



भारतीय लघु उद्योग विकास बैंक
SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA

TENDER DOCUMENTS
FOR HOUSE KEEPING ARRANGEMENT
AT
SIDBI MSME INTERNATIONAL TRAINING INSTITUTE (SITI) BHUBANESWAR
PART-I (Technical)

The General Manager [SITI],
Small Industries Development Bank of India
Plot No. L-3, Adjacent to Loyola School,
Jaydev Vihar, Bhubaneswar
ODISHA - 751 013
Phone No. 0674-2304102 / 6050007

Tender No.	Tender No. 2019/1337/SITI/PREMISES dated May 28, 2018
Tender issue Date	May 28, 2018
Last Date for bid Submission	June 27, 2018, 15:00 hrs
Date of opening of technical bid	June 27, 2018, 15:30 hrs
Earnest Money Deposit	₹ 30,000/-

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Annexure I

Invitation to Bid for House Keeping Services at SIDBI MSME International Training Institute (SITI), Bhubaneswar

1. Introduction and Requirement:

Small Industries Development Bank of India (SIDBI) is an all India Financial Institution catering to the financial needs of Micro, Small and Medium Enterprises. It has its Head Office at Lucknow. It has set up the captioned training institute at Bhubaneswar to cater to the training needs of its staff and other stakeholders.

SIDBI invites sealed offers in two bid system from reputed agencies interested in providing housekeeping arrangements in the captioned institute of SIDBI located at Plot No.L-3, Near Loyola School, Jaydev Vihar, Bhubaneswar - 751 013. There are three class rooms with aggregate seating capacity of about 80, one conference room, one dining room, 22 guest rooms (third and fourth floors) of about 250 sq.ft. each, library, Director's cabin, faculty rooms, kitchen, office areas, etc. The institute has basement and G+4 floors with total constructed area of 37,150 sq.ft. surrounded by inside lawn and outside greenery. The scope of the arrangement would be primarily as under:

Type of Service/Frequency of the Service:

Sr. No.	Type of service	Frequency of service	Method
A	The works mentioned below should be completed by 9:00 am on all working days		
1	Cleaning and Sweeping of front area, compound, footpaths, parking area, etc.	Daily once	Manually
2	Cleaning, Sweeping & wet mopping of entire area on ground, first and second floors, stair case, common area, etc. (with good quality phenyl and branded cleaning material)	Daily once	Manually/Mechanised
3	Collecting of waste from the waste paper basket and disposing off at municipal bins outside office premises.	Daily once	Manually
4	Cleaning and dusting of tables, chairs, sofa sets, partitions, cupboards, venetian blinds, side racks, computers, office equipment's, bookracks, bookshelves in library, white boards, display boards, telephone instruments, etc., in Director's cabin, office areas, lecture halls, syndicate room, computer lab, faculty rooms, library, etc.	Daily once	Manually using dry & wet cloth
5	Cleaning of doors, windows, glass panes, dust bins, etc., in Director's cabin, office areas, lecture halls, syndicate rooms, computer lab, faculty rooms, library, corridors, etc.	Daily once	Manually using dry & wet cloth
6	Cleaning of toilets along with toilet fixtures such as urinal washbasins, W.C. mirror, etc., thoroughly in the morning and thereafter every	Daily thrice (8:30 AM, 12.30 PM & 3.30 PM)	Scrubbing /washing, wet & dry wiping

	hour a check should be maintained to keep the toilet clean and dry. Soap containers fitted in the toilets should be filled every day with good quality branded liquid soap.		manually with soap solution
B	The work mentioned below shall be carried out in all the corridors, passage, lobbies staircase, Guest Rooms in the third and fourth floors, during 9.00 a.m. to 12.30 a.m. on all days.		
1	Cleaning, Sweeping & Wet mopping of floor, etc. (with good quality phenyl and branded cleaning material)	Daily once	Manually/Mechanised
2	Collecting of waste from the waste paper basket and disposing off at municipal bins outside office premises.	Daily once	Manually
3	Cleaning and dusting of tables, chairs, cupboards, curtains, etc.	Daily once	Manually using dry & wet cloth
4	Cleaning of doors, windows, glass panes, etc.	Daily once	Manually using dry & wet cloth
5	Cleaning of toilets along with toilet fixtures such as urinal wash basins, W.C. mirror, etc., thoroughly in the morning. Soap containers fitted in the toilets should be filled every day with good quality branded liquid soap.	Daily once	Scrubbing / washing, wet & dry wiping manually / mechanized with soap solution
C	The work mentioned below can be carried out either during office hours or after office hours, on Sundays and holidays.		
1	Removing of cobwebs from the ceiling, scrubbing of all walls in the toilet, mirror, lights etc.	Weekly once	Manually
2	Scrubbing and washing of all stairs & removing pan stains if any from the corners.	Weekly once	Manually
3	Polishing Brass items (loose & fixed) by using Brasso.	Weekly once	Manually
4.	Cleaning of sign boards and signages.	Weekly once	Manually using appropriate shining material
5	Sweeping of terraces, etc.	Weekly once	Manually
6	Cleaning of solar panels (both hot water panel & power panel)	Weekly once	Manually
7	Cleaning, washing of basement area	Weekly once	Manually
8	Sweeping and cleaning of open drains, etc.	Weekly once	Manually
9	Cleaning of Sofas, Chairs 1. Dry vacuum cleaning 2. Shampoo cleaning	Monthly once Quarterly once	Mechanised Vacuuming & Shampooing
10	Cleaning of all window glass from inside by using standard glass cleaner.	Monthly once	Manually/mechanised
11	Shifting of office furniture from one place to another for making seating arrangement in lecture halls or for any other purpose.	As & when required	Manually
12	Providing services of workmen to work as	As & when	Manually

