**ADMINISTRATIVE OFFICE**
**ERNAKULAM - 682311**
Ph: 0484 - 2380800
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# INVITES TENDERS
# FOR
# ANNUAL MAINETANCE CONTRACT FOR OPERATION & MAINTENANCE OF ELECTRICAL SERVICES AT SBI ADMINISTRATIVE OFFICE BUILDING AND GUEST HOUSES ERNAKULAM

The Deputy General Manager,
SBI, Administrative Office
III Floor, SBI Building
Shanmugham Road, Ernakulam
Kerala - 682311

Notice Inviting Tender No: THI/AOERN/RBO9/2026-10/03

Issued to:
[Class A Contractors who are on the panel of SBI, Thiruvananthapuram Circle in the category above ₹10 Lakhs for Operation & Maintenance Category are only eligible]

M/s.....
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# NOTICE INVITING TENDER (NIT): THI/AOERN/RBO9/2026-11/01

Tenders are invited from competent 'Class A' ELECTRICAL contractors who are on the Banks approved panel for Operation & Maintenance Category above Rs.10 Lacs (OM-A & OM-B) of SBI Thiruvananthapuram Circle as per eligibility for **ANNUAL OPERATION AND MAINTENANCE CONTRACT (O&M) FOR THE HT ELECTRICAL INSTALLATION AT SBI ADMINISTRATIVE OFFICE BUILDING AND GUEST HOUSES AT ERNAKULAM.** Tender is for the routine and periodical maintenance of the power delivery, control and protective devices and systems of the electrical installations at its SBI Administrative Office Building and Guest Houses at Ernakulam.

| | | |
|---|---|---|
| 1 | Estimated cost of work: | Rs. 10.07 Lakhs per annum. (Estimate value is excluding GST) |
| 2 | Date of download of tender documents from Bank's web site http://www.sbi.co.in under "procurement news ". | From 03/11/2026 to 10/11/2026 |
| 3 | Last date and time for submission of tender. | Date: 10/11/2024 by 3:00 P.M. |
| 4 | Earnest Money Deposit. (EMD) | **Rs.** 10500/- (Rupees Ten Thousand Five Hundred Only) as Demand draft drawn in favour of **Deputy General Manager (B&O), SBI AO Ernakulam**, payable at Ernakulam. |
| 5 | Tender fees | NIL |
| 6 | EMD & Technical bid to be submitted at: | EMD & technical bid along with supporting documents should be submitted physically at<br>The Deputy General Manager (B & O)<br>SBI Administrative Office,<br>III Floor, SBI Building<br>Shanmugham Road, Ernakulam<br>Kerala - 682311<br>Ph: +91484 2372682 Email- cmhr.aotcr@sbi.co.in before 10/11/2026 by 3.00 P.M. |
| 7 | Date and Time of opening Tenders: (Technical Bid) | Date: 10/11/2026 at 3.30 P.M. (IST) at above office address. Technical Bid of those firms / contractors who do not submit EMD shall be rejected. **Contractor has to enclose a self attested copy of Valid Class A Contractor License in the name of the bidder along with Technical bid.** Representatives of Bidder may be present during opening of Tender. However Bids would be opened even in the absence of any or all the bidder's representatives.<br>Technically qualified vendors will be intimated to submit the price bid on sbi website 'etender.sbi' on the date |

| | | |
|---|---|---|
| | | fixed by SBI. Price bids submitted will be opened on the same day. |
| 8 | Bidder Contact Details. | Bidder to provide following information.<br>1) Name of Company.<br>2) Contact Person.<br>3) Mailing address with Pin Code.<br>4) Telephone number and Fax number.<br>5) Mobile Number and E-MAIL. |
| 9 | Agency for arranging online bidding. | M/S e-procurement Technologies limited, Ahmedabad.<br>E-tendering guidelines may be obtained from Business Development Executive who will be assigned the task. Details of the assigned person will be intimated separately to the technically qualified person. |
| 10 | For any technical information please contact | Electrical Engineer - 9513744727 |

The SBI reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

## INSTRUCTIONS TO CONTRACTORS.

**1**. This tender is for the "**ANNUAL OPERATION AND MAINTENANCE CONTRACT (O&M) FOR THE HT ELECTRICAL INSTALLATION AT SBI ADMINISTRATIVE OFFICE BUILDING & GUEST HOUSES AT ERNAKULAM** ". It is a Two Bid containing Technical and Price Bid.

In their own interest the contractors are advised to use their own specific seals and desist from using currency coins for the purpose. Tenders with incomplete or broken seals are liable to be rejected, the matter solely resting at the discretion of the SBI. If a Contractor does not quote for one or more items, the Tender will be considered as incomplete and will be rejected.

