



सर सोराबजी पोचखानावाला बैंकर्स प्रशिक्षण महाविद्यालय
Sir Sorabji Pochkhanawala Bankers' Training College



Central Bank of India & Bank of Baroda

TENDER FOR HOUSEKEEPING SERVICES FOR 3 YEARS

At

**Sir SPBT College
Sant Gyaneshwar Marg
JVPD Scheme
Vile Parle (West)
Mumbai 400056**

Phone: 61458004 e-mail: spbtc2013@gmail.com

Tender No. SPBT/HKC/Housekeeping/2024/02



INDEX

S.no	Item	Page
1	Cover page	01
2	Index	02
3	Notice inviting tender	03
4	Eligibility criteria	04
5	General terms & conditions and instructions of tenderers	06
6	Scope of services and procedure for submission of monthly bill for release of payment to bidder/ tenderer	10
7	Technical Bid format	21
8	Annexure i – Check-list of documents placed in technical bid	24
9	Annexure ii – List of present and past clients during the last three years	25
10	Annexure iii – Certificate from chartered accountant for turnover	26
11	Annexure iv - Certificate regarding number of workers on the rolls as on 31/03/2024	27
12	Annexure – v- Letter of acceptance of terms and conditions and procedure for submission of monthly bills along with mandatory and other documents	28
13	Annexure vi – Calculation and details of amount paid by the agency/ firm to the workers	29
14	Annexure vii – Certificate for deposit of ESIC contribution	30
15	Annexure viii– Certificate for deposit of EPF contribution	31
16	Annexure ix – Deployment of workers/ Supervisors	32
17	Annexure x - Certificate of no dues	34
18	Annexure xi- List of approved cleaning material	36
19	Annexure xii – Non- blacklisting certificate	38
20	Annexure xiii – Integrity Pact	39
21	Instructions and t & c for quoting rates for submitting financial bid	49
22	Annexure A– Format for financial bid for unskilled workers	52
23	Annexure B– Format for financial bid for supervisor	54
24	Annexure C- Format for financials of cleaning materials	56
25	Annexure D – Summary of financial bid	58



NOTICE INVITING TENDER FOR PROVIDING HOUSEKEEPING SERVICES ON CONTRACT BASIS

Sir Sorabji Pochkhanawala Bankers' Training College is a premier training institute for in house training of Officers of Central Bank of India and Bank of Baroda. Officers of both the banks are trained there, and they come from all over India. The College (Hereafter SPBTC) invites Sealed Tenders on 'Two Bid System' in the attached prescribed format from reputed Manpower Providing Agency/ Firm having adequate experience in the field of providing Housekeeping Services on contract for a period of three years .

Interested parties may submit bids in two separate envelopes duly super-scribed as "Technical Bid" and "Financial Bid". Both these bids should be put in one big envelope super-scribed "Tender for providing housekeeping services on contract basis". The Bidder/ Tenderer is required to sign all the papers comprising Technical Bid, Financial Bid and all the Annexures attached.

The Bidder/ Tenderer is required to quote rates in the 'Financial Bid' keeping in view the terms and conditions of this Tender Document. The tender is liable to be rejected if any change is made in the terms and conditions proposed. The Bidder/ Tenderer has to submit Earnest Money Deposit of Rs. 30,000/- through Demand Draft in favour of "Sir SPBT College" payable in Mumbai along with the Technical Bid. Tenders without the Earnest Money Deposit will be rejected.

Interested Manpower Providing Agency/ Firms can download the Tender Document from the website www.centralbankofindia.co.in or www.bankofbaroda.in. Tender document fee of Rs 2000/- should be paid along with technical bid in the form of DD favouring Sir SPBT College, payable in Mumbai.

The time schedule of tendering process is given below:

1	Tender Number, and Date of issue	SPBT/HKC/Housekeeping/2024/02 01 June 2024
2	Tender Document Fee (Non-refundable)	Rs.2000/-(Rupees two thousand) only
3	Pre-Bid Meeting	07 June 2024 at 1600 hrs
4	Date and Time for submission of Tender.	21 June 2024 till 1500 hrs
5	Date and Time of opening of Technical Bid.	21 June 2024 at 1630 hrs At SPBT College, JVPD, Mumbai 400056
5	Date and Time of opening of Financial Bid.	Will be intimated to Technically Qualified Bidders on a later date.

All amendments/ information with respect to this Tender will be uploaded on the websites www.centralbankofindia.co.in and www.bankofbaroda.in. All Tenderers are advised to visit the websites regularly for updates. The College reserves the right to reject all or any Bid without assigning any reason whatsoever.



ELIGIBILITY CRITERIA

1. The Bidder/ Tenderer should be based in Mumbai and operating its business in Mumbai. Attach self-attested copy of proof.
2. The Bidder/ Tenderer should have Office Premises in Mumbai and sufficient man power on its rolls so as to provide immediate, satisfactory and efficient housekeeping services. Tenders received from Firms/ Establishments operating from residential premises and not having established Office Premises with necessary infra-structure and man-power on its rolls will not be accepted and will be treated as rejected.
3. The Bidder/ Tenderer is hereby informed that the College will arrange inspection of their Office Premises and infrastructure facilities through a Committee of Officials of the College and/or through an Investigator appointed for the purpose, to verify the existence and to assess the competence of Bidders/ Tenderers in providing satisfactory and efficient services required in the Tender Document. The report shall be taken into account for the purpose of evaluation of Technical Bid of Bidders/ Tenderers. The decision of The Committee constituted by the College in this regard shall be final and binding on the Bidders/ Tenderers.
4. The Bidder/ Tenderer should have a minimum experience of Five years as on 31/03/2024 in the field of providing Housekeeping Services on Contract Basis. Attach self-attested copies of documents as proof.
5. The Bidder/ Tenderer should be registered with Government Labour Department and possess/ hold a valid License issued by Central/ State Government/ concerned Department of Government for providing Contract Labour under the Contract Labour (Regulation and Abolition) Act. In case any other permission or Certificate is required for providing Contract Labour to the College, the Bidder/ Tenderer will be required to submit the same within one month of award of the work. The successful Bidder/ Tenderer would be required to deploy Manpower/ Contract Labour as per norms prescribed under the Act. Attach self-attested photo copies of Registration with Government Labour Department and Licence. The tenderer will provide police verification reports of all the personnel deployed to the College
6. The Bidder/ Tenderer should be registered with EPF Authorities and should have a valid Provident Fund Registration Number under EPF Act issued by EPF Authorities. Attach self-attested photo copy of Registration document.
7. The Bidder/ Tenderer should be registered with ESI Authorities and should have a valid ESI Registration Number issued by ESI Authorities under ESI Act, 1948. Attach self-attested photo copy of Registration document.
8. The Bidder/ Tenderer should be registered with Service Tax Authorities and should have a valid GST Registration Number issued by Service Tax Authority. Attach self-attested photo copy of GST Registration.



9. The Bidder/ Tenderer should have rendered similar satisfactory services of providing Housekeeping Services on Monthly Contract Basis to at least three Public Sector Companies/ Public Sector Banks/ Central or State Government Undertakings/ Autonomous Institutes/ Corporate Establishments of repute having during the past three years. Attach Certificates of Experience and Satisfactory Completion of work obtained from concerned Establishments/ Companies.
10. The Bidder/ Tenderer should furnish List of Clients to whom Housekeeping Services on Contract Basis are given during the past three financial years i.e. 2021-22, 2022-23 and 2023-24 along with the number of persons deputed. Attach Certificates from clients.
11. The Bidder/ Tenderer should have minimum Annual Turn-over of Rs. 75 Lakh during the past three financial years i.e. 2021-22, 2022-23 and (provisional) for 2023-24. Attach Certificate from Chartered Accountant in this regard.
12. The Bidder/ Tenderer should have on their wage rolls minimum 100 workman/ manpower in Mumbai as on 31/03/2024. Attach Certificate from Chartered Account in this regard.
13. The Bidder/ Tenderer should be ready to and will :-
 - (A) Deposit ESI and EPF Contribution in respect of each workman/ manpower deputed to the College through a separate Challan meant for College every month and submit a copy of the same as proof of payment to statutory authorities along with complete details of contribution deposited in respect of each named workman/ manpower on their letter head duly certified, stamped and signed by authorized signatory as per specimen enclosed as Annexure IX and X treating it as a mandatory requirement.
 - (B) Pay the total amount of Monthly Wages, Overtime and other charges mentioned in the Tender Document to the workman/ manpower deputed to the College (which should be equivalent to the amount payable to them as per Specimen of Calculation Sheets attached as Annexure VI, VII duly stamped and signed by authorized signatory) through "E- transaction" and/or through "Account Payee Cheque" only treating it as a mandatory requirement. Payment of amount of Wages to workman/ manpower in Cash by the Bidder/ Tenderer is prohibited and will not be accepted.
 - (C) Arrange for Police Verification of each workman deputed to the College at his own cost and submit a Police Verification Report obtained from the Police Authorities in respect of each workman before deploying to the college treating it as a Mandatory requirement.
 - (D) Provide alternative workman, whenever the regular workman deputed by them is not reporting for duty and/or is on leave treating it as a Mandatory Requirement so as to ensure continuity of proper and efficient housekeeping services. In case of failure to provide alternate workman the Bidder/ Tenderer should be ready to bear the penalty imposed as per the terms and conditions



of the Tender Document. Please note the penalty for not providing alternate workman in the absence of regular workman by the Bidder/ Tenderer is to be borne by the Bidder/ Tenderer. The Bidder/ Tenderer will not be allowed to pass on the penalty amount to the workman deputed by them.

The Bidder/ Tenderer is required to submit "Letter of Acceptance" in this regard as per specimen in Annexure V and non-compliance of the above requirement or any requirement given in this Tender Document and any deviation in compliance of the requirement mentioned in the Tender Document will be treated as a default in providing satisfactory services. In such an event, the College reserves the right to cancel the Work Order given to Bidder/ Tenderer and the Security Deposit held with the College by such Bidder/ Tenderer will be forfeited.

14. The Tenders from Individual/ Firm/ Organization including its Partners/ Shareholders/ Directors who have been blacklisted/ prosecuted by any departments/ statutory bodies in any State or by any Court of Law, shall not be entertained. An Undertaking on the Letter Head of the Company as per specimen given in Annexure XIII is required to be submitted along with Technical Bid.