	labourers to carry out miscellaneous work such as shifting of materials from one floor to another cleaning of rooms or any other assignment given by the Bank.	required	
13	Cleaning of overhead water tanks. (Overhead tanks are to be cleaned with necessary cleaning materials fortnightly)	Once in 15 days	Manually
14	Cleaning of underground water tanks. (Underground tank is to be cleaned quarterly.	Quarterly	Manually
15	(i) Regular changing/laying of linen/bed sheets and upkeep of the guest rooms. (ii) Making/readying rooms for guests (including keeping tea bags, sugar sachets, coffee sachets, etc.) (iii) Spraying of room freshener in all guest rooms, classrooms, dining area, library and all office cabins. (iv) Fixing of automatic room freshener sprayers in adequate numbers in all floor corridors, classrooms and timely replenishment of refills in the machine (vendor to purchase and keep sufficient stock of room fresheners of branded company)		
D.1	Plumbing works: <ol style="list-style-type: none"> Rain water pipes at terraces should be checked, more frequently during the rainy seasons. The khurrah should be cleaned weekly. The leaves and dust, etc., at the khurrah should be removed. Surface drain should be checked periodically by removing the perforated grating and the drain should be got cleaned. Sewer line should be checked at random periodically. The flow of sewer water should be checked. In case of blockage, the same should be got removed. SUMP-PUMPS - To be operated as and when required. The automation of sumps pumps should be checked at least once in a week. In case there is any problem the same should be got rectified immediately. Cost of Rewinding and major repairs/including part replacement to be borne by the Bank. Water Supply Pumps - All water supply pumps to be operated daily as per requirement. Pumps should be checked daily. The water supply pumps should be monitored once in a day. Pump automation should be checked at least once in two days. Greasing and oiling of pumps to be carried out as per manufactures' recommendation. Continuous water supply in the entire building round the clock is to be ensured. Cost of Rewinding and major repairs/including part replacement to be borne by the Bank. Valves / N.R.V. - The valves / NRVs in the pump room / terrace & in the shafts should be operated at least twice in a month. In case of any stiffness in the valves they should be oiled and operated. The valves should operate smoothly. Sanitary Fixtures - All the sanitary fixtures should be checked once in a week. The W.C.S should have proper water seal. The flushing cistern should flush properly. The leakage in the bottle traps of urinals, pantry sinks & wash basin 		

	<p>should be checked properly. In case of any leakage / blockage the same should be got rectified through qualified plumbers.</p> <p>h) C.P. Fittings - The aerators of all the C.P. Fixtures should be checked weekly twice. Normally aerators of C.P. Fittings get blocked due to suspended particles in the water. The leakage in the C.P. Angles valves, bib taps & mixing fittings should also be checked at least weekly twice a week.</p> <p>Note: The contractor should ensure round the clock plumbing services support in respect of water supply and sanitary installations of the bank located at various floors and as detailed above.</p>
D.2	<p>Gardening services for green areas/plants in SITI premises would be needed for about 4 hours a day from 8 a.m. to 12.00 noon. The contractor is required to provide one experienced gardener to look after indoor plants, lawn maintenance, providing manure, pesticide, grass & plant cutting, sizing, planting, change of plants, putting seasonal flower plants, coloring the pots in timely intervals, cleaning dry leaves, wastages, etc. Overall the maintenance of lawn and indoor plants should be pleasing and up to date all through the years.</p>
D.3	<p>Carpentry services</p> <p>Carpentry services as and when required by the Bank would be organized by the vendor. However, the cost of same shall be paid separately by the Bank based on quantum of services utilised.</p>

Note: The contractor is advised to visit the site, with prior notice and thoroughly understand the nature and scope of work and be familiar with the site conditions before submitting the tender. It may be noted that the timing as mentioned above is indicative and may vary at the discretion of SIDBI. However, the duration of service shall remain the same. To co-ordinate and manage above service arrangement, the Contractor is also required to provide necessary supervisory services from morning 7.00 a.m. till evening 7.00 p.m. It may here be mentioned that presence of a full time supervisor at the site is part of the contract and any violation shall be deemed as a violation of contractual obligation. The Bank, may at its discretion, take any action as it may deem fit, including but not limited to deduction of reasonable payment and / or imposition of penalty of ₹ 1,000/- per 1 day 1 absence.

2. Bidding Information:

Purpose	Selection of "Service Provider" for providing House Keeping Services
Earnest Money Deposit (EMD)	₹ 30,000/- [to be submitted in the form of Demand Draft(DD)/ Pay Order (PO) / Bank Guarantee (BG) drawn on / from any scheduled commercial bank in favour of SIDBI(SITI) payable at Bhubaneswar along with Technical Bid].
Last Date of Submission of Bids.	June 27, 2018 by 15:00 hrs
Clarifications.	Clarifications, if any, may be asked in writing through e-Mail not later than June 25, 2018 by 16:00 hrs on mail id. 'priyamba@sidbi.in' & sanjaym@sidbi.in
Bid Validity	03 months from the date of the opening of price bids.
Address for submission of Bids	The General Manager SIDBI MSME International Training Institute SITI Building

	Plot No.L-3, Near Loyola School Jaydev Vihar, Bhubaneswar - 751013 Ph: 0674-2304100			
No. of Envelopes (Non window, sealed)	02 (Two), Non-window sealed with : 1st Envelope : (Superscribing “OFFER FOR HOUSE KEEPING SERVICES - Tender No. 2019/1337/SITI/PREMISES dated May 28, 2018 -Technical Bid”) containing : 1. Forwarding letter as per format given in Annexure VI . 2. Demand Draft/Pay Order/Bank Guarantee towards Earnest Money Deposit (EMD) for ` 30,000/- [on/from scheduled commercial bank] 3. Technical Bid details as per format given in Annexure III . 4. Bank Mandate Form as per format given in Annexure VI . 2nd Envelope: (Superscribing “OFFER FOR HOUSE KEEPING SERVICES - Tender No. 2019/1337/SITI/PREMISES dated May 28, 2018- Price Bid”) containing price bid as per format given in Annexure IV .			
Date of opening of Technical Bids		June 27, 2018 at 15:30 hrs.		
Date and time of opening of Price Bids		Price bids would be opened at a later date which would be notified only to the short listed Service Providers.		
Contact Details				
Name (S/Shri)	Designation	Phone	Mobile	E-mail
Ms. Priyambada Sethi	Manager	0674 - 2304100	8527832106	priyamba@sidbi.in
Shri Sanjay Maheshwari	PS	0674 - 2304100	9437094690	sanjaym@sidbi.in

