Rs.)
<b>A</b>	<b>Wage</b>			
1	Basic			
2	Variable Dearness Allowance (VDA)			
3	Other Allowances, if any			
	Sub-total of 'A'			
<b>B</b>	<b>Deductions</b>			
4	ESIC* – employee's contribution	0.75%		
5	PF – employee's contribution	12%		
	Sub-total of 'B'			
<b>C</b>	<b>Statutory obligations</b>			
6	ESIC* – employer's contribution	3.25%		
7	PF – employer's contribution	13%		
8	Bonus*	8.33%		
9	Reliever charges, if applicable	16.67%		
	Sub-total 'C'			
<b>D</b>	<b>Total</b>	<b>A+C</b>		

\* ESIC and Bonus applicable only in case of per mensem wage is less than Rs. 21,000/-

Note: all amounts to be rounded off to nearest Rupee.

**3. SIDBI intends to select an Agency for providing manpower and facility services as under for which rates are to be quoted:**

\* Manpower mentioned at **S. N. A & B** should be quoted as per the Minimum Wages as declared by Govt of India.

\*\* The housekeeping staff working for half day and hourly basis mentioned at **S. N.** C and D also should be quoted based on the Minimum Wages as declared by Govt of India.

\*\*\* The manpower mentioned under **S. N.** E on call basis so the rate per call should be provided

<b>S. N.</b>	<b>Services required</b>	<b>No of manpower</b>	<b>Category of manpower/ Services</b>	<b>Total amount quoted for 24 months Rs.</b>
*A.	Housekeeping-cum-office peon at Office SIDBI Hyderabad	2	Unskilled – 2	
*B	Maintenance and Housekeeping services for VOFs at SIDBI Hyderabad	2	Skilled-1 (Cook-cum-Attender), Unskilled-1 (Housekeeping-cum-helper)	
**C	Maintenance and Housekeeping at Quarters SIDBI Hyderabad  Qtrs Housekeeping-1(Daily for half day)	1	Unskilled – 1 Housekeeping (Daily for Half Day)	
**D	Gardener-1(2 hours a day- (to attend 3 days at office and 3 days at Qtrs in a week)	1	Skilled-1	
***E	Maintenance at Office and Quarters SIDBI Hyderabad  Plumber-1 -on call basis Electrician-1-on call basis Carpenter 1- on call basis	3	Skilled-3 (on call basis)  (Plumber Electrician Carpenter )  Per call rate to be quoted for each service.  [Pl. quote for 8 calls per service / per month (this is only for cost comparison purpose)] Total for a month Rs_____	Rs._____  [Pl. quote here total amount for 24 months on an assumption of 8 calls per service / per month (this is only for cost comparison purpose)]
F	Quarterly deep cleaning of all <b>20 flats</b> at Officers Quarters including all floors, all fittings, geysers, tube lights, toilets including wall and floor tiles, bathroom etc (lumpsum sum all inclusive rates with cleaning equipments, material and labour once in 3 months).	-	<b>Quarterly Service</b>  Rate per flat / per service for 3BHK Rs._____  Rate per flat / per service for 2BHK Rs._____  Rate per flat / per service for Single Room Rs._____  <b>Total cost for 20 flats for one service in 3 months Rs. ____</b>	Total cost for cleaning 20 flats for the entire contract period of 24 months Rs. ____
G	Cleaning of <b>4 Water tanks</b> at Officers Quarters (lumpsum sum all inclusive rates with cleaning equipments , material and labour once in 6 months).	-	Total cost for cleaning 4 tanks per service once in 6 months Rs. _____	Total cost for cleaning 4 tanks for the entire contract period of 24 months Rs.-----

Authorized Signature:  
Name and Title of Signatory:  
Name of Firm and Address:

**Performance Bank Guarantee Format**

(To be executed on a non-judicial stamp paper of requisite value by the selected Agency)

KNOW ALL MEN BY THESE PRESENTS that in consideration of the Small Industries Development Bank of India (SIDBI), a Corporation constituted and established under the Small Industries Development Bank of India Act, 1989, and having its Head Office at SIDBI Tower, 15 Ashok Marg, Hyderabad, 226001 and Regional Office at SIDBI G-1, Akira Shikhara Plaza, 5-8-196 to 207, Jusbagh, Nampally, Hyderabad - 500 001 (hereinafter called The Bank) having agreed to award a contract to M/s. \_\_\_\_\_ having its office at \_\_\_\_\_, (hereinafter called " The Agency") for 'Hiring of Manpower Agency for providing various manpowers for maintenance and upkeep of office, VOFs and residential premises of SIDBI at Hyderabad' on the terms and conditions contained in the Contract ref no \_\_\_\_\_ dated \_\_\_\_\_ signed between the Agency and SIDBI (hereinafter called "the Contract") which terms, inter alia, stipulates for submission of Bank Guarantee for **6%** of the contract value i.e. \_\_\_\_\_ (Rupees \_\_\_\_\_ only), for the due fulfillment by the Agency of the terms and conditions of the said Contract.