**2.** SBI reserve to itself the right to accept or reject any tender without assigning any reason for doing so and does not bind itself to accept the lowest or any other tender.

**3.** General Specifications are for guidance only. The latest ISI codes and Specifications and mode of measurements will be referred to during execution.

4. Employer shall mean Deputy General Manager (B&O), SBI AO Ernakulam

5. The tender is to be submitted in sealed cover super scribed as "**ANNUAL OPERATION AND MAINTENANCE CONTRACT (O&M) FOR THE HT ELECTRICAL INSTALLATION AT SBI ADMINISTRATIVE OFFICE BUILDING & GUEST HOUSES AT ERNAKULAM**" (EMD & Technical bid cum prequalification bid) containing the tenderer's EMD (in the form of a Demand Draft), Technical bid and supporting documents for prequalification criteria . All pages should be properly tied and tagged in its order for easy identification during scrutiny. Full address with phone no. of the tender should be written on the sealed covers. **Contractor has to enclose a self attested copy of Valid Class A Contractor License in the name of the bidder.**

All pages should be signed and sealed by the tenderer. No deviations from the tender are acceptable.

6. Bills of quantities in respect of each work and a specification accompany this tender notice. The tenderers must use only the form issued by the SBI to provide the price bid. The Bills of quantities are liable to alternations by omission, deduction or addition at the discretion of the SBI.

7. Income tax (PAN) and GST registration certificate to be enclosed.

On the date specified for opening of Tender, only the Technical Bids will be opened. Price bidding with qualified tenderers after processing their details listed above will be carried through e-procurement technologies ltd.

Please read the 'INSTRUCTIONS TO TENDERERS' thoroughly before submitting the Tenders. Also note to verify the Bank web-site under 'PROCUREMENT NEWS' before the last date and confirm that 'CORRIGENDA' to the Tender Notices issued (if any) has been read and / or complied with.

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1. TENDER FORM

**PROJECT: ANNUAL OPERATION AND MAINTENANCE CONTRACT (O&M) FOR THE HT ELECTRICAL INSTALLATION AT SBI ADMINISTRATIVE OFFICE BUILDING & GUEST HOUSES AT ERNAKULAM**

Dear Sirs,

I/We the undersigned have carefully gone through and clearly understood after visiting the site and tender documents comprising of the tender form, Notice to contractors, and conditions for building contract, Special Conditions, Specifications and Schedule of Probable quantities and Draft Agreement prepared by you.

I/We do hereby undertake to execute and complete the whole or part of the work (as desired by you) at the respective rates which/I/We have quoted for the respective items of the Probable Bill of Quantities.

I/We are depositing as Earnest Money a sum of Rs. 10,500/- (Rupees Ten Thousand Five Hundred Only) in favor of "Deputy General Manager(B&O),SBI AO Ernakulam "along with this tender for due execution of the work at my/our tendered rates together with any variations which shall be adjusted by the SBI at prices based on our tendered rates. I/We shall deposit further sum equivalent to 5% of tender amount, less EMD paid in the event of my/our tender being accepted, towards Total security deposit.

In the event of this Tender being accepted I/We agree to enter into an agreement as and when required and execute the contract according to your form of Agreement, within 7 days of receipt of work order, in default thereof, I/We do hereby bind my-self/ourselves to forfeit the afore-said Earnest Money deposit.

I/We further agree to execute the work covered in the Annual Maintenance Contract from the 7th day reckoned from the date of issue of the work order to commence the work or on which contractor is instructed to take possession of the site, whichever is later.

I/We agree not to employ Sub-contractors other than those that may be specifically approved by SBI for this contract work.

I/We agree to and to get the work, workers, employees (of contractor, SBI & Employer) engaged on the work at site for execution of the work shall be insured comprehensive insurance including fire/accidents/ rain/ floods/riots/CAR policy (contractor's all risk insurance policy) and the insurance shall cover the period from date of start of work to date of actual completion of work. Draft Insurance deed will be got vetted by SBI Engineer, before obtaining the same.

All the rates quoted by me/ us are inclusive of the same in full and nothing extra shall be claimed anytime on account of any of these.

I/We agree to pay Income tax, to be deducted at source, at the rate prevailing from time to time on the Gross value of the work done, and the rates quoted by me/we are inclusive of same.

Yours faithfully,

Contractor's Signature

Address: Date:

_____

_____

_____

_____

2. NOTICE TO CONTRACTOR

**PROJECT: ANNUAL OPERATION AND MAINTENANCE CONTRACT (O&M) FOR THE HT ELECTRICAL INSTALLATION AT SBI ADMINISTRATIVE OFFICE BUILDING & GUEST HOUSES AT ERNAKULAM**

Dear Sirs,

1. SBI, Administrative Office, Ernakulam have pleasure in inviting you to tender for the aforesaid work.

2. The tenderer must obtain for himself, on his own responsibility and at his own expenses, all the information which may be necessary for the purpose of filling this tender and for entering into a contract for the execution of the same and must examine the drawings and inspect the site of the work and acquaint himself with all local conditions and matters pertaining thereto.