GENERAL TERMS AND CONDITIONS AND INSTRUCTIONS FOR BIDDERS/ TENDERERS

1. The Tenders/ Bids should be valid for a period of three months from the date of opening of ~~Technical~~ Bid of tender.
2. The term of the Contract will be for initial period of three years from the date of commencement of work after award of contract on the rates quoted by Tenderer/ Bidder in the Financial Bid with a provision to extend the contract for a further period of three years on the same terms and conditions on providing satisfactory and efficient housekeeping services. The rates of "Overhead Charges" and "Service Charges" quoted by the Bidder/ Tenderer in their Financial Bid shall remain fixed during the currency of the Contract for an initial period of three years and no revision in rates will be permitted on any score.
3. The Tenders are invited on Two Bid System i.e. Technical Bid and Financial Bid. The Bidder/ Tenderer is required to put Technical Bid in sealed Envelope No. 1 along with documents; and Financial Bid in sealed Envelope No. 2. The Bidder/ Tenderer is required to clearly indicate on these sealed envelopes their name, address and contact details.
4. Both the sealed envelopes super scribed as Envelope No. 1 "Technical Bid" and Envelope No. 2 "Financial Bid" should be kept in a larger Envelope No. 3. This sealed Envelope No. 3 super scribed as "Tender for providing housekeeping services on contract basis" and addressed to The Warden, Sir Sorabji



5. Pochkhanawala Bankers' Training College shall be deposited in the College on or before 21 June 2024 by 1500 Hrs.
6. The Tenderer/ Bidder has to submit Earnest Money Deposit of Rs. 30,000/- through Demand Draft in favour of "Sir SPBT College" payable in Mumbai along with the Technical Bid. Tenders without the Earnest Money Deposit will be rejected. At the back of the Demand Draft, the name of the Bidder/ Tenderer should be clearly written with the caption "Tender for Providing Housekeeping Services on Contract Basis".
7. The Earnest Money shall be forfeited if:
 - (i) The Bidder/ Tenderer withdraws the Tender during the Validity Period of Tender.
 - (i) The Successful Bidder/ Tenderer fails to comply with the terms and conditions of the Tender Document during the currency of the contract.
 - (ii) The Successful Bidder/ Tenderer fails to comply with the rules and regulations set forth by Government such as PF, ESIC, Minimum Wages and other statutory requirements.
8. Earnest Money Deposit of unsuccessful Tenderer/ Bidders will be refunded within 30 days from the date of opening of tenders except of the qualified bidder.
9. As per Public Procurement Policy of Government of India, exemption from payment of Earnest Money Deposit is allowed to Micro and Small Enterprises (MSEs) provided such MSEs enclose certified copy of Valid Certificate of Registration as MSEs issued by appropriate Registering Authority and letter from such Registering Authority certifying exemption from payment of Earnest Money Deposit to such MSEs. It should be noted that if these documents are not attached with the Bid/ Tender Document submitted by the Bidder/ Tenderer the Bid/ Tender will not be entertained and shall be rejected.
10. The successful Bidder/ Tenderer, on award of the contract to provide housekeeping services on monthly contract basis, shall be required to deposit as amount of Rs. 70,000/- (Rupees Seventy Thousand) only as Security Deposit with the College through Demand Draft in favour of 'Sir SPBT College' payable in Mumbai within 10 days from the date of receipt of work award letter. The EMD of the successful Bidder/ Tenderer will also be merged with the Security Amount. Thus total Security Amount of Rs.1,00,000/- (Rs. One Lac) only will remain with the College throughout the duration of contract. This deposit will remain with the College during the currency of the Contract and no interest will be paid on this security deposit amount. This Security Amount will be refunded to the Bidder/ Tenderer on completion/ termination/ cancellation of the contractor after deducting any dues payable to the College on whatsoever account subject to Bidder/ Tenderer submitting a "No Dues" Indemnity Bond on a non-judicial stamp paper of requisite value duly notarized as per specimen given in Annexure x of the Tender Document.



11. All the copies of the documents mentioned in the Eligibility Criteria, Technical Bid, Annexure I to XIII and other necessary documents are required to be attached with the "Technical Bid" to be eligible for opening of "Financial Bid."
12. Unsealed tenders will not be accepted. The tender received in any manner other than prescribed in the Tender Document shall be summarily rejected. Any tender received after the scheduled date and time shall not be considered. The College will not accept any responsibility for the tender lost in transit or delivered elsewhere.
13. At first instance only the "Technical Bid" will be opened on the scheduled date and time given in the "Notice inviting Tender". The Technical Bids will then be evaluated on the basis of documents/ information furnished, eligibility criteria and inspection of office premises and infrastructure. The Bidder/ Tenderer is hereby informed that the College will arrange inspection of their Office Premises and infrastructure facilities of Tenderer/ Bidder through a Committee of Officials of the College and/or through an Investigator appointed for the purpose, to verify the existence and to assess the competence of Bidder/ Tenderer in providing satisfactory and efficient services required in the Tender Document. The report shall be taken into account for the purpose of qualification of Technical Bid of Bidders/ Tenderers. The decision of The Committee constituted by the College for the purpose shall be final and binding on the Bidders/ Tenderers.
14. The "Financial Bid" of only those Bidders/ Tenderers who qualify in their "Technical Bid" will be opened and "Financial Bid" of those Bidders/ Tenderers whose "Technical Bid" is not qualified will not be opened. The date and time of opening of "Financial Bid" shall be intimated to individual qualified bidders through their E-mail address provided in the Tender Document.
15. If at any stage, it is found that the documents, certificates, bills and documents pertaining to mandatory proof of payment of minimum wages, statutory payments and other payments submitted by the Bidder/ Tenderer are forged or have been manipulated, the work order issued to the Bidder/ Tenderer shall be cancelled and the Security Deposit of the Bidder/ Tenderer lying with the College shall be forfeited without any claim whatsoever on the College and the Bidder/ Tenderer is liable for action as deemed fit by the College.
16. All amendments/ information with respect to this Tender will be uploaded on the Website www.centralbankofindia.co.in and www.bankofbaroda.in. Notice thereof will not be published in any newspaper. All Bidders/ Tenderers are, therefore, advised to visit the website regularly for updates.
17. All over-writings/ corrections should be duly signed by the Tenderer/ Bidder.
18. Each Tenderer/ Bidder should submit only one tender either by himself or as partner in jointventure/ firm/ company.



19. ARBITRATION

In the event of any question, dispute or difference arising under this agreement or in connection therewith except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration by College or an Arbitrator appointed by them specifically for resolution of dispute/ difference under this contract. The arbitration shall be conducted under the Indian Arbitration and Conciliation Act, 1996, and any amendments thereof. The venue of the arbitration proceedings shall be at SPBT College, JVPD Scheme, Vile Parle West, Mumbai 400056 or any such other place as the arbitrator may decide.

20. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of the Land. Such action will result in the rejection of bid, in addition to other punitive measures. Pre contract Integrity Pact, as provided in Annexure xiii, should be executed on Non Judicial Stamp Paper worth Rs 500/- and submitted along with Technical Bid.
21. Tenders/ Bids must be received by/ submitted to the Warden, SPBT College, JVPD Scheme, Vile Parle West, Mumbai 400056 by the date and time stipulated in the Notice Inviting Tender. The College may, at its discretion, extend the deadline for submission of Tenders/ Bids in which case all rights and obligations of the Company and the Tenderer/ Bidder will be the same. The information thereof will be available on the Banks' Websites and Notice thereof will not be published in any newspaper.
22. The Contract with the successful Bidder/ Tenderer can be cancelled by the College by giving one month's notice in writing without assigning any reason, whatsoever.
23. In case the Bidder/ Tenderer desires to cancel the contract, he is required to give three months' notice in writing to the College.
24. The SPBT College, reserves the right to reject/ cancel any or all the tenders without assigning any reason whatsoever.



SCOPE OF SERVICES, TERMS AND CONDITIONS & PROCEDURE FOR SUBMISSION OF MONTHLY BILL FOR REIMBURSEMENT OF PAYMENT TO BIDDER/TENDERER

1. The Bidder/ Tenderer shall be required to provide the Housekeeping Services on 'Contract Basis' for initial period of three years from the date of commencement of work on the rates quoted in the Financial Bid with a provision to extend the contract for a further period of three years subject to the same terms and conditions on providing satisfactory services. The rates of "Overhead Charges" and "Service Charges" quoted by the Bidder/ Tenderer in their Financial Bid shall remain fixed during the currency of the Contract for initial period of three years and no revision in rates will be permitted.
2. The Bidder/ Tenderer shall be required to provide housekeeping services at the below mentioned office premises of Sir Sorabji Pochkhanawala Bankers' Training College, Mumbai:

S.no	Location of office	Area	Workmen
1	Office Premises of SPBT College	Ground + Three floors, Lecture Halls, Computer Labs, Faculty Rooms, Library, 13 Toilets, Corridor & Passage, Auditorium, Admin Block on Ground floor comprising of Principal/ Vice Principal and other offices and stores. Front Open space & Parking Area, Lift, Two Staircases. Open Area and Walking Tracks around College Premises	09(Nine)
2	Residential Hostel	68 Hostel rooms with attached Toilets, Common Area, Passages on each floor, 3 Common Toilets, Gym, Recreation/ Yoga Room, Maintenance of Water Coolers provided on each Floor. Three Staircases. Open Area and Walking Tracks around Hostel Premises.	06(Six)
3	Decent Apartments	Common Area of All Six Floors, Terrace, Executive Hostel on 4th & 5th Floors, Guest House, Stilt Parking Area, Lifts and Staircase,	03(Three)



		Collection of Waste from Flats	
4	Staff Quarters	Common Area on all G + 4 floors, Terrace, Front Passage, Flat No. 1-3 of Ladies Hostel on Ground Floor.	02(Two)

In addition to the above number of workman/ manpower for providing housekeeping services, the Bidder/ Tenderer is required to provide the services of One 24x7 Supervisor for supervision of housekeeping job, Allotment of accommodation, Facilitating online Registration (One Supervisor should be computer literate), Maintenance of Inventory of stock of consumables and its issuance.

- The Bidders/ Tenderers are advised, in their own interest, to visit all the office premises mentioned at Serial No. 2 above to have a clear picture of the work involved and cost to be borne by Bidders/ Tenderers, cost involved to maintain all types of equipment for dry cleaning of sofa sets/ carpets, chairs and cleaning of floors like Dry cleaning equipment, floor polishing equipment and other equipment for giving prompt and efficient housekeeping services before quoting rates in the Financial Bid.

4 SCOPE OF HOUSEKEEPING SERVICES:

- The Contractor shall maintain punctuality of workers so as to ensure timely completion of cleaning job daily and shall be responsible for maintaining cleanliness in all the office premises mentioned in the Tender Document.
- The works shall be carried out as per the instructions of authorized officials of College and the standards/ benchmark of conditions and specifications of housekeeping service industry shall be maintained
- The Contractor should keep the usage of water and electricity to a reasonable level. If it is found that water and electricity are not used properly and involves a lot of wastage, the College reserves the right/ option to levy charges/ penalty on the Contractor.
- Cleanliness is the essence of this contract. The Contractor has to ensure cleanliness at all times and as per Schedule and time limits finalized by College and/or given in this Agreement.
- All the cleaning materials, e.g. brooms, detergents, dusters, Acid, Detergent Powder, Phenyl, Colin, Harpic, Polish, towels, etc. for cleaning, sweeping, scrubbing, washing, etc. will be arranged and provided by the Contractor as per the Schedule/ frequency mentioned in the tender document. The approved list of material is attached as Annexure xi.
- It will be the responsibility of the Contractor to switch on and off lights, fans, AC, TV, Hot Cases, computers, etc. as may be prescribed and as



required for College functioning.