3. INSTRUCTIONS TO SERVICE PROVIDERS:

- 3.1. Service Providers are advised to study the tender document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- 3.2. Any clarification to be sought by the Service Providers should be done on or before the stipulated date.
- 3.3. At any time prior to the deadline for submission of Bids, the Bank, for any reason, may modify the Bidding Document, by amendment.
- 3.4. Amendment, if any, shall be hosted on SIDBI Website (www.sidbi.in).
- 3.5. In order to allow prospective Service Providers reasonable time in which to take the amendment into account in preparing their Bids, the Bank, at its discretion, may extend the deadline for the submission of Bids.
- 3.6. In case of any clarification required by SIDBI to assist in the examination, evaluation and comparison of bids, SIDBI may, at its discretion, ask the Service Provider for

- clarification. The response / clarification shall be in writing and no change in the price of substance of the bid shall be sought, offered or permitted.
- 3.7. It would be the responsibility of the Service Provider's representative (only one person per Service Provider) to be present at the venue of opening of Bids.
 - 3.8. The envelopes should clearly indicate the Name and Address of the Service Provider. All pages of the bid are to be signed and numbered as Page - (page) of - (total pages) and the page numbers should be running across the complete bid document and not section wise.
 - 3.9. The Service Provider shall bear all the costs associated with the preparation and submission of the bid and SIDBI will in no case be responsible or liable for those costs, regardless of the conduct or the outcome of the tendering process.
 - 3.10. Deviations, if any, to the terms of the tender document should be annexed separately to the Technical bid.
 - 3.11. Bid Validity: The period of bid validity shall be binding on the Service Provider, as SIDBI may award the contract at any stage on or before the expiry of the bid validity date. SIDBI, however, reserves the right to call for fresh quotes at any time during the period, if considered necessary.
 - 3.12. 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 Service Provider shall be allowed to withdraw the bid. SIDBI has the right to reject any or all the bids received without assigning any reason whatsoever. SIDBI shall not be responsible for non-receipt / non-delivery of the bid documents due to any reason whatsoever.
4. **TENDER METHODOLOGY, BID EVALUATION & AWARD OF CONTRACT:**
- 4.1. The tender methodology proposed to be adopted by SIDBI will be "TWO BID SYSTEM", i.e., Technical Bid and Price Bid.
 - 4.2. Bid evaluation shall be done in two phases. In first phase only the 1st envelope will be opened on the date mentioned above. Representatives of the Service Providers may like to be present during this bid opening. Evaluation of Technical Bids shall be done with respect to terms and conditions defined in the tender. Based on the technical evaluation, Service Providers will be short listed for opening of the Price Bids.
 - 4.3. In second phase, 2nd envelope containing price bids of the Service Providers short listed in the first phase shall be opened. Service Provider's representatives may like to be present during Price bid opening. Date and time of opening of the price bids shall be advised only to the Service Providers shortlisted in the first phase of evaluation, through fax/email.
 - 4.4. Accepting of application by the Bank would not guarantee the award of contract. The Bank reserves the right to accept or reject any or all applications without assigning any reason whatsoever.
 - 4.5. The consolidated rate should be quoted inclusive of all taxes / costs excluding GST rate which shall be indicated separately. The consolidated rate would be considered for the purposes of comparison.
 - 4.6. SIDBI will award the contract to the successful Service Provider whose bid has been determined to be substantially responsive and has been determined as the LOWEST (L1) PRICE BID.

- 4.7. The Bank, on the request of the Service Providers may furnish the reasons for rejecting tender.

Terms and Conditions**1. DEFINITIONS:**

1. **In this Contract, the following terms shall be interpreted as indicated below:**
 - 1.1. The "Bank " means Small Industries Development Bank of India (SIDBI);
 - 1.2. The "Service Provider" means the individual or firm or company supplying or intending to provide the Housekeeping Services as indicated under Sr. No.1 (i.e., Introduction & Requirement);
 - 1.3. The "Contract" means the agreement entered into between the Bank, represented by its authorised representative and the service provider represented by its authorised representative as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;
 - 1.4. The "Contract Price" means the price payable to the Service Provider under the Contract for the full and proper performance of its contractual obligations;
 - 1.5. The "Services" means those services ancillary to the supply & service of house keeping & any other incidental service related to house keeping.
 - 1.6. "TCC" means the Terms and Conditions of Contract contained in this section;
 - 1.7. The "Site" means the office of SIDBI at SIDBI MSME International Training Institute,(SITI), SIDBI Building, Plot L-3, Near Loyola School, Jaydev Vihar, Bhubaneswar - 751 013
 - 1.8. The relationship between Service Provider and the Bank shall be of Vendor & Vendee and the house keeping services shall be on sale and purchase basis.

2. Minimum Eligibility Criteria / Technical Bid:

- 2.1 The Service Provider should be a sole proprietary concern, partnership firm or a company and should be in existence for at least 3 years. Preference will be given to Service Provider having necessary experience in providing housekeeping services to reputed organisations like All India Financial Institutions, public sector banks / undertakings, MNCs and large private sector companies.
- 2.2 The Service Provider should have achieved annual sales turnover of ` 25 lakh in any two of the last three financial years, i.e., 2015, 2016 and 2017, as per the audited financial results and average turnover of ` 15 lakh during the last three financial years in the housekeeping related activities.
- 2.3 The Service Provider which is willing to participate in the tender should meet the following eligibility criteria.
 - A. The Service Provider should have carried out one *similar work costing not less than ` 12 lacs in last 3 years (as of 31.03.2018).