5. Each of the tender documents page is required to be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General conditions etc., as laid down. Any tender with any of the documents not so signed will be rejected.

6. The tender documents must be filled in English and all the entries must be made by hand and written in ink/ball pen. If any of the documents are missing or un-signed, the tender shall be considered invalid.

7. Each and every one of all erasures and additions/alterations made, while filling the tender, must be attested by initials of the tenderer. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void. After submission of the tender no advice or any change in rate or conditions will be entertained. All the rates should be quoted both in figures and words. In-case of any discrepancy in rates quoted in words/figures and the amounts, the rate quoted in words shall be taken as final and binding.

8. The tender shall be valid for a period of 90 days from the date of opening.

9 TOTAL SECURITY DEPOSIT: shall comprise of:

a. Earnest Money deposit
b. Retention money

9.1 The intending tenderer shall deposit with SBI Payable at Ernakulam, by Demand Draft a sum of Rs.10,500/- (Rupees Ten Thousand Five Hundred Only) as the Earnest Money, as a guarantee of good faith, which amount shall be forfeited as liquidated damages, in the event of any evasive/direct refusal or delay in starting the work and or signing the contract. The deposit of the unsuccessful tenderers will be returned, without interest,

immediately after a decision is taken regarding the award of the contract. The Earnest money of the successful tenderer will be adjusted towards Security Deposit. A tender not accompanied by Earnest money deposit will not be considered.

9.2 The successful tenderer will have to pay further sum equivalent to 5% of his contract value, less EMD already paid, as Total Security Deposit by means of a D.D./Banker's cheque in favour of 'DGM(B&O),AO Ernakulam within 7 **days from the date of issue of work order to commence work. The EMD and initial Security deposit thus paid shall be held by the State Bank of India as Security deposit, for due execution and fulfillment of the contract, till the completion of the work and defect liability period in all respects and shall not bear any interest.**

9.3 On the SBI CM HR/Engineer certifying the completion of Contract, total security deposit shall be released to the contractor after the completion date recorded in completion certificate, issued and agreed by the SBI.

10. Within 15 days of the receipt of intimation from the SBI of the acceptance of his/their tender, the successful tenderer shall be bound to sign an agreement, on a stamp paper in accordance with the Draft Agreement and conditions of contract attached herewith, but the work order or the written acceptance of a tender by the Employer will constitute a binding agreement between the Employer and the person tendering whether such formal contract is or not signed by the contractor.

11. All compensation or other sums of money payable by the contractors to the clients, under the terms of this contract, may be deducted from the Security Deposit or from any sum that may be or may become due to the contractor on any account whatsoever, and in the event of the Security deposit being reduced by reasons of any such deductions, the contractor shall within 15 days of being asked to do so make good in cash or cheque, any sum which have been deducted from his security deposit.

12. The rates quoted by the Contractor shall include all eventualities, such as heavy rain, sudden floods, accidents, fire, riots etc., which may cause damage to the executed work or which may totally wash out the work. Until the completion certificate is issued to the Contractors, neither the Architect nor the clients will be responsible for such damage or wash out of the construction work.

13. Time is the essence of the contract. The Contractor has to depute the required staff to the above said premises for commencement of work, within 7 days from the issue of work order.

14. If the contractor fails to execute the work by the Scheduled date of completion or within any sanctioned extended time, he will have to pay liquidated damages at the rate of ½% of contract amount for each week of delay the work remains incomplete beyond the completion (Original/extended date), subject to maximum of 5% of the contract value (without extra items).

15. The quantities contained in the Schedule are only indicative. The work as actually carried out and done will be measured up from time to time, for which payment will be made subject to the terms and conditions of contract.

16. Our clients, SBI, do not bind themselves to accept the lowest or any tender and reserve to themselves the right to accept or reject any or all tenders, either in whole or in part, without assigning any reason whatsoever for doing so.

17. No employee of the bank or SBI is allowed to work as a contractor for a period of two years of his retirement from bank service, without the previous permission of the bank or SBI. This contract is liable to be cancelled, if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the bank or SBI as aforesaid before submission of the tender or engagement in the contractor's service.

18. Release of security deposit:

    Total security deposit will also be released subject to submission of a Bank Guarantee, to the satisfaction of SBI for an equivalent amount. This Bank Guarantee shall be valid upto completion period of the work. The bank guarantee shall be released after completion of work period provided that there are no defects noticed in the work during defects liability period or defects if any is rectified by the contractor to the entire satisfaction of SBI.