- 4.7 The Contractor will have to work in co-ordination with the Security Guards deputed by the College.
- 4.8 It will be the responsibility of the Contractor to store the materials for housekeeping properly in the space provided by the College. The security of such material will be the sole responsibility of the Contractors. The Contractor will maintain record of usage of all the material on daily basis and get it verified from the College's employee deputed/ authorized by College on daily basis. A lump-sum amount of Rs 10,000/- per month will be paid to the contractor towards purchase of cleaning material and other material required for maintenance of College premises.
- 4.9 On termination of the contract, the Contractor shall discontinue use of and hand over peaceful possession of the College premises together with fixtures and articles therein in good condition.
- 4.10 All the equipment /tools /machines for polishing/ scrubbing/ cleaning of floors, dry cleaning of chairs/ carpets/ sofa sets, etc. and tools/ equipment required for carrying out the housekeeping and sanitary maintenance works shall be supplied and maintained by Contractors at site and the "Service Charges" quoted should include the cost of supply and maintenance of equipment/ machines for housekeeping and cleaning jobs.
- 4.12 The Contractor has to ensure proper cleanliness of all bathrooms, proper functioning of sanitary fittings and cleanliness of all waste/ sewage pipe-lines and ensure that there is no blockage.
- 4.13 The Contractor has to keep clean towels in executive dining bathroom and in the bathrooms of The Principal & Vice-Principal on daily basis.
- 4.14 To maintain the Complaint Register for any problem reported by employees/ officers and ensure that the complaint is attended immediately.
- 4.15 Preparation of Check-list of all the work to be done under the Contract on daily basis, get it verified/ checked from the authorized employee/ officer deputed by College (twice daily – Morning Session and After Lunch Session) and to submit report to the Warden or designated officer for information on daily basis by 10.30 AM and 2.30 PM while maintaining a copy with themselves for record and verification.
- 4.16 The Minimum Wages Rates per Worker should be as per State Government specified rates daily for 8 hrs shift excluding lunch hour for six days a week. The contractor should provide manpower in two shifts. Morning shift from 0700 Hrs to 1500 Hrs (15 Workers) and evening shift 1500 Hrs to 2300 Hrs (5 workers)
- 4.17 The Tenderers are advised to visit all the premises listed in the Tender Document to have a clear picture of the work involved.
- 4.18 Contractor shall provide the services as specified below:



Sl	Area of work	Nature and scope of work	Frequency	Duty timing
1	Lecture Halls, Computer Labs, Faculty Rooms, Library, 13 Toilets, Corridor & Passage, Auditorium, Admin Block on Ground floor comprising of Principal/ Vice Principal and other offices and stores. Front Open space & Parking Area, Lift, Two Staircases, Decent Flats, Staff Quarters, Other Common Areas and Passages	Dusting, Sweeping, Mopping, Cleaning and wiping of floors, furniture, fixtures, partitions, walls, ceiling, curtains, venetian blinds, removal of waste from dustbin and keeping it properly as directed, Removal of Cob-webs, dusting and wiping the windows and their glass pane, doors and polishing their handles, Cleaning of Telephone Instruments, Fax Machines, Computers, spraying disinfectant, Room Freshener, Cleaning all drains/ sewage pipes including removing blockages in drain/ sewage pipes, removal of garbage and waste papers on daily basis from the premises.	Daily	First Shift: Between 0700 Hrs to 1500 Hrs Second Shift: Between 1500 Hrs to 2300 Hrs
2	Lecture Halls, Computer Labs, Faculty Rooms, Library, 13 Toilets, Corridor & Passage, Auditorium, Admin Block on Ground floor comprising of Principal/ Vice Principal and other offices and stores. Front Open space & Parking Area, Lift, Two Staircases	Washing and Scrubbing the floor of the entire office premises with soap water and drying it by using the machines/ tools for floor polishing/ cleaning.	Weekly on Saturdays	First Shift: Between 0700 Hrs to 1500 Hrs Second Shift: Between 1500 Hrs 2300 Hrs
3	Stair-cases, entire entrance areas, Lifts, Roof, Front and Side passage way outside the office premises of SPBT College Hostel, Decent Flats, Faculty Quarters and Other Units as per tender.	Dusting, Sweeping, Mopping, Cleaning and wiping of floors, Partitions, Removal of Wastes, Removal of Cob-webs, dusting and wiping of Windows and their Glass Pane, Doors and Polishing their Handles, Spraying disinfectant and Room Freshener.	Daily	Same as above



सेंट्रल बैंक ऑफ इंडिया
Central Bank of India

CENTRAL TO YOU SINCE 1911



बैंक ऑफ बड़ौदा
Bank of Baroda

4	Stair-cases, entire entrance areas, Lifts, Basement, Roof, Front and Side passage way outside the office premises of SPBTC and other Units mentioned in the Tender Document and cleaning of all the Sign and Notice Boards of the College.	Washing and Scrubbing the floor of the Rooms and entire premises with soap water and drying it and cleaning of all sign boards and notice boards of the Colleges. Cleaning and polishing of floors using machines/ tools for the purpose.	Weekly on Saturdays	First Shift: Between 0700 Hrs to 1500 Hrs Second Shift: Between 1500 Hrs 2300 Hrs
5	All Furniture, Fixtures, Fittings and Office equipment, curtains, venetian blinds, telephone, fax computers, etc.	Dusting, Cleaning and Wiping Fans, telephone, fax machines, computers, geysers, exhaust fans, room heaters, air-conditioners, furniture, fixtures and fittings and polishing of fittings.	Weekly	Same as above
6	Bathrooms (Ladies and Gents) of all the floors of SPBT College and hostel and other units mentioned in the Tender Document.	Dusting, Sweeping, Mopping, Cleaning, Polishing, Wiping and Removal of Cow-webs, wastes, dusting and wiping windows, glass pane, China Clay Sanitary Fittings, Mirrors and doors, Polishing door handles, metal sanitary fittings, washing and cleaning and wiping the wall tiles and floor with Soap/ Harpic/ Colin/ Acid and providing Urinal Phenyl Cubes and Liquid Soap as per requirement.	Daily	Same as above
7	Bathrooms (Ladies and Gents) of all the floors of College Hostel and other Office Units mentioned in the Tender Document.	Washing and Scrubbing the floor of Bathrooms, Removal of Waste, Cleaning of China Clay Sanitary Fittings, Metal Sanitary Fittings, etc. With soap water/ Harpic/ Colin/ Acid etc. and drying it.	Weekly on Saturdays	Same as above
8	Passage, Lobby and Common Areas of all floors and entrance of College and Units mentioned in the Tender Document	Sweeping, Cleaning, Wiping and Drying.	Every Hour	Same as above



सेंट्रल बैंक ऑफ इंडिया
Central Bank of India

CENTRAL TO YOU SINCE 1911



बैंक ऑफ बड़ौदा
Bank of Baroda

9	Entire Roof Top of College, Hostel, Decent Flats and Staff Quarters.	Sweeping, Cleaning and Mopping, Removal of Waste material and Washing.	Once a Week	Same as above
10	Water Cooler, Carpets, Sofa Sets, Fabric Chairs, etc. of SPBTC	Dusting and Cleaning of, Water Cooler, Hot Case, etc. Dry Cleaning of Carpets, Sofa Sets, Chairs, etc. by using dry-cleaning machine/ tools.	Once in Two Weeks.	Same as above
11	Cleaning of all Shafts, Flex Sign Boards on premises of SPBTC	Cleaning it properly	Weekly on Saturdays	Same as above
12	Maintenance and Cleaning of Water Tanks	Filling of Water Tanks is to be done on Daily Basis and Cleaning of Overhead and Underground Water Tanks is to be done once in a quarter.	Daily/ quarterly basis.	Same as above
13	Pest Control of premises located at SPBT College campus as mentioned in Tender Document	To work in co-ordination with the Pest Control Agency finalized by the College for getting proper pest control of the premises	As per directions of the College.	Same as above

- Note: (1) In addition to the above jobs, the College may assign any work with relation to housekeeping of the office premises not mentioned specifically in the above table.
- (2) Frequency and timing of the work can be altered at the discretion of the College authorities looking into the needs and quantity of work.
- For carrying out the jobs mentioned above on daily/ weekly/ quarterly basis, the deployment of workers and supervisor will be as per the details given in Annexure to the Tender Document.
 - The Bidder/ Tenderer is required to make payment of Minimum Wages, Statutory Payments like EPF, ESIC, etc., Overtime, if payable, and other payments as per the Tender Document to the Workman/ Manpower by the 5th day of every month and to Statutory Authorities in time by themselves and then claim reimbursement of such expenses along with "Overhead Charges" and "Service Charges" from the College by submitting Monthly bills along with proof of Payment of Minimum Wages, Overtime, and other Statutory Charges as per the procedure given in the Tender Document. Please note that reimbursements will be made to the Bidder/ Tenderer, only if the bills are accompanied by documentary proof of all these payments to workman/ manpower and other statutory authorities along with other documents mentioned in the Tender Document treating it as a mandatory requirement.



7. The Bidder/ Tenderer shall make all payments including minimum wages to the workman/ manpower deputed on or before 5th of every month along with Pay Slips to Individual Workman/ Manpower through E-transaction and submit copy of Pay Slips along with the monthly bills to the College.
8. The workman/ manpower deployed, engaged by the Bidder/ Tenderer are employees of the Bidder/ Tenderer and deputed to the College only for the purpose of providing housekeeping services. The workman/ manpower deployed shall be in sole employment of the Bidder/ Tenderer and Bidder/ Tenderer shall be solely and fully responsible for their acts, salaries, wages, remunerations and/or any other statutory or other payments. Under no circumstance the College shall be liable for any payment or claim or compensation and in case any liability falls on the College for any reason, the Bidder/Tenderer shall keep the College indemnified against the same. In order to give effect to this, the Bidder/ Tenderer shall incorporate suitable clause in the appointment letters to be issued to its employees/ workman that they are employees of Bidder/ Tenderer, a copy of which should be given to the College for perusal and record.
9. The College shall have the right to deduct from the money/ amount due to the Bidder/ Tenderer, any sum required or estimated to be required, for making good the loss suffered by a workman/ manpower deputed, by reason of non-fulfillment of the conditions of the contract of the benefit of the workman/ manpower, non-payment of wages or of deduction made from their wages which are not justified by their terms of the contract or non-observance of the Regulations.
10. It is informed/ clarified to the Bidder/ Tenderer that the "Overhead Charges" quoted by the Bidder/ Tenderer in their "Financial Bid" are being paid to Bidder/ Tenderer to meet the expenses for administrative (including cost for submission of papers/ documents as proof of payment) and financial arrangement/ cost involved to pay the total monthly minimum wages including all other charges to workman/ manpower and to pay the statutory payments timely to statutory authorities by the Bidder/ Tenderer in advance from their own sources and then to claim reimbursement of such expenses from the College on monthly basis by submitting proof of such payments along with monthly bill.
11. The "Services Charges" quoted by the Bidder/ Tenderer in their "Financial Bid" are being paid to Bidder/ Tenderer as profit margin for providing the housekeeping services on monthly contract basis and should include all charges for conveyance expenses for movement of workers/supervisor to College and cost of arranging and maintaining various cleaning/ dry-cleaning equipment in working order at site for providing prompt and efficient housekeeping services.