OR

- B. The Service Provider should have carried out two *similar work costing not less than ₹ 7 lacs in last 3 years (as of 31.03.2018).
- 2.4 The Service Provider should be an Income-tax assessee having filed its Income tax return for the Financial Years 2015, 2016 and 2017. In case the agency is exempted from paying income tax, the exemption certificate received from IT Department may be enclosed.
- 2.5 The Service Provider should have valid Goods and Service Tax (GST) registration, PAN Card, Address proof etc. as applicable from concerned statutory authority / competent authority concerned and shall furnish copies of relevant documents on demand.
- 2.6 The Service Provider should be registered with the Labour and Central & Excise department(s) of State/ Central Government as applicable. The Service Provider should have license / permit / approval, etc., from the concerned statutory authority or any other authority concerned for carrying out this type of work. They must also have necessary license to engage labour under the Labour laws. They have to produce, on demand the relevant documents.
- 2.7 The Service Provider should have personnel with relevant experience. The personnel to be deployed for housekeeping services for the properties of the Bank should not be less than 18 years and not more than 50 years.
- 2.8 The Service Provider should not have been black-listed by any Public Sector Bank, RBI or IBA or any other Government agencies during last 5 years.
- 2.9 The Service Provider shall not deploy personnel with criminal background. In this regard the Service Provider shall submit personnel-wise police verification or notarised affidavit to that effect that the person deployed for housekeeping under the contract does not have any criminal background.
- 2.10 The service provider should be a practising business in the State of Odisha and operating out of the city and the city of Bhubaneswar. In the event of the bidder being a business firm outside the State of Odisha, it should be having an office in the city of Bhubaneswar. In any case, in both these events experience of providing similar service to reputed organisations like Reserve Bank of India / large public sector organisations / All India Financial Institutions / MNCs, etc. shall be preferred.
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General Terms & Conditions of Contract

1. Tenders shall remain valid for ninety days from the date of opening of Price Bid.
2. The EMD of the unsuccessful bidder will be returned after finalization of the tender. The EMD of successful bidder shall be retained and adjusted towards security deposit. The EMD shall not bear any interest. If the successful bidder declines to act on the offer made by the Bank and/or withdraw/amend their quotations after opening of tenders or fail to commence the work, the EMD shall stand forfeited without any notice to the bidder and no claim on this account shall be entertained.
3. The Contractor shall attend to all emergency calls relating to works promptly.
4. The Contractor shall be responsible for the safety and security of all the internal items such as furniture, equipment, fixtures etc. The Contractor shall maintain inventory of the items and provide inventory statement by 5th of every month to the officer In-charge.
5. **The cost of cleaning materials and cleaning equipment shall be borne by the Contractor.** The urinals shall be provided with the naphthalene balls and toilets & washroom areas shall be provided with deodorant sticks and air fresheners. Room freshener shall be sprayed and air freshener shall be provided in Director's cabin, office areas, lecture halls, syndicate rooms, computer lab, faculty rooms, library, conference room, corridors, etc.
6. The housekeeping supervisor shall maintain daily log sheets for the work and produce the same along with the bills every month while claiming the payment for the contract.
7. The Contractor shall arrange for collection and removal of garbage from the bins in the premises, pantries & the surrounding areas outside the building. The same shall be dumped in the municipal bins.
9. **Contractor's Employees**
 - (i) For the purpose of this housekeeping contract, the Contractor shall engage **sufficient number of experienced and competent employees (men and women) commensurate with quantum of work and the time, which shall not be less than 5 persons (including one Supervisor from 7:00 am to 7:00 pm and one gardener 8:00 am to 12:00 am)**. They shall be of good health and character, fit, well behaved, obedient and skillful in their tasks. SIDBI may advise the contractor for increase of manpower, if so desired, to complete the work as per schedule. The Contractor should provide necessary uniform to their housekeeping staff at their own cost. The cost of identity cards to the staff shall also be borne by the Contractor. The personnel employed by the Contractor shall compulsorily wear uniform prescribed by SIDBI while on duty and shall always carry his / her identity cards.
 - (ii) In addition to the above, a supervisor with minimum three-year relevant work experience in Housekeeping is to be appointed as overall in charge of the work.

Copies of experience certificate of the Housekeeping Supervisor should be submitted to SIDBI at the time of signing the contract.

- (iii) The supervisor should be available in the premises of the Bank at all times during 7:00 a.m. to 7:00 p.m. Absence of supervisor during this period shall be deemed violation of contractual obligation.
- (iv) The Contractor shall be responsible for the payment of wages / dues to its employees. All liabilities arising out of violation of any local and Central Laws shall be the responsibility of the Contractor without in any manner encroaching upon the rights and liabilities upon SIDBI.
- (v) The Contractor shall furnish a detailed duty chart of the employees employed by him at the beginning of every month and keep informed SIDBI of any changes made from time to time. The duty chart for the month should give the specific names of the employees and respective duties they are required to attend to. The contractor shall also submit a list of employees with the changes effected if any on first day of every month.
- (vi) The workmen of the Contractor should preferably be conversant in Hindi. The services of a qualified and experienced housekeeping supervisor shall be provided for supervision of the service. The Housekeeping Supervisor shall have full control over the employees engaged by him. It shall be the duty of the Housekeeping Supervisor to give necessary guidance and directions to the workmen to carry out the jobs assigned to them effectively. The Contractor should rotate the staff at least once in six months with equally trained and experienced people.
- (vii) The Contractor should take all precautionary measures to ensure the safety of the workmen employed by it and SIDBI shall not be responsible in case of any eventuality.
- (viii) Depending upon the exigencies and the requirements of SIDBI, the working hours and days of the workmen engaged by the Contractor will be suitably adjusted.
- (ix) SIDBI reserves the right to reject any particular workmen/staff placed/employed under the contract with SIDBI without assigning any reason.
- (x) The Contractor shall remove any employee who in the opinion of the Bank is guilty of misconduct or is in any manner unfit or unsuitable for service. The Contractor shall at all times indemnify SIDBI against all claims which may be made under the Workmen's Compensation Act, or rules there under or under any law or rules of compensation payable in consequence of any accident or injury sustained by any person in its employment for the purpose of Housekeeping arrangements. The Contractor shall be solely responsible for the remuneration and other dues of its employees as also for omissions / commissions done by them.
- (xi) In case of lapse on the part of the workmen staff of the Contractor, the Contractor should take proper action against such staff. In case the Contractor fails to take such action against the defaulter, the Bank reserves the right to take any suitable/legal action against the Contractor and the workmen staff concerned.
- (xii) Residential accommodation shall not be provided by SIDBI to the workmen of the Contractor.
- (xiii) In case of theft of any material takes place from the office on account of the negligence on the part of the staff employed by the Contractor, the Contractor would be liable for such lapse and the amount, if any, would be recovered from the Contractor while settling the bill.