3. ARTICLES OF AGREEMENT

**ARTICLES OF AGREEMENT made on the _____ day of _____ 2024 between Chief Manager(HR), State Bank Of India Administrative Office, Ernakulam (hereinafter called the "Employer") of the one part and_____ _____ _____ _____ _____ _____ _____ _____ (hereinafter called "The Contractor") of the other part, where as the Employer is desirous of getting the work of "ANNUAL OPERATION AND MAINTENANCE CONTRACT (O&M) FOR THE HT ELECTRICAL INSTALLATION AT SBI ADMINISTRATIVE OFFICE BUILDING & GUEST HOUSES AT ERNAKULAM"** works prepared by SBI and the conditions of contract, specifications and Scope of work etc., have been signed by or on behalf of the parties hereto.

AND WHEREAS THE CONTRACTOR has agreed to execute upon and subject to the conditions set forth in the Schedule hereto (hereinafter referred to as "Said Conditions") and included in the said schedule of work for such sum as may be ascertained to be payable in terms of the Bills of Quantities, and which sum is estimated to be Rs. _____ (Rupees_____ (hereinafter referred to as "Said Contract Amount").

NOW IT IS HEREBY AGREED AS FOLLOWS:

In consideration of the said sum to be paid at the times and in the manner set forth in the said conditions, the contractor shall upon and subject to the said conditions, execute the maintenance work described in the specifications and Scope of work.

The Employer shall pay the contractor the said sum as shall become payable hereunder at the times and in the manner specified in the said conditions.

Tender documents containing work order Notice to the Contractor, Conditions of Contract, Appendix thereto, Special Conditions of Contract, Specifications and Schedule of work with the rates entered therein, shall be read and studied as forming part of this agreement and the parties hereto shall respectively abide by and submit themselves to the conditions and stipulations and perform the agreement on their part respectively in such conditions contained.

The contract is neither a fixed lumpsum contract or a piece work contract, but is a contract to carry out work in respect of the entire works to be paid for according to actual measured quantities, including variations from BOQ at the rates contained in the Schedule of rates and Probable bill of quantities or as provided in the said conditions.

The Employer, reserves to himself the right of altering the drawings and natures of the work, of adding/substitution to or omitting any items of work or having portions of the same carried out through alternate agencies without prejudice to this contract.

Time shall be considered as the essence of this agreement and the contractor hereby agrees to commence the work within 7 days from the date of issue of work order to execute the work.

This agreement and contract shall be deemed to have been made in Ernakulam and any questions or dispute rising out of or in any way connected with this Agreement and Contract shall be deemed to have arisen in Ernakulam/Ernakulam and only the courts in Ernakulam/Ernakulam shall have jurisdiction to determine the same. The limitation period will be 90 days from the date of dispute having arisen.

AS WITNESS our hand this _____ day of _____ 2024

Signed by the said in the presence of:

WITNESS : SIGNATURE

NAME :

ADDRESS : EMPLOYER

WITNESS : SIGNATURE

NAME :

ADDRESS :

## 4. APPENDIX TO GENERAL CONDITIONS OF CONTRACT

| | | | |
|---|---|---|---|
| 1. | Earnest Money Deposit (EMD) | : | Rs. 10,500/- |
| 2. | Total Security Deposit | : | 5% of contract value including EMD. |
| 3. | Period of contract<br>. | : | The contract will be valid for a period of Two years (renewed at end of first year), renewable one more year at the quoted rate for third year and terms & conditions as per mutual agreement between SBI and the contractor |
| 4. | Defects Liability period | : | Not Applicable. |
| 6. | Total retention money including Earnest money Deposit | : | 5% of the contract value. |
| 7. | Release of Security deposit after | : | The Security deposit thus paid shall be held by the State Bank of India as Security deposit, for due execution and fulfillment of the contract, till the completion of the work and defect liability period in all respects and shall not bear any interest. |
| 8. | Period for honouring certificate | : | Nil |
| 9. | Secured Advance | : | Nil |

WITNESS :

DATE : SIGNATURE OF THE CONTRACTOR WITH DATE

## 5. INDEX TO GENERAL CONDITIONS OF CONTRACT


1. Interpretations
2. Scope of Contract
3. Drawings and Specifications
4. Schedule of Quantities
5. Sufficiency of Schedule of Quantities
6. Errors in schedule of Quantities
7. Contractor to provide everything necessary
8. Authorities, Notices, Patent rights and royalties
9. Materials and workmanship to conform to description.
10. The setting out
11. Removal of all offensive matters
12. Opening up works
13. Contractor's superintendence and representative on the work
14. Dismissal of workmen
15. Access to works
16. Employer's representative/PMC
17. Assignment of sub-letting
18. Sub contractors
19. Variations not to vitiate contract
20. Measurement to works
21. Prices of Extras etc., Ascertainment of
22. Unfixed materials