At the request of the Agency, (Bank name & address) \_\_\_\_\_, having its principal/ registered office at \_\_\_\_\_ and, for the purposes of this Guarantee, acting through its branch namely (Bank name & address) \_\_\_\_\_ (herein after referred to as (Bank name) \_\_\_\_\_ which term shall mean and include, unless to repugnant to the context or meaning thereof, its successors and permitted assigns), hereby issue our guarantee No \_\_\_\_\_ in favour of **Small Industries Development Bank of India (SIDBI)**

1. We, do hereby unconditionally and irrevocably undertake to pay to SIDBI, without any demur or protest, merely on receipt of a written demand in original before the close of banking business hours on or before \_\_\_\_\_, at our counters at (Bank address) \_\_\_\_\_ from SIDBI an amount not exceeding Rs. \_\_\_\_\_ by reason of any breach by the Agency of the terms and conditions contained in the said Agreement, the opinion of The Bank regarding breach shall be final, conclusive and binding.
2. We do hereby guarantee and undertake to pay forthwith on written demand to SIDBI such sum not exceeding the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) as may be specified in such written demand, in the event of the Agency failing or neglecting to perform the services for 'Hiring of Manpower Agency for providing one operator for maintenance and upkeep of Telecom/ EPABX in office and residential premises and two drivers for office cars of SIDBI at Hyderabad' to SIDBI in the manner and in accordance with the Scope of Services, Terms and conditions, contained or referred to in the above referred Contract during its tenure.
3. We further agree that the guarantee herein contained shall remain in full force and effect till all obligations of Agency under or by virtue of the said Order have been fully and properly carried out or till validity date of this guarantee i.e. \_\_\_\_\_, whichever is earlier.
4. We undertake to pay to SIDBI all the money as per this Guarantee, notwithstanding any dispute or disputes raised by the Agency in any suit or proceeding pending before any court, tribunal or authority relating thereto or otherwise and our liability under these being absolute and unequivocal.
5. We further agree with you that SIDBI shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder (i) to vary any of the terms and conditions of the said Contract (ii) to extend time for performance by the said Agency from time to time or postpone for any time (iii) to exercise or forbear to exercise any of the powers exercisable by SIDBI against said Agency and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reasons of any such variations or modifications or extension being granted to the said Agency for any forbearance act or omission on the part of SIDBI or any indulgence by The Bank to the said agreement or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provisions, have an effect of so relieving us. However, nothing contained hereinbefore shall increase our liability under the guarantee above \_\_\_\_\_ or extend beyond \_\_\_\_\_.
6. The liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) and will expire on (date) \_\_\_\_\_ and unless a claim in writing is presented to us at counters at (bank & address) \_\_\_\_\_ on or before (date) \_\_\_\_\_ all your rights will be forfeited and we shall be relieved of and discharged from all our liabilities hereunder.

7. The Guarantee herein contained shall not be determined or affected by Liquidation or winding up or insolvency or closure of the Agency or any change in the constitution of the Agency or of the Bank.
8. The executants has the power to issue this guarantee and executants on behalf of the Bank and hold full and valid Power of Attorney granted in their favour by the Bank authorizing them to execute this guarantee.
9. Notwithstanding anything contained hereinabove, our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_).
10. This guarantee shall remain in force until (date) \_\_\_\_\_. Our liability hereunder is conditional upon your lodging a demand or claim with us and unless a demand or claim is lodged with us on or before (date) \_\_\_\_\_, your rights under the guarantee shall be forfeited and we shall not be liable there under. This guarantee shall be governed by and construed in accordance with the laws of India. The Guarantee will be returned to the Bank when the purpose of the guarantee has been fulfilled or at its expiry, whichever is earlier.
11. We, (bank name, place) \_\_\_\_\_ lastly undertake not to revoke this guarantee during its currency except with the previous consent of SIDBI in writing.
12. Notwithstanding anything to the contrary contained herein, the liability of (bank name & place) \_\_\_\_\_ under this guarantee is restricted to a maximum total amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_).
13. Our liability pursuant to this guarantee is conditional upon the receipt of a valid and duly executed written claim, in original, by (bank name & address) \_\_\_\_\_ delivered by hand, courier or registered post, prior to close of banking hours on (date) \_\_\_\_\_, failing which all rights under this guarantee shall be forfeited and (bank name & place) \_\_\_\_\_ shall be absolutely and unequivocally discharged of all of its obligations hereunder. This Guarantee shall be governed by and construed in accordance with the laws of India and competent courts in the city of (place \_\_\_\_\_) shall have exclusive jurisdiction.
14. Kindly return the original of this guarantee to (bank name & address) \_\_\_\_\_ upon the earlier of (a) its discharge by payment of claims aggregating to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) (b) fulfillment of the purpose for which this guarantee was issued; or (c) \_\_\_\_\_ (date)”
15. All claims under this guarantee will be made payable at (bank name & address) \_\_\_\_\_ by way of DD payable at Hyderabad

In witness where of we \_\_\_\_\_ have set and subscribed our hand and seal this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

SIGNED, SEALED AND DELIVERED.

BY

AT

IN THE PRESENCE OF WITNESS :

1) Name.....

Signature.....

Designation.....

2) Name.....

Signature.....

Designation.....