- (xiv) If any incident of disobedience, misbehaviors or theft occurs, the Contractor shall remove from service such persons notified by the Bank immediately and fill up such vacancy with a suitable person.
- (xv) Every effort must be made by the contractor to deploy staff of known antecedents only and it may be noted that the contractor shall be held responsible for all misdeeds of his staff.
- (xvi) Permanent addresses of all his staff members along with references about their conduct from two persons residing in his area of living shall be produced by the contractor to SIDBI, before deployment so as to enable SIDBI to locate them as and when required.
- (xvii) The Service Provider shall obtain all the requisite licenses including under Contract Labour (Regulation & Abolition) Act, 1970 and any rules framed hereunder and under other applicable laws issued by the concerned Labour Department, etc., for running the establishment.
- (xviii) The Bank shall not be responsible in any way for any breach by the Service Provider of the rules and regulations governing the running of such establishments.
- (xix) The Service Provider shall not engage minors for housekeeping or any other service.
- (xx) The Service Provider shall maintain the Register/Challan copies as under:
 - (a) Under Contract Labour (Regulation and Abolition) Act, 1970
 - a) Attendance Register
 - b) Wage Register
 - c) Over-time Register
 - d) Advance Register
 - e) Register of Deduction for Damage & Loss
 - f) Register of Fine
 - g) Accident Register
 - (b) Under PF/ESIC/MLWF Act
 - a) Photo copies of PF/ESIC Monthly Challans (from the beginning of the contract)
 - b) MLWF Challans (from the beginning of the contract)
 - c) Agreement copy with the Bank
 - (c) Under Minimum Wages Act, 1948
 - Minimum wages to all employees of the agency/ contractor as prescribed by applicable laws of Government of India.
- (xxi) The Service Provider shall indemnify and keep indemnified, defend and hold good SIDBI, its officers, directors, employees and agents against loss, damages or claims arising out of any violations of applicable laws, regulations, guidelines during the contract period and for the breach committed by the Service Provider or their services personnel on account of misconduct, omission and negligence by the Service Provider or his service personnel.
- (xxii) The Service Provider shall maintain and provide all necessary documentation, registers and records in connection with the performance of housekeeping and gardening services and other related documents including for complying with any statutory requirements and provisions of applicable laws.
- (xxiii) In the case of any labour problems related to the workmen staff of the Service Provider deployed in SIDBI premises, the same shall be settled at the Service Provider's end only. The "Service Provider" shall indemnify SIDBI suitably. It shall be the duty of the

Service Provider to clearly inform his own personnel / staff that they shall have no claim whatsoever against SIDBI and they shall not raise any industrial dispute, either directly and / or indirectly, with or against SIDBI in respect of any of their service conditions or otherwise.

- (xxiv) The Service Provider shall abide by State Labour/Government of India (Ministry of Labour) rules and regulations and all other Statutory Acts/Regulations and rules relevant to this contract including Works Contract Act, Minimum Wages Act, Provident Fund Act, ESI, etc., and shall indemnify SIDBI against damages arising out of the default on the part of Service Provider due to negligence or non-compliance of any of the aforesaid rules, regulations, etc., laid down by the Government, Statutory authorities Regulations and other Government bodies, if any, from time to time.
- (xxv) The Service Provider shall organize medical examination of all the staff before initial deployment which will be repeated on yearly basis. Any person found to be medically unfit or unsuitable shall have to be removed by the Service Provider from the services and suitable replacement shall have to be arranged forthwith.
- (xxvi) The Service Provider shall arrange to issue Identity Cards to all his staff, through Security Desk of SIDBI, which has to be produced for inspection as and when required by SIDBI and/or suitably displayed.
- (xxvii) The Service Provider shall provide the proof of background check of its staff deputed for housekeeping and gardening service at the site of the Bank.
- (xxviii) The Service Provider shall ensure:
 - That all instructions, guidelines and specifications issued to the Service Provider by SIDBI are clearly and effectively communicated by the Service Provider to its employees and personnel;
 - That all instructions, guidelines and specifications are strictly adhered to by the employees and personnel of the Service Provider so that reputation of SIDBI is not damaged.
 - That no action taken by the Service Provider and / or its employees and /or personnel shall violate laws and regulations.
- (xxix) The staff shall be properly dressed in neat and tidy uniform. They shall be courteous, well mannered and attentive. They should be conversant with the tenets of the trade. One supervisor with decision taking capability as well as authority along with adequate service staff should be present in the premises during the service hours on working days as also on weekends / public holidays if services are required during such days.
- (xxx) The Service Provider will ensure supply of quality items of cleaning materials, fresheners, sanitary items, etc. In case of unsatisfactory/unhygienic quality of item(s) or lapses in service or any breakage, / shortage, deductions will be made as penalty which will be solely decided by the Bank. The premises will be under the constant supervision of the Bank and any lapse will be taken seriously. Good quality branded raw material is to be used for up keeping premises.

10. Public Procurement Policy for Micro and Small Enterprises (MSEs)

- (i) SIDBI is governed by Public Procurement Policy for Micro and Small Enterprises (MSEs) as circulated by The Ministry of MSME, GoI.
- (ii) These provisions shall be applicable to Micro and Small Enterprises (MSEs) registered with District Industries Centers or Khadi and Village Industries

Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises (MSMEs).

- (iii) If deemed fit, the Bank may procure minimum of 20% of the contract value of any goods or services from MSEs. Further, the Bank reserves the right to procure part work/services (about 4% out of above 20%) to MSEs owned by SC and ST entrepreneurs, if found suitable. Provided, these MSEs quoting price within the price band of L1 +15% & bringing down their price to L1 price, in a situation where L1 price is from someone other than a MSEs. In case of more than one such MSEs, the supply shall be shared proportionately at the discretion of the Bank.
- (iv) Further, such MSEs would also be entitled for tender sets free of cost and exemption from payment of earnest money deposit. In case of any issue on the subject matter, the MSE's may approach the tender inviting authority to resolve their grievances.
- (v) Agencies desirous of availing preference under above provisions should submit a copy of proof of Registration as MSEs/ and ownership of the same by SC/ST along with the tender/RFP.