23. Removal of improper work and materials

24. Defects after completion

25. Certificate of virtual completion

26. Other persons engaged by the Employer

27. Insurance in respect of damage to persons and property

28. Contractor's All risk policy

29. Minimum amount of third party Insurance

30. Commencement and completion

31. Delay and extension of time

32. Damages for Non-completion

33. Failure by contractor to comply with Architect's instructions

34. Architect's delay in progress.

35. Supervision of works

36. Prime cost and provisional sums

37. Certificates and payments

38. Notices

39. Termination of contract by the Employer.

40. Termination of contract by the contractor.

41. Matters to be finally determined by the Architects

42. Settlement of dispute (Arbitration)

## 6. SPECIAL CONDITIONS OF CONTRACT

1. Contractor shall not be entitled to any compensation for any loss suffered by him on account of delays in commencing or executing the work, whatever the cause of the delays may be or for any other reason what so ever and the Employer shall not be liable for any claim in respect thereof. The Employer does not accept liabilities for any sum besides the tender amount, subject to such variations as are provided for herein

2. The contractor must bear in mind that the work shall be carried out strictly in accordance with specifications and instructions of the Employer/SBI.

3. Contractor shall strictly comply with the provisions of safety code in addition to all local rules and regulations.

4. The contractor shall be responsible for the observance of all rules and regulations framed by the government under the contract labour act. The Employer shall be entitled to deduct all losses, damages that he might suffer on account of non-observance of these rules by the contractor, from the amount payable to the contractor.

5. Time shall be considered the essence of this contract. The entire work must be executed as given in NIT. If the work execution is delayed a penalty at the rate of ½ % per week over the contract value will be imposed subjected to a maximum of 5%.

6. Adequate engineering and technical staff to be appointed at site. ELECTRICAL contractor should inform of their number and qualification. An Approval of SBI should be taken prior to appointing such technical staff on site.

7. **The contractor shall keep the tender submitted by him open for acceptance for a minimum period of three months from the date of it's submission** .When once the tender is accepted the rates quoted by the successful tenderer shall be firm and the variation in rates of any one or all the items on any account shall not be allowed during the entire duration of the contract

8. The contractor shall comply with all bye- laws and tax regulations (including GST) of local and other statutory authorities having jurisdiction over the works and shall be responsible for the payment of all the fees and other charges and for giving and receiving of all necessary notices drawings and test certificates.

9. The successful tenders shall properly safeguard against damage or injury to the public and to any property or thing and shall alone be responsible for any such damage and injury to any person or persons or thing arising in connection with it's execution of work. The successful tenderer shall protect and hold harmless the SBI against any or all claims for any such injury or damage.

10. The SBI shall have the right to direct the contractor to purchase and use the materials from any source for proper execution of work.

11. INSURANCE

The contractor shall indemnify SBI up to CAR Policy (Contractor's All Risk Policy) against all claim which may be made against SBI by any member of the public or the third party in respect of anything which may arise in consequence thereof and shall at his own expense arrange to effect and maintain up to one month after the virtual completion from an office approved by SBI a policy of insurance in the joint names and deposit such policy or policies with SBI from time to time during the currency of this contract. The contractor shall also indemnify SBI against all claims which may be made upon the SBI under the workman's compensation act or any other statute in force during the currency of this contract or at common law in respect of any employee of the contractor or any sub contractor and shall at his own expenses effect and maintain upto one month after virtual completion of the contract from an office approved by SBI a policy or policies of insurance in the joint names of SBI and the contractor as aforesaid .The contractor shall be responsible for any other thing which may exclude from the insurance policies above referred to and also for any other damage to any property arising out of and incidental to the negligent or defective carrying out of this contract.

He shall also indemnify SBI in respect of any costs, charges or expenses arising out of any claim or proceedings and also in respect of any award of compensation or damage arising therefrom. SBI shall be at liberty and is hereby empowered to deduct the amount of any damages, compensation caused, charges and expenses arising or occurring from or in respect of any such claims or damages from any sum or sums due or to become due to the contractor.

12. WORKMAN AT SITE:

The contractor's work people shall not be allowed to live on the site at any time throughout the contract nor to trespass beyond the limits of the site. The contractor will be held responsible for any acts of trespass by his work people.