12. The Bidder/ Tenderer is required to deposit statutory payments like EPF and ESIC with the concerned authorities timely through separate Challan for College giving names of workman/ manpower deputed for our College treating it as a mandatory requirement. Please note the reimbursement of these expenses will be made only on submission of separate challan for College for the persons deployed at the College along with details as per specimen enclosed as Annexures vii & viii.
13. The Bidder/ Tenderer, on award of the contract, is required to submit list of workers deputed by them along with details like age, father's name, residential address, etc. The Police Verification Report in respect of each worker is required to be arranged, obtained and submitted to SPBTC by the Bidder/ Tenderer at his own cost.
14. It is mandatory for the Bidder/ Tenderer to:
 - (A) Deposit ESI and EPF Contribution in respect of workman/ manpower deputed to the College through a separate Challan for College every month in time and submit a copy of the same duly certified, stamped and signed by authorized signatory as proof of payment to statutory authorities along with complete details of contribution deposited in respect of each workman/ manpower on their letter head duly stamped and signed by authorized signatory as per specimen enclosed as Annexures vii and viii treating it as a mandatory requirement.
 - (B) Pay the total amount of Monthly Wages, Overtime and other charges mentioned in the Tender Document to the workman/ manpower deputed to the College (which should be equivalent to the amount payable to them as Calculation Sheets duly stamped and signed by authorized signatory) through "E- transaction" and/or through "Account Payee Cheque" only treating it as a mandatory requirement. Payment of amount of Minimum Wages, Overtime and other charges to the workman in Cash is not acceptable to the College.
 - (C) Arrange/ apply for "On Line" Police Verification in respect of each workman/ manpower deputed to the College on his own expenses and submit Police Verification Report obtained from the Police Authorities in respect of each workman/ manpower before deputing him to the College treating it as a Mandatory requirement. Please note that online application for Police Verification is to be made by Bidder/ Tenderer giving declaration that the workman in question is its own employee. Police Verification applied by the individual workman/ manpower will not be accepted.
 - (D) Provide alternate workman, whenever the regular workman/ manpower deputed by them is not reporting for duty and/or on leave treating it as Mandatory Requirement as the College is making payment of Reliever/ Leave Cost of the Bidder/ Tenderer. In case of failure to provide alternate workman/ manpower the Bidder/ Tenderer should be ready to bear the penalty of Rs.



500/- per day as per the terms and conditions of the Tender Document and the College will not allow the Bidder/ Tenderer to recover/ deduct this penalty amount from the amount payable to the workman/ manpower.

The Bidder/ Tenderer is required to submit a Letter of Acceptance in this regard as per specimen enclosed as Annexure v and non-compliance of this mandatory requirement or any requirement given in this Tender Document and any deviation in compliance of the requirement mentioned in the Tender Document will be treated as a default in providing satisfactory services. In such an event, the College reserves the right to cancel the Work Order given to Bidder/ Tenderer and the Security Deposit deposited with the College by such Bidder/ Tenderer will be forfeited.

15. In case of absence/ non-availability of the workman/ manpower deputed for a particular day or period on account of leave or otherwise, the Bidder/ Tenderer is required to arrange for alternate workman/ manpower (for which reliever/ leave cost is being paid to the Bidder/ Tenderer) so as to ensure continuance of proper and efficient housekeeping services treating it as a Mandatory Requirement. In case the Bidder/ Tenderer fails to provide Workman/ Alternate Workman on any day or period during the currency of the Contract, a penalty of Rs. 500/- per day shall be imposed on the Bidder/ Tenderer, which will be adjusted from the monthly bill submitted for reimbursement. Please note that the Bidder/ Tenderer will not deduct/ recover this penalty from the amount payable to the workman/ manpower deputed by them and the Bidder/ Tenderer will have to bear the penalty amount, if any imposed.
16. The Bidder/ Tenderer will be required to ensure payment of Minimum Wages, ESIC and PF and other statutory payments to the Workman/ Manpower deputed and it is the sole responsibility of the Bidder/ Tenderer to comply with all the rules and regulations in this regard. The Bidder/ Tenderer will be reimbursed these expenses only on submission of proof of payment of Minimum Wages, Overtime, ESI, PF and other payments on monthly basis along with details of amount deposited for each workman/manpower deputed by them.
17. The Bidder/ Tenderer will obtain the PF Number and ESI Number for workers, plumber and supervisor from the appropriate authority and submit a copy of the same to the College. The Bidder/ Tenderer will also obtain ESI Card for their workers, plumber and supervisor from the concerned statutory authority and hand over them to the workers, plumber and supervisor under acknowledgement and provide a copy of it to the College.
18. The Bidder/ Tenderer will be required to make payment to the Workman/ Manpower deployed for the period they are on duty only through E-payment or through "Account Payee" Cheque by the 5th of every month and is required to submit proof of such payment along with Monthly Bills for claiming reimbursement from the College treating it as a mandatory requirement and



no deviation in the mode of payment to Workers will be permitted.

19. The Bidder/ Tenderer is required to take Workman Compensation Insurance Policy having adequate Sum Insured for Workman/ Manpower deputed to cover any payment under relevant Act or any other Act and ensure that it remains in force during the currency of the Contract. Copy of the Insurance Policy for workers is required to be submitted to the College. The premium for taking WC Policy shall be reimbursed to the Bidder/ Tenderer by the College.
20. The behavior of the workman/ manpower should be polite, cordial, and obedient and they should not have been convicted in any Civil or Criminal Court/ Law Agencies. The Bidder/ Tenderer, on award of contract, shall have to give Undertaking in this regard to the College. In case of any misbehavior, in addition to taking legal action, the Bidder/ Tenderer will be penalized for the same and the decision of the competent authority of the College in this regard shall be final and binding on the Tenderer.
21. The workman/ manpower deputed by Bidder/ Tenderer would wear well stitched and ironed uniform during duty hours as approved by the College and provided by the Bidder/ Tenderer treating it as a mandatory requirement as Uniform Charges are being paid to the Bidder/ Tenderer every month. A penalty of Rs 25/- per instance will be imposed, if the workman/ manpower deployed are found not wearing approved uniform.

PROCEDURE FOR SUBMISSION OF THE BILL ON MONTHLY BASIS FOR REIMBURSEMENT/ RELEASE OF PAYMENT TO BIDDER/ TENDERER

The Bidder/ Tenderer is required to submit the Monthly Contract Bills for reimbursement of Minimum Wages, Overtime, statutory charges and other charges as mentioned in Tender Document paid by them to workman and to statutory authorities and Overhead Charges and Service Charges as per rates quoted by them along with the following documents for claiming reimbursement/ release of Monthly Contract Charges treating it as a mandatory requirement:

- (1) Statement of Computation of Total Contract Charges payable for the month as per Annexure vi.
- (2) Statement of Computation of Wages, Overtime and other charges payable to each workman/ manpower for the month.
- (3) Photocopy of Challan for deposit of ESIC contribution in respect of each workman/ manpower deployed at College through a separate Challan in respect of workman/ manpower deployed at College every month duly certified, stamped and signed by authorized signatory along with complete details of contribution deposited in respect of each workman/ manpower on their letter head duly stamped and signed by authorized signatory as per specimen enclosed as Annexure vii.



- (4) Photocopy of Challan for deposit of EPF contribution in respect of each workman/ manpower deployed through a separate Challan for College in respect of workman/ manpower deployed at the College every month duly certified, stamped and signed by authorized signatory along with complete details of contribution deposited in respect of each workman/ manpower on the letter head duly stamped and signed by authorized signatory as per specimen enclosed as Annexure viii.
- (5) Photocopy of proof of payment of Monthly Wages, Overtime and other charges mentioned in the Tender Document to the workman/ manpower (as per calculations given in Annexures) through "E-transaction" and/or through "Account Payee Cheque" duly certified, stamped and signed by authorized signatory.

The Bidder/ Tenderer is required to make payment of minimum wages, overtime and other charges to the workers and statutory charges to statutory authorities in time from its own sources (on account of payment of Overhead Charges to them) and then claim reimbursement from the College on Monthly Basis along with the above mentioned documents. It is informed/ clarified that submission of all documents listed above along with bill for the month is a mandatory requirement, failing which the payment will not be released.



TECHNICAL BID

The Bidder is requested to furnish the following information.

	Description	Particulars
1	Name of the Firm/ Manpower Providing Agency for providing housekeeping services.	
2	Address of the Firm/ Manpower Providing Agency for providing housekeeping services.	
3	Year of Establishment	
4	Whether the Firm/ Agency is proprietorship/ partnership/ limited Company? Attach proof with Registration Number and CIN of Company.	
5	(A) Name of authorized contact person. (B) Mobile Number (C) Landline Number (D) E-mail ID	<hr/> <hr/> <hr/> <hr/>
6	PAN of the Firm/ Manpower Providing Agency. Attach Self-attested photocopy of the PAN Card.	
7	Service Tax Number of the Firm/ Manpower Providing Agency. Attach Self- attested photocopy of the GST document.	
8	EPF Registration Number of the Firm/ Manpower Providing Agency. Attach Self- attested photocopy of Certificate of Registration.	



9	ESI Registration Number of the Firm/ Manpower Providing Agency. Attach Self- attested photocopy of Certificate of Registration.	
10	Experience of minimum five years in the field of providing Housekeeping Services on Monthly Contract Basis as on 31/03/2024. Attach Certificate of Experience and Satisfactory Completion of work obtained from the concerned Establishments/ Companies.	
11	<p>Bank Account Details of the Firm</p> <p>(A) Bank Account No.</p> <p>(B) Bank Name and Address</p> <p>(C) IFSC Code</p> <p>(D) MICR Code.</p> <p>Attach self-attested photocopy of cancelled cheque.</p>	<hr/> <hr/> <hr/> <hr/> <hr/>
12	List of existing Clients along with proof which should include at least three Government/ Public Sector Undertaking or any Private Company having minimum Rs. 50 Lacs paid up capital during the last three financial years i.e. 2021-22, 2022-23 and 2023-24. Attach self-attested Certificate from clients/ organizations.	
13	The Bidder/ Tenderer should have minimum annual turn-over of Rs. 75 Lakh for the last three financial years i.e. 2021-22, 2022-23 and 2023-24. Attach Certificate from Chartered Accountant as per Annexure iii.	