11. Additional Minor Repair Work :

The contractor is required to carry out additional minor repair / replacement works. No labour payment for the same shall be made as it is deemed to be included in the quoted rates. The cost of material, if any, shall be paid to the contractor on reimbursement basis subject to production of pucca bills / cash memos and after verification from market. Contractor shall take up such work only after obtaining due approval of SIDBI. SIDBI's decision in all such matters shall be final and binding on the contractor.

12. Period of Contract :

The contract for housekeeping services would be for a period of two year and shall be extendable up to one more year on the same terms and conditions subject to satisfactory performance of the contractor. However, continuance of contract, beyond initial one year, will be subject to Performance Review done by appropriate authority of the Bank. If quality of services rendered and quality of cleaning material or any other aspects of the services are found unsatisfactory, the Bank may, in its discretion, terminate the contract even before the 1 year period.

13. Venue :

The house keeping service shall be provided at SITI, SITI Building, **Plot No.L-3, Near Loyola School, Jaydev Vihar, Bhubaneswar - 751013**. The infrastructure of SIDBI will be solely under the care and supervision of the service provider and any damage or loss will be entirely the responsibility of the service provider.

13. Notice for Termination of Contract :

The contract can be terminated by the Service Provider by giving three months' notice while the Bank can terminate the contract by giving one month's notice. However, in case the quality of services rendered and quality of cleaning material are not found satisfactory and the service is not maintained by the service provider despite reminders, the Bank shall have right to terminate

the contract without any notice to the contractor, besides levying of penalty as may be solely decided by the SIDBI.

14. Security Deposit :

Successful service provider shall deposit an amount of ₹ 85,000/- towards Security Deposit [SD] for satisfactory performance of contract which notwithstanding the above, would be forfeited by SIDBI in case the services of the service provider are terminated by SIDBI on the grounds of unsatisfactory / irregular services, breach of any of the terms of the accepted tender document or quality of service and quality of cleaning material. SD will be refunded after satisfactory completion of contract period.

15. Pre-bid Clarifications:

- 15.1 The intending Service Providers will have to send their queries by email to mail id (priyamba@sidbi.in/sanjaym@sidbi.in) **by June 25, 2018 (4 pm)** which will be clarified in the Pre-bid meeting. No request for change in date of pre-bid meeting will be entertained. No fresh queries will be entertained after pre - bid meeting.
- 15.2 The interested Service Providers are advised to inspect the site/nature of service required in this regard and satisfy themselves before submitting their bids. However, no such visits will be allowed after the pre-bid meeting date. A Service Provider shall be deemed to have full knowledge of the site/ nature of services to be provided, whether he inspects it or not and no extra claims due to any misunderstanding or otherwise shall be allowed.

16. Rates:

- 16.1. The rates quoted shall include cost of all tools and tackles, cleaning materials, freshening materials (room freshener, toilet cleaner, toilet / urinal naphthalene balls, phenyls and other such materials as may be required for proper maintenance of the building / guest rooms / office rooms / library / corridors / other space in the building as per requirement specifications outlined in the Tender document), manpower cost including wages, liveries, etc., taxes and duties (including GST), levies, etc., payable to the appropriate authority. No extra payment over and above the rate quoted shall be made to the contractor in this respect. No escalation in rates will be permitted during the contract period. However, if quality of services rendered and quality of cleaning material are not found upto acceptable level by the Performance Reviewing Authority, the Bank may, in its discretion, cancel/terminate the contract. Any decision in this regard by the Bank shall be final, conclusive and binding on the Service Providers.
- 16.2. No advance will be paid.
- 16.3. Applicable taxes will be deducted at source at the time of settlement of bills unless the Service Provider produces the certificate to the contrary from the Income Tax authorities. Certificate for tax deducted will be issued by the Bank.
- 16.4. Prices quoted by the Service Providers should include all taxes, duties, levies and transportation costs, etc. **excluding GST rate which shall be indicated separately.**

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

- 17.1. Payment to service provider shall be made on monthly basis. Service provider shall raise the invoices for services provided during the month and submit the consolidated bills to the Bank in the first week of every month (bills for the preceding month). The Bank after scrutiny will release the payments generally within 7-10 working days from the date of bill submission under normal circumstances.
- 17.2. All the payments including refund of EMD will be made by SITI, SIDBI Bhubaneswar office, electronically through RTGS/ NEFT. All the Service Providers should submit duly filled-in & signed [by authorized signatory and Service Provider's banker] **Bank Mandate Form** as per format prescribed in **Annexure - VII**.
- 17.3. At the time of claiming the payments including refund of EMD, Service Provider will be required to confirm in writing the bank A/c No. and other details furnished in Bank Mandate Form. In case of any changes, Bank Mandate Form would require to be re-furnished.
- 17.4. The Service Provider must accept the payment terms proposed by the Bank. The price bid submitted by the Service Provider must be in conformity with the payment terms proposed by the Bank. Any deviation from the proposed payment terms would not be accepted. The Bank shall have the right to withhold any payment due to the Service Provider, in case of delays or defaults on the part of the Service Provider. Such withholding of payment shall not amount to a default on the part of the Bank.

18. EARNEST MONEY DEPOSIT:

- 18.1 The Service Provider submitting the bids will have to deposit EMD of ` 30,000/- (Rupees thirty thousand only) by way of DD/PO drawn or from a scheduled commercial bank in favour of '**Small Industries Development Bank of India' (SITI)**, payable at **Bhubaneswar** along with the Technical Bid.
- 18.2 Any bid received without EMD in proper form and manner shall be considered unresponsive and rejected.
- 18.3 The Service Provider selected through the tendering process may be required to give security deposit of ` 85,000/- (Rupees eighty five thousand only) in the form of a performance bank guarantee/DD/PO drawn or from a scheduled commercial bank in favour of Small Industries Development Bank of India (SITI) payable at Bhubaneswar refundable on expiry of contract after adjustment of any dues receivable from the Service Provider.
- 18.4 The unsuccessful Service Providers will be returned the E.M.D. within 15 days working from the date of final decision of Bank regarding the contract except on account of exigencies beyond Bank's control.
- 18.5 Request for exemption from EMD will not be entertained.
- 18.6 The EMD may be forfeited:
 - 18.6.1. If a Service Provider withdraws its bids during the period of bid validity.
 - 18.6.2. If a Service Provider makes any statement or encloses any form which turns out to be false/ incorrect at any time prior to signing of the contract.
 - 18.6.3. In case of successful Service Provider, if the Service Provider fails to accept the order/ sign the contract within the stipulated time.