13. SETTLEMENT OF DISPUTES AND ARBITRATION:

Except where otherwise provided in the contract all questions and disputes relating to the meaning of the specifications and instructions herein before mentioned and as to the quality of workmanship of materials used on the work or as to any other question, claim, right matter or thing whatsoever in any way arising out of our relating to the contract, designs, drawings, specifications, estimates, instructions orders or these conditions or otherwise concerning the work or the execution or failure to execute the same whether arising during the progress of work or after the cancellation, termination, completion or abandonment thereof shall be dealt with as mentioned hereinafter:

(a) If the contractor considers that he is entitled to any extra payment or compensation in respect of the works over and above the amounts admitted as payable by the Bank or in case the contractor wants to dispute the validity of any deductions or recoveries made or proposed to be made from the contract or raise any dispute, the contractor shall forthwith give notice in writing of his claim, or dispute to The Chief Manager(HR), SBI, AO

Ernakulam within 30 days from the date of disallowance thereof or the date of deduction or recovery. The said notice shall give full particulars of the claim, grounds on which it is based and detailed calculations of the amount claimed and the contractor shall not be entitled to raise any claim nor shall the bank be in any way liable in respect of any claim by the contractor unless notice of such claim have been given by the Contractor to The Chief Manager(HR), SBI, AO Ernakulam in the manner and within the time as aforesaid. The contractor shall be deemed to have waived and extinguished all his rights in respect of any **claim not notified to** The Chief Manager(HR), SBI, AO Ernakulam. The Chief Manager(HR), SBI, AO Ernakulam shall give his decision in writing on the claims notified by the contractor. The contractor may within 30 days of the receipt of the decision of The Chief Manager(HR), SBI, AO Ernakulam submit his claims to the conciliating authority namely the Deputy General Manager State Bank of India, Administrative Office, Ernakulam for conciliation along with all details and copies of correspondence exchanged between him and The Chief Manager(HR), SBI, AO Ernakulam.

(c) If the conciliation proceedings are terminated without settlement of the disputes, the contractor shall, within a period of 30 days of termination thereof shall give a notice to the concerned General Manager of the Bank for appointment of an arbitrator to adjudicate the notified claims failing which the claims of the contractor shall be deemed to have been considered absolutely barred and waived.

(d) Except where the decision has become final, binding and conclusive in terms of the contract, all disputes of differences arising out of the notified claims of the contractor as aforesaid and all claims of the Bank shall be referred for adjudication through arbitration by the Sole Arbitrator appointed by the General Manager. It will also be no objection to any such appointment that the Arbitrator so appointed is a Bank Officer and that he had to deal with the matters to which the Contract relates in the course of his duties as Bank Officer. If the arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever another sole arbitrator shall be appointed in the manner aforesaid by the said General Manager. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.

It is a term of this contract that the party invoking arbitration shall give a list of disputes with amounts claimed in respect of each dispute along with the notice for appointment of arbitrator.

It is also a term of this contract that no person other than a person appointed by such General Manager as aforesaid should act as arbitrator.

The conciliation and arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act 1996 or any statutory modification or re-enactment thereof and the rules mad there under.

Its is also a term of the contract that if any fees are payable to the arbitrator these shall be paid equally by both the parties. However, no fees will be payable to the arbitrator if he is a Bank Officer.

It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties calling them to submit their settlement of claims and counter statement of claims. The venue of the arbitration shall be such place as may be fixed by the arbitrator in his sole discretion. The fees, if any, of the arbitrator shall, if required to be paid before the award is made and published, be paid half and half by each of the parities. The cost of the reference and of the award (including the fees, if any of the arbitrator) shall be in the discretion of the arbitrator who may direct to any by whom and in what manner, such costs or any part thereof, shall be paid and fix or settle the amount of costs to be so paid.

14. TERMINATION OF CONTRACT BY EMPLOYER:

If the contractor (being an individual or a firm) commit any " Act of Insolvency ", or shall be adjudged as insolvent, or shall make an assignment or composition of the greater part in number of amount of his creditors, or shall enter into a Deed of Assignment with his creditors, or (being an incorporated Company) shall have an order made against him or pass an effective Resolution for winding up either compulsorily, or Subject to the supervision of the court or voluntarily, or if the official Assignee of the contractor shall repudiate the Contract, or if the Official Assignee or the Liquidator in any such winding up shall be unable, within seven days after notice to them requiring him to do so, to show to the reasonable satisfaction of the Employer that he is able to carry out and fulfill the Contract and if required by the Employer to give a security there for, or if the contractor shall suffer any payment under this contract to be attached by or on behalf of any of creditors of the Contractor, if the Contractor shall assign or sublet the contract without the consent in writing of the Employer first obtained, or if the contractor shall charge or encumber this Contract for any payments due or which may become due to the Contractor thereunder, or if the Employer shall certify in writing that in his opinion the Contractor:

Has abandoned the Contract, or
Has failed to commence the works, or has without any lawful excuse under these conditions suspended the progress of the work for fourteen days after receiving from the Employer written notice to proceed, or
Has failed to proceed with the work with such due diligence and failed to make such due progress as would enable the works to completed within time agreed upon, or
Has neglected or failed persistently to observe and perform all or any of the acts, matters or things required by this Contract to be observed and performed by the Contractor for seven days after written notice shall have been given to the Contractor requiring the contractor to observe or perform the same, or