14	The Bidder/ Tenderer should have minimum 100 workers in Mumbai on its rolls as on 31/03/2024. Attach Certificate from Chartered Accountant as per Annexure iv.	
15	Whether the Bidder/ Tenderer is categorized as Micro and Small Enterprises under Public Procurement Policy of Government of India and eligible for benefits. If Yes, attach self-attested copy of Valid Certificate of Registration.	
16	Details of EMD: Demand Draft of Rs. 30,000/- as "Earnest Money Deposit".	Demand Draft No. _____ Date of Demand Draft _____ Demand Draft Amount _____ Bank Name _____
17	Tender Document Fee: Demand Draft of Rs. 2000/-	Demand Draft No. _____ Date of Demand Draft _____ Demand Draft Amount _____ Bank Name _____

Signature with stamp : _____
Name of firm/ Company : _____
Name of authorized person : _____
Contact Number : _____
E-mail id : _____
Date : _____



Check-list of documents placed in technical bid

	Documents to be attached	Yes	No
1	Earnest Money Deposit of Rs. 30,000/- in the form of DD		
2	Tender Document Fee of Rs. 2000/- DD		
3	Proof of being based in Mumbai and operation in Mumbai.		
4	Self-attested copy of the PAN Card		
5	Self-attested copy of the Goods & Services Tax Registration		
6	Certificate of Experience and Satisfactory Completion of work		
7	List of eligible existing Clients along with proof as per Annexure		
8	Proof of registration with EPF Commissioner		
9	Proof of registration with ESI Authorities		
10	Annual turn-over certificate from CA		
11	Manpower deployed in Mumbai - Certificate from CA		
12	Letter of Acceptance - Annexure V.		
13	Copy of Registered Partnership Deed/ Certificate of Incorporation and Registration Certificate of the Firm/ Company		
14	Undertaking regarding Non-blacklisting in Annexure xii		
15	For Micro and Small Enterprises, copy of Valid Certificates for exemption from EMD.		
16	Copy of registration with Govt. labour Dept. and licence		
17	Copy of workmen compensation insurance		

Signature with stamp : _____

Name of firm : _____

Name of authorised person : _____

Contact Number : _____

E-mail ID : _____

Date : _____



Annexure ii

List of Present and Past Clients

(Please give complete details along with the Experience Certificate issued by clients/ organizations to which services were provided during the last three financial years)

SI No	Name of the Organization with complete postal address located in Mumbai mentioning Pvt.Sector/ Govt Body/ PSU/ Public Limited Company.	Name and Designation of the Contract Person with Telephone No. / Mobile No. / E-mail ID.	Period for Which Contract was awarded.	Nature of Work	Number of Workmen provided to them.

Signature with stamp : _____

Name of firm : _____

Name of authorized person : _____

Contact Number : _____

E-mail ID : _____

Date : _____



Certificate Regarding Turn-Over during the Last Three Financial Years

I/ We, M/s _____, the Bidder/ Tenderer for providing Housekeeping Services on Contract Basis, hereby confirm that the Annual Turn-Over of the firm/ company during the last three financial years is more than Rs. 75 Lakh. The financial year-wise break-up is given below:

	Year	Turnover
1	2020 - 21	Rs. _____
2	2021 - 22	Rs. _____
3	2022 - 23	Rs. _____
4	2023 - 24 (Provisional)	

SIGNATURE & SEAL OF THE TENDERER

CERTIFICATE BY CHARTERED ACCOUNTANT

We, _____, Chartered Accountants, certify that the figures regarding Annual Turnover for the Financial Years mentioned above in respect of M/s. _____ are true and found correct as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT



Annexure iv

**CERTIFICATE REGARDING CONFIRMATION OF NUMBER OF WORKERSON
THE ROLL OF THE BIDDER/ TENDERER AS ON 31/03/2024**

I / We, M/s _____, the Bidder/ Tenderer for providing Housekeeping Services on Contract Basis to SPBTC, JVPD Scheme, Vile Parle West, Mumbai 400056 hereby confirm that the total number of workmen on my/ our roll as on 31/03/2024 is ____ (No. in words: _____). The site/ firm/ contract-wise break up of workmen provided to Firms/ Clients are:

Name of Firm / Company to Whom House Keeping Services are Provided	Address of Firm / Company	Number of Workers Provided As On 31/03/2024
	Total:	

SIGNATURE & SEAL OF THE TENDERER

Certified that the figure regarding number of Workmen in Mumbai on the roll of Mr. / M/s. _____, the Bidder/ Tenderer for providing Housekeeping Services on Contract Basis as mentioned above is true and found correct as per their Books of Accounts as on 31/03/2024.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT



LETTER OF ACCEPTANCE

The Principal
Sir Sorabji Pochkhanawala Bankers' Training College
JVPD Scheme, Vile Parle West
Mumbai 400056

Dear Sir,

Re: Acceptance of Terms and Conditions and Procedure for Submission of bills along with mandatory documents for release of payment in respect of Tender for Providing Housekeeping Services on Monthly Contract Basis.

The Tender Document for providing Housekeeping Services on Contract Basis floated by SPBT College has been downloaded from the Website by me/ us. I/ We have gone through and read the entire terms and conditions, scope of services, penalty clause, procedure for submission of monthly bills along with statutory and mandatory requirements/ documents for the release of payments to Bidder/ Tenderer of the Tender Document. I/ We declare and agree that I/ We will abide by all the terms and conditions/clauses and hereby accept procedure for submission of monthly bills along with all the statutory/ mandatory requirement and other documents for release of payment to me/ us contained in the tender document and will not deviate from compliance of any of the requirements and submission of documents mentioned in the Tender Document. In case any provision of the tender is found violated, I/ We agree that the tender shall be liable to be rejected and SPBT College shall without prejudice to any other right or remedy will be at liberty to forfeit the Earnest Money deposited by me/ us along with the tender document and Security Deposit deposited by me/ us upon award of contract to me/ us.

I/ We hereby unconditionally accept all the terms and conditions/ clauses and accept procedure for submission of monthly bills along with all the statutory/ mandatory requirements/ documents for release of payment to me/ us contained in the tender document and will not deviate from compliance of any of the requirements and submission of documents mentioned in the Tender Document for providing workers on Contract Basis in its entirety.

Yours faithfully,

Signature of Bidder/ Tenderer With
Date and Rubber Stamp



M/s _____

CALCULATION AND DETAILS OF AMOUNT PAID BY THE AGENCY/FIRM TO THE WORKERS FOR THE MONTH OF _____

SL NO	NAME OF WORKER	TYPE OF WORKERS	MINIMUM WAGES AS PER MINIMUM WAGE ACT (COLUMN 4 OF SUMMARY) LESS DEDUCTION FOR ABSENCE	TOTAL OVER TIME PAYMENT (COL 10 OF SUMMARY)	TOTAL AMT PAYABLE TO WORKER (COL 3+4)	LESS EMPLOYEE EFP CONTRI FOR THE MONTH @ 12%OF COL 3 OF SUMMARY	LESS EMPLOYEE ESI CONTRI. FOR THE MONTH@ 1.75%OF COLM 3 OF SUMMARY	NET AMT PAID TO WORKERFOR THE MONTH (5-(-)6(-)7)	DETAIL OF MODE OF PAYMENT MADE TO WORKER i.e. CHEQUE NO OR e- TRANSACTION NO. (ATTACH PHOTOCOPY OF PROOF)	SIGNATURE OF WORKER
1	2		3	4	5	6	7	8	9	10



(On the Letter Head of the Company)
Certificate for deposit of ESIC Contribution

Date : _____

TO WHOMSOEVER IT MAY CONCERN

This is to certify that we have deposited ESI Contribution for the month of ____, 20__ vide Challan No. _____ dated _____ (copy enclosed) in respect of our Establishment (Party Code : _____) which includes ESI Contribution for the month of _____, 20__, in respect of the following Workmen deployed at SPBT College as per details given below:

S. No	Name of Workman	Employees' Contribution	Employer's Contribution	Interest	Damages	Others	Total
1	Shri						
2	Shri						
3	Shri						
4	Shri						
5	Shri						
	TOTAL						
Grand total (in words) : Rupees _____							

For _____

Authorised Signatory / Proprietor

Stamp of the Company



(On the Letter Head of the Company)

Certificate for deposit of EPF Contribution

Date : _____

TO WHOMSOEVER IT MAY CONCERN

This is to certify that we have deposited EPF Contribution for the month of, 20__
vide Challan No. _____ dated _____ (copy enclosed) in respect of our
Establishment (Establishment Code : _____)
which includes EPF Contribution for the month of _____, 20__,
in respect of the following Workmen deployed at SPBT College:

	Name of workman	EPF number
1	Shri	
2	Shri	
3	Shri	
4	Shri	

The total amount of contribution of EPF in respect of the above Workmen for the month
of _____, 20__, deposited vide above-referred challan is as per details given below:

	Particulars	A/C 1 PF Contr.	A/C 2 PF Admn.	AC 10 EPS	A/C 21 EDLI	A/C 22 EDLI Adm.	Total
1	Employer's Share						
2	Employee's Share						
3	Administration Charges						
4	Inspection Charges						
5	Penal Damages						
6	Misc. Payment (Interest U/S 7Q)						
	Total (in words) : Rupees _____						

For _____

Authorized Signatory / Proprietor
Stamp of the Company



DEPLOYMENT OF WORKERS/ SUPERVISORS

The Contractor shall be responsible for taking good care of all Buildings of College campus mentioned in the Tender Document, Furniture, Fixtures, Fittings (including sanitary fittings), electric, electronic, computers, telephones, etc. They will employ only those workers, supervisors and cleaners who have worked for at least two years in reputed institutions. Besides experience, the Supervisor should be qualified to a minimum of Intermediate level and should be well versed in speaking, reading and writing Hindi, English and should have basic computer knowledge.

The Contractor shall employ workers for rendering satisfactory services on all days.

	Description / Type of Workmen	Number of Workmen	Duty Timings
1	Unskilled Workers for cleaning, sweeping, dusting, polishing, etc. College Building : 09 Nos.	20 Nos. (Twenty)	<u>Shift-1</u> From 0700 Hrs to 1500 Hrs
	Hostel Building : 06 Nos.		<u>Shift-2</u> From 1500Hrs to 2300Hrs
	Decent Apartment : 03 Nos.		
	Staff Quarters : 02 No.		
2	Supervisor (24x7) : 03	03 (Three)	

Note: Timings can be altered at the discretion of the College as per requirement.

The deployment of workers and supervisor will be as per the following terms and conditions.

- (1) The Contractor should furnish a schedule every week/ fortnightly after consultation with College authorities regarding the shift duties of the workers employed.
- (2) The workers engaged by the Contractor should observe discipline and decorum and should see that decency is maintained during the course of their employment.
- (3) The experience and qualification can be relaxed at the sole discretion of College authorities depending up on the merits of each case. The contractor does not have any authority to unilaterally relax experience and qualification criteria.