19. Quotation and Process of Selection:

- 19.1. Interested Service Providers will be required to submit their offer in 2 bids, viz., "Technical bid" and "Price bid" in the format indicated in **Annexure III & Annexure IV**. Both the bids will be required to be put in separate sealed covers with superscription "Technical Bid" and "Price Bid" which will again be put in another sealed cover with superscription "OFFER FOR HOUSE KEEPING SERVICES" addressed to The General Manager, SIDBI MSME International Training Institute, SIDBI Building, **Plot L-3, Near Loyola School, Jaydev Vihar, Bhubaneswar - 751013**.
- 19.2 The cover will be required to be handed over at Reception, Ground Floor, Small Industries Development Bank of India (SIDBI), SIDBI MSME International Training Institute, SIDBI Building, Plot L3, Near Loyola School, Jaydev Vihar, Bhubaneswar 751 013 on or before 15:00 hours **on June 27,2018**
- 19.3. The quotation (Technical Bid only) will be opened at 15:30 hours **on June 27,2018** in the presence of the Service Providers, who wish to remain present.
- 19.4 The bid so opened will be subjected to desk scrutiny by a committee of officials. Inclusion of any deviations in the quotation is liable for rejection, at the discretion of SIDBI.
- 19.5 A Committee of officials of the Bank at its discretion may be visiting the locations where the Service Provider is providing its services to evaluate its capability and verify the claims stated in the technical bid document. The Service Providers who satisfy the criteria will only be considered for further tendering process and their price bid will be opened.

20. Agreement :

The successful Service Provider has to enter into an agreement with SIDBI for providing the housekeeping services on sale-purchase basis. Format of agreement will be provided by SIDBI, to the successful Service Provider.

21. USE OF CONTRACT DOCUMENTS AND INFORMATION:

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

22. SUBCONTRACTS:

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

23. APPLICABLE LAWS:

- 23.1 The Contract shall be interpreted in accordance with the laws prevalent in India.
- 23.2 **COMPLIANCE WITH ALL APPLICABLE LAWS:** The Service Provider shall undertake to observe, adhere to, abide by, comply with and notify the Bank about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this tender document and shall indemnify, keep indemnified, hold harmless, defend and protect the Bank and its employees/ officers/ staff/personnel/ representatives/agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.
- 24. FORCE MAJEURE:**
- 24.1 . If the performance as specified herein is prevented, restricted, delayed or interfered by reason of Acts of God including fire, explosion, cyclone, floods, war, revolution, acts of public enemies, blockage or embargo, any law, order, proclamation, ordinance, demand or requirements of any Government or authority or representative of any such Government including restrict trade practices or regulations, Strikes, shutdowns or labour disputes which are not instigated for the purpose of avoiding obligations herein, or any other circumstances beyond the control of the party affected, then notwithstanding anything here before contained, the party affected shall be excused from its performance to the extent such performance relates to prevention, restriction, delay or interference and provided that the party so affected uses its best efforts to remove such cause of non-performance, delay or interference and when removed the party shall continue performance with utmost dispatch.
- 24.2 If a Force Majeure situation arises, the Service Provider shall promptly notify the Bank in writing of likelihood or actual existence / occurrence of such condition, the cause thereof and the change that is necessitated due to the conditions. Until and unless otherwise directed by the Bank in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 25. RESOLUTION OF DISPUTES:**
- 25.1 It will be the Bank's endeavor to resolve amicably any disputes or differences that may arise between the Bank and the Service Provider from misconstruing the meaning and operation of the tender document and the breach that may result.
- 25.2 In case of Dispute or difference arising between the Bank and the Service Provider relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996. The Arbitrators shall be chosen by mutual discussion between the Bank and the Service Provider OR in case of disagreement each party may appoint an arbitrator and such arbitrators may appoint an Umpire before entering on the reference. The decision of the Umpire shall be final.

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

XXXXXXXXXXXXXX

THE FORMAT FOR TECHNICAL BID
APPLICATION FOR HOUSE KEEPING ARRANGEMENTS AT SIT, SIDBI BHUBANESWAR
From:

.....

To:

The General Manager,
SIDBI MSME International Training Institute,
SIT Building, **Plot L-3, Near Loyola School,**
Jaydev Vihar, Bhubaneswar - 751013.

Sl. No.	Particulars	Details to be filled in by the House Keeping Service Provider
1	Name of the Service Provider	
2	Regd. Office/Business address of the Service Provider including contact number	
3	Date of Incorporation & Constitution	
4	Organisation profile	
5	Name of the Proprietor/ Managing Partner/ Director i) Telephone/Mobile No ii) Fax No. / E-mail id :	
6	Whether Agency is a Micro / Small Enterprises (MSE)	
7	PAN/TAN Nos. of the Service Provider (attached copy of PAN & latest IT return filed)	
8	Service Tax Registration No. (attached copy)	
9	Whether registered for GST.GST registration No. (attached copy of GST registration certificate)	
10	Whether registered with Registrar of Firms/ Companies? Date of Registration (Attached copy of registration)	
11	Whether registered with Sales Tax Department? Date of Registration. (attached copy)	
12	Whether registered with Labour Department? Date of Registration. (attached copy)	
13	Whether registered with Central/State Excise/Income Tax Department ? (attached copy)	
14	(a)Turnover in the last 3 financial years. (year-wise). Please attach a copy of CA certified audited Balance Sheet and P & L Statement. (b)Profit for the above financial years (attached copy)	2014-2015 - 2015-2016- 2016-2017-
15	Bank Details Name of the Bank Branch Type of Account Account Number IFSC Code *	