Then and in any of the said caused the Bank may, notwithstanding any previous waiver, after giving seven days notice in writing to the Contractor, determine the contract, but without thereby affecting the powers of the Employer or the obligations and liabilities of

the Contractor, the whole of which shall continue to be in force as fully as if the contract has not been so determined and as if the works subsequently executed and being executed by or on behalf of the contractor. And further, Bank may enter upon and take possession of the works and all plant, tools, scaffoldings, shed, machines, steam and other power utensils and materials lying upon premises or the adjoining lands or roads, and use the same as his own property or may employ the same by means of his own servants and workman in carrying on and completing of the works or by employing any other Contractor or any other person or persons to complete the works and the Contractor shall not in any way interrupt or do any act, matter or thing to prevent or hinder such other Contractor or other person or persons employed for completing and finishing or using the materials and plant for the works, when the work shall be completed, or as soon thereafter as convenient, the Employer shall give a notice in writing to the Contractor, to remove his surplus material and plant and should the Contractor fail to do so within a period of fourteen days after receipt thereof by him, the Employer may sell the same by public auction and shall give credit to the Contractor for the amount so realized. The Employer shall thereafter shall assertion and certify in writing under his hand what (if anything) shall be due or payable to or by the Employer, for the value of the said plant and materials so taken possession of by Employer, and the expense or loss which the Employer shall have been put to in getting the works to be so completed, and the amount, if any owing to the Contractor and the amount which shall be so certified shall, thereupon, be paid by Employer to the Contractor or by the Contractor to Employer as the case may be, and the certificate of the Employer shall be final and conclusive between the parties.

15. The mode of measurements shall be as per IS: 1200.

16. The contractor should co-ordinate with other agencies viz., UPS, DG Set , Lift ,Solar, BSNL, other contractors and AC Vendors for rectification of those issues.

17. The Contractor shall not be eligible for any material advance.

## 7. SPECIAL CONDITIONS AND SAFETY CONDITIONS

- The contractor is hereby advised to read the following conditions carefully before quoting rates and to be strictly adhered during execution of work.

SPECIAL INSTRUCTIONS

a) Contractor shall submit copies of all statutory compliance certificates such as ESIC, EPF, Contract labour registration, shop & establishment and or any other local authority registration as applicable.

b) All workmen, engineers, supervisors shall be covered as per ESIC, PF & minimum wages act and statutory rules.

c) All workmen, engineers, supervisors shall undergo pre-employment medical check-up through company recognized medical officer and submit copies of test report.

- **In case, the rate quoted by the service provider is less than the Minimum Wages/Bonus/applicable statutory component calculated, the tender of the subject service provider shall be summarily rejected / disqualified without assigning any reasons whatsoever**. The service provider has to quote the amount for both the years considering the variations in the labour wages (both basic & DA) in the contract period against the Manpower during the contract period. The contractor has to disburse the labour payment not below the minimum wages as per the Govt norms as applicable from time to time at his own cost during the contract period. GST will be paid extra, as per Government rule.

- The amount will be paid on monthly basis at the end of every month on submission of bill. Contractor to provide proof of monthly remittances with regard to the workmen deployed at the site.

- Contractor is responsible to ensure that his workmen are confined to their work area and comply with all safety, security and administrative instructions given by the site engineer.

- **Contractor shall provide identification badges to all his people.**

- On completion of day's work, the entire area shall be kept clean and neat. All debris, surplus material etc., shall be removed immediately from the site.

- Any such substandard material used during execution will be rejected and fully deducted from the bills.

- The contractor has to carry out the work in coordination with the other appointed agencies. The contractor should study the situation at site and organize the work accordingly. Whenever work needs to be done in coordination with other agencies, the contractor shall work out the actual time required to complete his part of the job in respects and inform the company.

- The contractor should possess, for the entire duration of these presents, all licenses and registrations as may be required under any law and shall be responsible to register himself and

obtain a valid license under Contract Labour (Regulation and Abolition) Act, 1950 and rules there under. The contractor shall comply with all rules and regulations in force under the said Act and rules. The contractor shall comply with all applicable laws, rules and regulations regarding to Provident Fund, Payment of Bonus, Minimum Wages or any other Statutory/Regulatory requirements. Any dispute regarding such dues shall and be dealt with and settled by the contractor.

- The areas is in "No smoking Zone" therefore smoking is strictly prohibited.
- Workmen are not allowed to sleep during night and cook good inside the premises.
- Contractor should strictly following safety guidelines.
- All contractor's people need to undergo induction/safety training and formal interview by company selection committee.
- 
- Contractor shall submit a copy of competency certificates like wiremen license, supervisor's license, etc., issued by competent authority before deputation of the workmen.
- Contractor shall maintain daily master roll book for his people at site.