- (4) Supervisor appointed by the Contractor shall oversee all the affairs of Housekeeping at all times at all the premises mentioned in the Tender Document. This person should have full authority and resources for efficient management of Housekeeping service.
- (5) The "Service Charges" quoted by the Bidder/ Tenderer in their Financial Bid should include all overhead expenses and no additional charge or conveyance charge will be paid by the College.
- (6) The Contractor shall ensure that the working hours of the Workers and Supervisor are so segregated so as to suit the timings of housekeeping services.
- (7) Immediately on receipt of the Work Order, the Contractor will supply a list of names of workers, plumber and supervisor with their Bio-data along with photo of all the persons to be deployed under this contract with proper certification that they are satisfied with their bonafide and their necessary verification has been done from the proper authorities.
- (8) The services of the workers, Supervisor once approved by College will not be dispensed with or they will not be replaced by the Contractor without the prior approval and consent of College authorities.
- (9) SPBTC has the discretion to increase/ decrease the number of workers/ supervisor. Accordingly, amount payable per month will also increase/ decrease as per Minimum Wages Act and percentage of Overhead and Service Charges quoted in the Financial Bid.
- (10) The College reserves the right to expel any worker or supervisor of the Contractor who is found guilty of misconduct.
- (11) The College will always have the right to conduct a search of the Contractor's employees, supervisor, agents and/or any of their vehicles used for transportation of material while entering/ going out of the College Premises or inside the premises.



NO DUES CERTIFICATE (Format)

(This Indemnity Bond is not to be executed now)

(To be submitted for refund of Security Deposit when the Contract is cancelled/
Terminated/ Completed)

Deed of Indemnity Executed in Favour of Sir Sorabji Pochkhanawala Bankers'
Training College (On Non-Judicial Stamp Paper of Rs. 500/- Duly Notarized)

This deed of Indemnity executed on _____ at Mumbai by Shri/Smt _____ on
behalf of (Name and address of the Housekeeping Service Provider) (hereinafter
referred to as the Service Provider) favouring Sir Sorabji Pochkhanawala Bankers'
Training College (hereinafter referred to as SPBTC) located at JVPD Scheme, Vile
Parle west Mumbai 400056 state as follows:

- (1) The Service Provider has been working for SPBTC, for providing Housekeeping Services.
- (2) The Service Provider has made a Security Deposit of Rs. _____ only for Housekeeping Services as provided under Item No. 1 above.
- (3) The Contract for providing Housekeeping Services has been completed/ terminated by SPBTC/ Cancelled by SPBTC/ Service Provider with effect from _____.
- (4) The Service Provider has paid all dues of the workers engaged in aforesaid Housekeeping Services and has also paid all the bills of materials purchased for the purpose of the above mentioned Housekeeping Service.
- (5) The Service Provider having satisfied SPBTC that there are no outstanding dues of any sort and also that he has not caused any damage to the property of SPBTC and on the request of the Service Provider, SPBTC has agreed to refund the aforesaid Security Deposit of Rs. _____.
- (6) Now in the above premises and in consideration thereof Service Provider agrees and undertakes as follows:
 - (A) In the event of any dues to the workers found to be still unpaid or any amount found outstanding to the supplier of goods and articles purchased for the purpose of aforesaid Housekeeping Services as provided under Item No. 1 or in the event of any damage, breakage or any other injury to the property of the Principal caused by the Service Provider or his workers, the Contractor shall, on being required by SPBTC, pay and make good all those dues or damages forthwith.
 - (B) In the event of delay of failure to pay or make good any amount in the above connection which SPBTC has to pay or make good any such bills or incur any expenses or defend any proceedings with regard to the above Service Provider (Name of the Service Provider) hereby undertakes to indemnify the Principal against all claims, demands, expense, losses, proceedings and all liabilities of whatsoever nature.

सर सोराबजी पोचखानावाला बैंकर्स प्रशिक्षण महाविद्यालय
Sir Sorabji Pochkhanawala Bankers' Training College



In witness whereof the Service Provider has signed his deed of indemnity at the place and date abovementioned in presence of following witness:

Signature of the Service Provider
with Stamp of Firm

Witness Signature
Name
Address



List of approved material and frequency of replacement

	Description of material	Specification / brand name	Frequency of replacement/ usage
1	Air freshner	Odonil	Fortnightly
2	Naphthalene balls	Trishul / homacol	Weekly
3	Urinal cubes	Trishul - homacol	Weekly
4	Flush/ toilet cleaner	Harpic	Daily
5	Phenyle for floor/ surface	Trishul / clenzo	Daily
6	Stain/ glass cleaner	Colin	Weekly
7	Toilet paper roller	Sandal, amway	Daily
8	Liquid soap or hand wash	Homacol	Daily
9	Floor/ surface cleaner	Vim/ nirma	Daily
10	Broom hard	Standard	Quarterly
11	Broom soft	Standard	Quarterly
12	Brush cobweb with telescopic rod	Standard	Half yearly
13	Floor duster	Size - 30 x 30	Fortnightly
14	White duster for furniture cleaning	Size 20 x 20	Weekly
15	Yellow duster for glass cleaning	Size - 30 x 30	Weekly
16	Wiper commercial size	Rex / lx	Half yearly
17	Mop wet with rod	Kentucky	Half yearly
18	Garbage bag (25 kg capacity)	Standard quality	Daily
19	Room freshner - 100 ml.	Odonil	Daily
20	Paper napkin for toilets	Standard quality	As required
21	Plastic mug - one litre	Standard quality	As required
24	R-6 toilet cleaner	Sanifresh	As required
25	Acid	Standard quality	As required
26	Hit	Godrej cp	As required

Note : the frequency of replacement/ usage mentioned above can be altered keeping in view the requirement by the authorized official of SPBTC deputed for the purpose of verifying the matter on daily basis.



Cotton towels, washed and cleaned, will be provided and changed by the contractor in all bathroom of Principal, Vice Principal, executive canteen daily and in other places as directed. Schedule of linen change would be as follows:

Day of the week	Location	Items to be replaced
Sunday	Hostel, ladies hostel, executive hostel (if occupied)	Bedsheets, pillow cover, towel and napkins if provided
Wednesday	Hostel, ladies hostel, executive hostel (if occupied)	Bedsheets, pillow cover, towel and napkins if provided



**SPECIMEN OF UNDERTAKING REGARDING NON BACKLISTING/
PROSECUTION OF THE FIRM**

(To be submitted on the Letter Head of the Bidder/ Tenderer)

Date : _____

TO WHOMSOEVER IT MAY CONCERN

I/ We/ Our organization, M/s _____

hereby undertake and declare that neither me nor our Organization including our Partners/ Shareholders/ Directors were ever blacklisted/ prosecuted by any government department/ statutory body(ies)/ Public Sector Undertakings in any State or by any Court of Law.

SIGNATURE OF BIDDER/ TENDERER

WITH DATE AND RUBBER STAMP



Integrity Pact

(Each Participating bidder shall submit Integrity Pact duly stamped for Rs. 500/- (Five Hundred only) or as per the rates notified at place of execution of agreement. Integrity pact should be submitted by all participating bidders at the time of submission of bid documents. Non submission of Integrity Pact as per time schedule prescribed by Bank may be sufficient ground of disqualification for participating in Bid process)

PRE CONTRACT INTEGRITY PACT

1. GENERAL

1.1. This pre-bid contract Agreement (herein after called the Integrity Pact) is made on the ___ day of June 2024, between, Sir SPBT College, a training institute jointly owned and managed by Central Bank of India and Bank of Baroda, body corporates constituted under Banking Companies (Acquisition and transfer of undertakings) Act, 1970 hereinafter referred to as BUYER which expression shall include its successors and assigns) of the FIRST PART AND M/s. _____ represented by Shri _____ Chief executive officer/ Authorised Signatory (hereinafter called the "BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER", which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns), of the SECOND PART

1.2. WHEREAS the BUYER proposes to ENGAGE CONTRACTOR FOR PROVIDING HOUSEKEEPING SERVICES AT THE COLLEGE and the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER is willing to offer/has offered the services and

1.3. WHEREAS the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER is a private company/ public company/ Government undertaking/ partnership/ LLP/ registered export agency/ service provider, duly constituted in accordance with the relevant law governing its formation/ incorporation/ constitution and the BUYER is a body corporate constituted under Banking Companies (Acquisition and transfer of undertakings) Act, 1970.

1.4. WHEREAS the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER has clearly understood that the signing of this agreement is an essential pre-requisite for participation in the bidding process in respect of Stores/ Equipment/ Items/ Services proposed to be procured by the BUYER and also understood that this agreement would be effective from the stage of invitation of bids till the complete execution of the agreement and beyond as provided in clause 13 and the breach of this agreement detected or found at any stage of the procurement process shall result into rejection of



the bid and cancellation of contract rendering BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER liable for damages and replacement costs incurred by the BUYER.

2. NOW, THEREFORE, the BUYER and the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER agree to enter into this pre-contract integrity agreement, hereinafter referred to as Integrity Pact, which shall form part and parcel of RFP as also the contract agreement if contracted with BIDDER, in the event that the BIDDER turns out to be successful bidder, and it is intended through this agreement to avoid all forms of corruption by following a system that is fair, transparent and free from any influence/ prejudiced dealings prior to, during and subsequent to the Contract to be entered into with a view to:-

2.1. Enabling the BUYER to obtain the desired Stores/ Equipment/ Work/ Service/ Materials at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

2.2. Enabling BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER/ to refrain from bribing or indulging in any corrupt practices in order to secure the contract, by providing assurance to them that the BUYER shall not be influenced in any way by the bribery or corrupt practices emanating from or resorted to by their competitors and that all procurements shall be free from any blemish or stain of corruption and the BUYER stays committed to prevent corruption, in any form, by its officials by following transparent procedures. The parties hereto hereby agree to enter into this integrity Pact and agree as follows:

COMMITMENTS OF THE BUYER

3. The BUYER commits itself to the following:-

3.1. The BUYER represents that all officials of the BUYER, connected whether directly or indirectly with the procurement process are duty bound by rules and regulations governing their service terms and conditions not to demand, take promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

3.2. The BUYER will, during the pre-contract stage, treat all BIDDERS/ SELLERS/ CONTRACTORS/ SERVICE PROVIDERS alike, and will provide to all BIDDERS/ SELLERS/ CONTRACTORS/ SERVICE PROVIDERS the same information and will not provide any



such information to any particular BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER which could afford an advantage to that particular BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER in comparison to the other BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDERS.

3.3. The BUYER shall report to the appropriate Government Regulators/ Authorities any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach, as and when the same is considered necessary to comply with the law in force in this regard. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER / SELLER / CONTRACTOR / SERVICE PROVIDER to the BUYER with the full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case, while an enquiry is being conducted by the BUYER, the proceedings under the contract would not be stalled.

4. COMMITMENTS OF BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDERS

The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following: -

4.1. The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

4.2. The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage, or inducement to any official of the BUYER or otherwise for procuring the Contract or for forbearing to do or for having done any act in relation to the obtaining or execution of the contract or any other contract with the BUYER or for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the BUYER.



4.3. The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER further confirms and declares to the BUYER that the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER is the original Manufacturer/ Integrator/ Authorized government sponsored export entity of the stores/ Authorized Service Provider having necessary authorizations, intellectual property rights and approvals from the intellectual property right owners of such materials/ services and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

4.4. The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payment he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

4.5. The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

4.6. The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities emanating from other competitors or from anyone else.

4.7. The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER shall not use improperly, for purpose of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposal and business details, including information contained in any electronic data carrier. The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER also undertakes to exercise due and adequate care lest any such information is divulged.