16	**Years of experience in providing Housekeeping services. Pl. provide additional information as per format III A, and IIIB.				
17	Details of registration / empanelment with Govt. Department / Banks / FIs / PSUs (to be furnished in Format – III (C))				
18	*** Name of the Organisations / Corporations / Departments where the experience has been gained and number of persons the agency was serving (each location wise)				
19	Annual Turnover at each of the housekeeping location/s (at least three locations)		Name of location	Annual Turnover	
		1			
		2			
		3			
20	Name, Designation & Contact details of the key person at the above indicated location/s from the Contracting Establishment.		Name of location	No. of years	No. of persons served
		1			
		2			
		3			
21	Details of Resources (manpower, tools and plant) and other infrastructure facilities available (to be furnished in Format-III(D))				
22	Please indicate the particulars of the personnel with relevant professional qualifications (viz., Degree / Diploma in housekeeping Services) at the Supervisory level?				
23	Whether the applicant was blacklisted by any client / agency	Yes / NO If Yes, please furnish details.			
21	Particulars of Payment towards EMD of ` 30,000/- (Rupees thirty thousand Only) Draft No. / Pay Order No. Dateddrawn on Bank				

* Bank Mandate Form attached Yes / No

** Bank reserves right to decide the cut off duration of experience.

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

DECLARATION



1. The above information is true to the best of my knowledge and if any information is found untrue or false I may be debarred from the tender process/being given the contract.
2. I/We agree to abide by the terms and conditions stipulated by the Bank.

Date:...../...../2018

Authorised Signatory:

Name:

Designation:

Phone:

Email id:

Annexure-III(A)

Particulars in respect of similar jobs/assignments in the last five years

S No	Name of the service provided with address	Name and address of the client with contract numbers	Value of contract	Date of award of contract	Duration of contract

Please enclose the copies of contract / agreement and certificate from the client (employer) for each of the contract.

Annexure-III (B)

Particulars in respect of similar works in hand

S No	Nature of the service provided with address	Name and address of the client with contract numbers	Value of contract.	Date of award of contract	Stipulated duration of contract	Present status

Please enclosed the copies of contract/agreement with the client (employer) for each work

Annexure-III (C)

Details of empanelment with other institution

S No	Name and address of institution with contact No	Category / Type of work for which empanelled	Registered/ empanelled for value of work upto `	Date of empanelment and validity	Details of certificate / letter from the Institution / Bank, etc. if any

Please enclose the copies of letter of empanelment of each organization

Annexure –III (D)

Details of Resources (Manpower &Infrastructure Facilities)

1	Details of Manpower	
	(a) Manager / Engineer	
	(b) Supervisor	
	(c) skilled workers	
	(d) unskilled workers	
2	Details of infrastructure facilities available	
3	Any other relevant information.	

Annexure - IV

**PART - II
THE FORMAT FOR FINANCIAL BID
(Housekeeping Arrangement)**

From,

.....
.....
.....

To,

The General Manager,
Small Industries Development Bank of India,
SITI Building, Plot L-3, Near Loyola School,
Jaydev Vihar, Bhubaneswar - 751013

Sl.No.	Particulars	Nos.	Rate () per month
1	Supervisor	1	
2	House keeping staff	4	
3	Gardener for 4hour per day	1	
4	Other if any (specify)		
5	Total cost	---	
6	GST	@	
7	Sub total	---	
8	Cost of consumables	----	
9	Grand Total	----	

The above rates are inclusive of all taxes, duties, levies and transportation costs, etc. excluding GST rate which shall be indicated separately. We are aware that all the payments shall be subject to TDS/Service Tax, as applicable at the time of payment. We are also aware that the comparison will be based on the total cost per day/per person

I / We agree to abide by the terms and conditions stipulated by the Bank and mentioned in the **Appendix to Annexure I** at the rates quoted above.

Date:

SIGNATURE

Name and Seal of firm

(This format shall be sent in a separate sealed cover super scribing - "FINANCIAL BID FOR HOUSEKEEPING ARRANGEMENT REF - NEWSPAPER ADVERTISEMENT DATED May 28, 2018.

The agencies qualifying the above pre-qualification criteria and agree to abide by the terms and conditions given in the Appendix may submit the **"Technical Bid"** in a separate sealed cover superscribing - **"TECHNICAL BID FOR HOUSEKEEPING ARRANGEMENT - REF - NEWSPAPER ADVERTISEMENT DATED May 28, 2018.**

XXXXXXX

ANNEXURE V

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

Forwarding Letter

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

To:

The General Manager,
SIDBI MSME International Training Institute,
SITI Building,
**Plot L-3, Near Loyola School,
Jaydev Vihar,
Bhubaneswar - 751013**

Dear Sir,

Your Tender No. 2019/1337/SITI/PREMISES dated May 28, 2018

This is with reference to your above mentioned tender for Selection of "Service Provider" for providing housekeeping services in the Banks premises at SITI, Bhubaneswar. Having examined the tender document, we hereby submit our proposal along with the necessary documents.

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

Date:...../...../2018

Authorised Signatory:

Name:

Designation:

Phone:

Email:

Annexure - VII

BANK MANDATE FORM (To be submitted in Duplicate)

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

1. Name of "Service Provider" : _____
"Service Provider" Code (if applicable): _____

2. Address of the "Service Provider" : _____

City _____ Pin Code _____

E-mail id: _____

Phone No. with STD code: _____

Mobile No.: _____

Permanent Account Number _____

MSE Registration / CA Certificate _____
(if applicable)

3. Particulars of Bank account:

Beneficiary Name			
Bank Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No.			
Account type	Saving	Current	Cash Credit
Account No.	(as appearing in the Cheque book)		
(Code number appearing on the MICR cheque supplied by the bank. Please attach a cancelled cheque of your bank for ensuring accuracy of the bank name, branch name & code and Account Number)			
IFSC CODE	For RTGS transfer		For NEFT transfer

4. Date from which the mandate should be effective :

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**.

Place : _____

Date : _____

Signature of the party / Authorized Signatory

.....

...

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

Bank's stamp :

Date :

(Signature of the Authorized Official from the bank in which the a/c is held)

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

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.