4.8. The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

4.9. The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER shall not instigate or cause to instigate any third person to commit any of the acts mentioned above.



5. PREVIOUS TRANSGRESSION

5.1 The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Bank, Public Sector Enterprise/ Undertaking in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.

5.2. If the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER makes incorrect statement on this subject, BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER can be disqualified from the tender/ bid process or the contract, if already awarded, can be terminated for such reason.

6. EARNEST MONEY (BID SECURITY)

6.1. Every BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER while submitting commercial bid, shall deposit an amount as specified in RFP/ Tender Documents as Earnest Money/ Security, Deposit, with the BUYER through any of the instruments as detailed in the tender documents.

6.2. The Earnest Money/ Bid Security shall be valid for a period till the complete conclusion of the contractual obligations or for such period as mentioned in RFP/ Contract, including warranty period, whichever is later to the complete satisfaction of BUYER.

6.3. In the case of successful BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER, a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

6.4. No interest shall be payable by the BUYER to the BIDDER / SELLER / CONTRACTOR / SERVICE PROVIDER on Earnest Money/ Security Deposit for the period of its currency.

7. SANCTIONS FOR VIOLATIONS

7.1. Any breach of the provisions herein contained by the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER/ SELLER/ CONTRACTOR/



SERVICE PROVIDER shall entitle the BUYER to take all or any one of the following actions, wherever required:-

- (i) To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER. However, the proceedings with the other BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER(s) would continue.
- (ii) To forfeit fully or partially the Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/ Performance Bond (after the contract is signed), as decided by the BUYER and the BUYER shall not be required to assign any reason therefor.
- (iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER.
- (iv) To recover all sums already paid by the BUYER, and in case of the Indian BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of (Central Bank of India) while in case of a BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER from a country other than India with Interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER/ SELLER /CONTRACTOR/ SERVICE PROVIDER from the BUYER in connection with any other contract such outstanding payment could also be utilized to recover the aforesaid sum and interest. The BUYER shall also be entitled to recover the replacement costs from BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER.
- (v) To set off security deposit and invoke performance bond/ warranty bond, if furnished by the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER, in order to recover the payments, already made by the BUYER, along with interest.
- (vi) To cancel all or any other contracts with the BIDDER/ SELLER /CONTRACTOR /SERVICE PROVIDER and the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/ rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER.
- (vii) To debar the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER from participating in future bidding processes of the BUYER for a minimum period of five years, which may be further extended at the discretion of the BUYER.



(viii) To recover all sums paid in violation of this Pact by BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER(s) to any middlemen or agent or broker with a view to securing the contract.

(ix) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER, the same shall not be opened.

(x) Forfeiture of Security Deposit in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

(xi) The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER, and if he does so, the BUYER shall be entitled forthwith to rescind the contract and all other contracts with the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER. The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER.

7.2. The BUYER will be entitled to take all or any of the actions mentioned at para 7.1 (i) to (xi) of this Pact, also in the event of commission by the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER or anyone employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined In Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

7.3. The decision of the BUYER to the effect that a breach of the provisions of this pact has been committed by the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER shall be final and conclusive on the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER. However, the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER can approach the Independent External Monitor(s) appointed for the purposes of this Pact.

8. FALL CLAUSE

8.1. The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER undertakes that it has not supplied/is not supplying similar product/ systems or subsystems/services at a price lower than that offered in the present bid to any other Bank or PSU or Government Department or to any other organization/entity whether or not constituted under any law



and if it is found at any stage that similar product/systems or sub systems/ services was supplied by the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER to any other Bank or PSU or Government Department or to any other organization/entity whether or not constituted under any law, at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER / SELLER / CONTRACTOR/ SERVICE PROVIDER to the BUYER, if the contract has already been concluded.

9. INDEPENDENT EXTERNAL MONITORS

9.1. The BUYER has appointed

- Sri Trivikram Nath Tiwari [mail: trivikramnt@yahoo.co.in]
- Sri Jagdip Narayan Singh [mail: jagadipsingh@yahoo.com]

as Independent External Monitors (hereinafter referred to as Monitors) for this Pact in accordance with the recommendations and guidelines issued by Central Vigilance Commission.

9.2. The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

9.3. The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.

9.4. Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings. The Monitors shall on receipt of any complaint arising out of tendering process jointly examine such complaint, look into the records while conducting the investigation and submit their joint recommendations and views to the Management and Chief Executive of the BUYER. The MONITORS may also send their report directly to the CVO and the commission, in case of suspicion of serious irregularities.

9.5. As soon as any event or incident of violation of this Pact is noticed by Monitors, or Monitors have reason to believe, a violation of this Pact, they will so inform the Management of the BUYER.

9.6. The BIDDER(s) accepts that the Monitors have the right to access without restriction to all Project/ Procurement documentation of the BUYER including that provided by the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER. The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER will also grant the Monitors, upon their request and demonstration of a valid interest, unrestricted and unconditional access to his



documentation pertaining to the project for which the RFP/ Tender is being/ has been submitted by BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER. The same is applicable to Subcontractors. The Monitors shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractors with confidentiality.

9.7. The BUYER will provide to the Monitors sufficient information about all meetings among the parties related to the Project provided such meetings could have an Impact on the contractual relations between the parties. The parties may offer to the Monitors the option to participate in such meetings.

9.8. The Monitors will submit a written report to the BUYER at the earliest from the date of reference or intimation to him by the BUYER/ BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER and submit proposals for correcting problematic situations.

10. FACILITATION OF INVESTIGATION

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER and the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER shall provide necessary information and the relevant documents and shall extend all possible help for the purpose of such examination,

11. LAW AND PLACE OF JURISDICTION

This Pact is subject to Indian Law and the place of jurisdiction is Mumbai.

12. OTHER LEGAL ACTIONS

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of any other law in force relating to any civil or criminal proceedings.

13. VALIDITY

13.1. The validity of this Integrity Pact shall be from the date of its signing and extend up to 5 years or such longer period as mentioned in RFP/ Contract or the complete execution of the contract to the satisfaction of the BUYER whichever is later. In case BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.



13.2. If one or several provisions of this Pact turn out to be invalid; the remainder of this Pact shall remain valid. In such case, the parties will strive to come to an agreement to their original intentions.

14. The parties hereby sign this Integrity Pact aton.....day of June 2024.

BIDDER

BUYER

Signature:

Signature:

Authorized Signatory,
(For & On behalf of the Firm/Co)
Bidder/ Contractor
Date:

Authorized Signatory
(For & On behalf of SPBTC)
Date:

Rubber Stamp:

Rubber Stamp:

Witness

Witness

1. _____

1. _____

2. _____

2. _____

(*) – Authorized signatory of the Organization who has also signed and submitted the main bid



INSTRUCTIONS AND TERMS AND CONDITIONS FOR QUOTING RATES AND SUBMITTING FINANCIAL BID

1. Tenderers/ Bidders are advised to quote the rates strictly in the format given in the Financial Bid.
2. The rate should be quoted in Indian Rupees Only.
3. All the columns should be clearly filled in ink legibly or typed. The amount should be filled in figures as well as in words.
4. No column should be left blank which would otherwise make the tender liable for rejection.
5. The Minimum Wage Rate for Housekeeping Staff will be considered under Unskilled Category and Semi-Skilled Category as per Maharashtra State Govt circulars issued from time to time by labour department.
6. The Minimum Wages Rates per Worker is for duty of eight hours daily (excluding lunch time of one and half hour) for six days a week. Daily Duty Hours are given in the Scope of Work (Technical Bid) which may be referred. The Duty Hours can be altered by the College authorities as per requirement.
7. The Minimum Wages Rates per Worker as per category specified and Overtime Rates will be revised as per revision in Minimum Wages Rates notified by Addl. Labour Commissioner, Government of Maharashtra from time to time.
8. The Bidder/ Tenderer will be required to make payment to the Workman/ Manpower deployed only through E-payment or through "Account Payee" Cheque by the 5th of every month and is required to submit proof of such payment along with Monthly Bills for claiming reimbursement from the College treating it as a mandatory requirement and no deviation in the mode of payment to workman will be permitted.
9. The Bidders/ Tenderers are advised, in their own interest, to visit all the office premises mentioned in the Scope of Service of Tender Document to have a clear picture of the work involved and cost to be borne by Bidders/ Tenderers, like cost involved to maintain all types of equipment for dry-cleaning of sofa sets/ carpets, chairs and cleaning of floors like Dry cleaning equipment, floor polishing equipment and other equipment for giving prompt and efficient housekeeping services before quoting rates in the Financial Bid.



10. The minimum wages, EPF, ESI, bonus and other statutory charges as per Minimum Wages Act mentioned in Annexure "A", "B" and "C" of Tender Document will be paid by the Bidder/ Tenderer first to the workers and then reimbursed to the Bidder/ Tenderer on Monthly Basis on submission of proof of payment to the workers deployed and to the respective statutory authorities within 15 working days from the date of receipt of their bills along with necessary documents/ proof complete in all respects as per procedure given in the Tender Document. Please note that Monthly Bills will be treated as received if it is accompanied by all the mandatory/ statutory requirements/ documents. This minimum wages amount will be revised automatically whenever notification for revision in minimum wages is issued by concerned statutory authority.
11. The Bidder/ Tenderer is required to provide the Housekeeping Services on 'Monthly Contract Basis' for initial period of three years from the date of commencement of work on the rates quoted in the Financial Bid with a provision to extend the contract for a further period of three years by increasing the rates for "Overhead Charges" and "Service Charges" by 5% subject to the same terms and conditions on providing satisfactory services. The rates of "Overhead Charges" and "Service Charges" quoted by the Bidder/ Tenderer in their Financial Bid shall remain fixed during the currency of the Contract for an initial period of three years and no revision in rates will be permitted.
12. It is informed/ clarified to the Bidder/ Tenderer that the "Overhead Charges" quoted by the Bidder/ Tenderer in their "Financial Bid" are being paid to Bidder/ Tenderer to meet the expenses for administrative (including cost for submission of papers/ documents as proof of payment) and financial arrangement/ cost involved to pay the total monthly minimum wages including all other charges to workman/ manpower by the 5th of every month and to pay the statutory payments timely to statutory authorities by themselves in advance and then to claim reimbursement of such expenses from the College on monthly basis by submitting proof of such payments along with monthly bill.
13. The "Services Charges" quoted by the Bidder/ Tenderer in their "Financial Bid" are being paid to Bidder/ Tenderer as profit margin for providing the housekeeping services on monthly contract basis and should include all charges & cost of arranging and maintaining various cleaning/ dry-cleaning equipment and equipment for polishing of floors in working order at site for providing prompt and efficient housekeeping services.



14. The Tenderers/ Bidders are advised to quote the "Overhead Charges" and "Service Charges" in terms of percentage of sum of monthly charges arrived at and given in Column 7 of Annexure "A", and "B" and all other charges like Overtime payable, if any, on monthly basis. The Tenderers/ Bidders are advised to keep in view all the administrative and financial expenses/ arrangements to be made and borne by him/ them for providing Workers on Monthly Contract Basis including expenses for arranging alternate worker in case regular worker is on leave and to make payment of minimum wages, statutory and other payments as per Terms and Conditions and Scope of Services given in the Tender Document and to meet any expenses/ exigencies (including bearing of penalty by Bidder/ Tenderer as per Tender Document) in providing Workers (including alternate worker, in the absence of regular worker) on monthly contract basis so as to ensure continuity of housekeeping services provided by Bidder/ Tenderer. Please note that all payments will be made by the Bidder/ Tenderer to the workers by the 5th of every month and to statutory authorities in time first from his own resources and then claim reimbursement of Monthly Contract charges along with mandatory/ statutory documents/ requirements as per procedure given in the Tender Document.
15. The Tenderers/ Bidders are advised to refer Scope of Services (including bearing penalty amount by the Bidder/ Tenderer in case of failure to provide alternate worker in the absence of regular worker deputed by them) and Terms and Conditions relating to submission of Monthly Bills along with mandatory/ statutory documents/ requirements for release of payment to them given in the Tender Document so as to cover all administrative and financial arrangement/ expenses to be borne by him/ them before quoting "Overhead Charges" and "Service Charges".
16. The charges for overtime, if any, will be paid as per Minimum Wages Act.
17. All the Tenderers/ Bidders are hereby informed that L-1 Bidder/ Tenderer will be decided on the basis of lowest Total Quotation Amount quoted by the Bidder/ Tenderer in Annexure "D", which is arrived as the Sum Total of the amounts quoted/ mentioned in Annexure "A", "B" and "C" and the decision of the Competent Authority of the College shall be final and binding on all the Tenderer/ Bidders in this regard.
18. All applicable Statutory Deductions such as TDS, Surcharge, Education Cess, Higher Education Cess, Swatch Bharat Tax, etc. will be deducted from the amount payable as per rules.
19. GST as applicable, will be paid in addition to amount quoted by the Firm/ Company.



ANNEXURE "A"
Format for Financial Bid for Unskilled Worker

	Items	Amount in Rs	Amount (in words) Rupees
1	Minimum Wages per person for Eight hours Daily Duty (excluding lunch time as per Tender) on Six days a Week Basis (as notified by Addl. Labour Commissioner, Government State Of Maharashtra under Unskilled Category.		
2	PF (Employer's Contribution) @ 12% on Minimum Wages of 8 hours		
3	Administration Charges of PF @ 1.36% of Minimum Wages of 8 hours		
4	ESI (Employer's Contribution) @ 4.75% of Minimum Wages of 8 hours		
5	Reliever/ Leave Cost @ 8.63% on Minimum Wages of 8 hours		
6	Uniform (Fixed Amount per month) _____		
7	Total Monthly Cost Per Worker (Excluding Overhead And Service Charges)		
8	Overhead Charges (Please specify %age of total monthly cost mentioned at Sr. No. 7 subject to minimum of 4% and mention the amount arrived as per %age quoted). The percentage should not be less than 4%, which the College considers as reasonable to meet the expenses for administrative and financial arrangement/ cost involved to pay the total monthly minimum wages including all other charges to workman/ manpower by the 5 th of every month and to pay the statutory payments timely to statutory authorities by Bidder/ Tenderer in advance and then to claim reimbursement from the College along with documents.	_____ %	Rupees _____
		Rs. _____	_____ only



9	<p>Service Charges (Please specify %age of total monthly cost mentioned at Sr. No. 7 subject to minimum of 5% and mention the amount arrived as per %age quoted). The percentage should not be less than 5%, which the College considers as reasonable a profit margin for providing the housekeeping services on monthly contract basis and to cover all charges for arranging and maintaining various cleaning/ dry cleaning equipment and equipment for polishing of floors in working order at site for providing prompt and efficient housekeeping services</p>	<p>_____ % Rs. _____</p>	<p>Rupees _____ ____ only</p>
10	<p>TOTAL AMOUNT CHARGEABLE COLUMN NOS. 7 + 8 + 9</p>	<p>Rs. _____</p>	<p>Rupees _____ _____</p>



ANNEXURE "B" (SUPERVISOR)

ANNEXURE "B"

Format for Financial Bid for Supervisor

	Items	Amount (Rs)	Amount (in words) Rupees
1	Minimum Wages per person for Eight hours Daily Duty (excluding lunch time as per Tender) on Six days a Week Basis (as notified by Addl. Labour Commissioner, Government of MAHARASHTRA)		
2	PF (Employer's Contribution) @ 12% on Minimum Wages of 8 hours		
3	Administration Charges of PF @ 1.36% of Minimum Wages of 8 hours		
4	ESI (Employer's Contribution) @ 4.75% of Minimum Wages of 8 hours		
5	Reliever/ Leave Cost @ 8.63% on Minimum Wages of 8 hours		
6	Uniform (Fixed Amount per month)	_____	
7	Total monthly cost per Supervisor (excluding overhead and service charges)		
8	Overhead Charges (Please specify %age of total monthly cost mentioned at Sr. No. 7 subject to minimum of 4% and mention the amount arrived as per %age quoted). The percentage should not be less than 4%, which the College considers as reasonable to meet the expenses for administrative and financial arrangement/ cost involved to pay the total monthly minimum wages including all other charges to workman/ manpower by the 5 th of every month and to pay the statutory payments timely to statutory authorities by Bidder/ Tenderer in advance and then to claim reimbursement from the College along with documents.	_____ % Rs. _____	Rupees _____ _____ only

सर सोराबजी पोचखानावाला बैंकर्स प्रशिक्षण महाविद्यालय
Sir Sorabji Pochkhanawala Bankers' Training College



9	<p>Service Charges (Please specify %age of total monthly cost mentioned at Sr. No. 7 subject to minimum of 5% and mention the amount arrived as per %age quoted). The percentage should not be less than 5%, which the College considers as reasonable a profit margin for providing the housekeeping services on monthly contract basis and to cover all charges of arranging and maintaining various cleaning/ dry cleaning equipment and equipment for polishing of floors in working order at site for providing prompt and efficient housekeeping services</p>	<p>_____ % Rs. _____</p>	<p>Rupees _____ _____ _____ only</p>
10	<p>TOTAL AMOUNT CHARGEABLE COLUMN NOS. 7 + 8 + 9</p>	<p>Rs. _____</p>	<p>Rupees _____ _____ _____ only</p>



ANNEXURE "C"

Format for Financials of Cleaning Materials

	Description of material	Specification/ brand name	Quantity/ weight per package/unit	Rate per unit/ dozen (in Rupees)
1	Air freshner	Odonil- 50 grams	Per dozen	Rs.
2	Naphthalene balls	Trishul/homacol - one kilogram	Per dozen	Rs.
3	Urinal cubes	Trishul/homacol - one kilogram	Per dozen	Rs.
4	Flush/ toilet cleaner	Harpic - 500 ml	Per unit	Rs.
5	Phenyle for floor/ surface	Trishul / clenzo	5 liters	Rs.
6	Stain/ glass cleaner	Colin	500 ml	Rs.
7	Toilet paper roller	Sandal, amway, softouch	10 Cms x 150 sheets 2 ply	Rs.
8	Liquid soap or hand wash	Homacol-5 liters	Per unit	Rs.
9	Floor/ surface cleaner	Vim/ nirma/ nip - one kilogram	Per dozen	Rs.
10	Broom hard	Standard	Per dozen	Rs.
11	Broom soft	Standard	Per dozen	Rs.
12	Brush cobweb with telescopic rod	Standard	Per unit	Rs.
13	Floor duster	Size - 30 x 30	Per dozen	Rs.
14	White duster for furniture cleaning	Size 20 x 20	Per dozen	Rs.
15	Yellow duster for glass cleaning	SIZE - 30 X 30	Per dozen	Rs.
16	Wiper commercial size	Rex / lx	Per unit	Rs.
17	Mop wet with rod	Kentucky	Per unit	Rs.



18	Black polythene garbage bag (25 kg capacity)	Size – 20 x 20	Per five kg.	Rs.
19	Black polythene garbage bag (2 kg capacity)		Per five kg	Rs.
20	Room freshner – 200 ml.	Odonil	Per unit	Rs.
21	Paper napkin for toilets	Medium size – 100 nos. Packing	Per dozen	Rs.
22	Plastic mug – one liter	Standard make	Per dozen	Rs.
23	New cotton hand towel (size 40 x 60 cms.)	Bombay dyeing – tulip	Per dozen	Rs.
24	New cotton hand towel (size 36 x 56 cms.)	Bombay dyeing – tulip	Per dozen	Rs.
25	New cotton hand towel (size 72 x 150 cms.)	Bombay dyeing – tulip	Per dozen	Rs.
26	Washing of cotton hand towel (size 40 x 60 cms.)	Bombay dyeing – tulip	Per unit	Rs.
27	Washing of cotton hand towel (size 36 x 56 cms.)	Bombay dyeing – tulip	Per unit	Rs.
28	Washing of cotton hand towel (size 72 x 150 cm)	Bombay dyeing – tulip	Per unit	Rs.
29	Hit	200 ml.	Per unit	Rs.
30	Toilet brush	Standard size	Per unit	Rs.
31	Acid	5 litre	Per unit	Rs.
32	Plastic juna		Per dozen	Rs.
33	Steel wool		Per dozen	Rs.
34	Dustbin	20 litres	Per dozen	Rs.
TOTAL OF PER UNIT/ PER DOZEN COST OF ALL ITEMS				Rs.



ANNEXURE "D"

SUMMARY OF FINANCIAL BID – ANNEXURE A, B, AND C

Sl. No	Type of Workman	Annexure No. of Financial Bid	Amount Quoted per person (as per Column 10 of Financial Bid).	No of Persons required	Total Amount payable in Indian Rupees
1	Un-skilled Category	A	Rs. _____	20	Rs. _____
2	Supervisor (Matriculate but not Graduate Category)	B	Rs. _____	03	Rs. _____
3			TOTAL 1+2	23	Rs. _____
4	Cleaning Material	Total amount of Annexure "C"			Rs. _____
5		TOTAL QUOTATION AMOUNT (3+4)			Rs. _____

Total Amount Chargeable for all 23 (Twenty three workmen and supervisors) as above plus Amount of Consumables/Material as per Annexure "C"

(In Figures) Rs. _____

(In Words) Rs. _____ Only.

L-1 Bidder/ Tenderer will be decided on the basis of lowest Total Quotation Amount quoted by the Bidder/ Tenders which is arrived as the Sum of the amounts quoted/ mentioned in Annexure A, B, and C.

Signature With Stamp : _____

Name of Firm / Company : _____

Name of Authorized Person : _____

Contact Number : _____

E-mail ID : _____

Date : _____