**COMPANY SAFETY GUIDE LINES**

WORKING BELOW GROUND LEVEL:

Check that there are no underground cables/ water/sewage lines prior to start any work at this premises. If found inform to concerned official. Disconnect power supply to any cables found in work areas with permission.

WORKING AT HEIGHTS :

All personnel working at heights beyond 1.8M should wear safety belts.

Ensure that safety belts are tied security to anchors while working at heights.

Ensure that rigging is well anchored to solid supports prior to erecting items like trusses at a height.
Ensure that debris is cleared on a daily basis from work spots.

Ensure that a nylon safety net is securely fitted under the trusses to provide safety against accidental falls to personnel ( who will need to have safety belts securely fastened) working on the t6russes and roofing. Alternatively well-supported platforms with protected railings should be used a height suitable for personnel to work while standing.

Ensure that roof top ladders are used while laying and working on the roof.
Ensure that ladders used for climbing to heights are firmly secured against slippage.
All scaffolding should be in steel frames.

WORKING WITH ELECTRICITY

Ensure proper earthing of all electrical machines used.

Ensure that all connections are taken throughout earth leakage's circuit breakers. Providing ELCB on the main distribution board prevents accidental shocks.

Ensure availability of 2 CO2 type fire extinguishers at any easily accessible location at site for fire fighting
Provide a paid of fire buckets filled with dry sand for fire fighting at site.

PERSONAL PROTECTIVE GEAR

Following is a list of items to be provided to workmen by the contractor as and when required and the items must be ISI certified.

Safety shoes
Hard hats
Safety belts
Gloves

## 8. TECHNICAL SPECIFICATIONS

### ANNEXURE - 'A'

**Nature and Scope of work:-**

State Bank of India has its Administrative Office Building Premises at Shanmugham Road, Ernakulam housing RBO1, RBO2, TBU Hub offices and various other outfits. Administrative Office Building, Ernakulam is a High Tension (HT) KSEBL Consumer with one 11KV/433V **315kVA** indoor transformer, LT & APFC Panels, 2 Numbers of passenger lifts, 250KVA Kirloskar Make Diesel Generator Set. The basement + Ground+11 floors of the premises is electrified from a Main Switch Board located in the electrical room at Ground floor and individual distribution boards for power and lighting in the respective floors.

Individual distribution boards for power and lighting is located in each floor. The premises has UPS with various capacities located in all the floors whose output is distributed to each floor through separate UPS distribution boards. Each floor office area in the Premises are fully air conditioned by individual split/ cassette/ductable air conditioners, both single phase and 3 phase type. Illumination of the premises is mainly with T5 tubes, fluorescent and LED fixtures. The premises also use ceiling fans and exhaust fans for adequate ventilation. The yard lighting is with LED, Fluorescent, CFL and metal Halide luminaires. The present contracted electrical load of the premises is 175KVA. Daily operation & maintenance include routine checking of substation equipment parameters and other electrical installations including Generator, lift, AC, UPS, water pump and maintenance of compound/general lighting etc.

**The vendor has to attend to urgent breakdown and periodical maintenance at SBI Senior Executive Guest House at Baypride Mall, Officers Guest House and DGM quarters at Vyttila and Kathrikadavu also, as and when required.**

The scope of the work is routine and periodical maintenance of the power delivery, control and protective devices and systems of the above detailed electrical equipments and fixtures so as to ensure their reliable and continuous operation.

## ANNEXURE - 'B'

**Schedule of work:-**

1. Daily inspection, operation and testing of the 250KVA DG set.

The 250KVA DG set is to be checked for adequate lube oil level, water level in radiator and any leaks etc. The DG set is to be test run for 15 minutes on load and observed for any abnormalities in speed, sound and temperature. The parameters of the electrical output like V, I, kW etc. to be noted and recorded in the log book.

2. Adequate stock of diesel fuel should be ensured by physical inspection on a daily basis and any replenishment required to be reported to Officer in charge of maintenance for the department.

3. Daily inspection and cleaning of the transformer and HT installations. Cleanliness in the area surrounding the transformer 11 KV panel, DG set, Panel boards, cable trunk trays, machine rooms etc. is to be ensured with the help and co-ordination with the cleaning agency.

4. Periodic maintenance of the panel boards/distribution boards/switch boards/light/fan fittings are to be arranged on Bank Holidays/Saturdays(2nd & 4th) and a report on the same countersigned by the contractor has to be submitted to Bank Officials at regular intervals.

4. Attending to complaints regarding minor repairs to lights, fans, air conditioners, lift, UPS output wiring etc. as and when it is reported.

5. All minor electrical works including fixing of lights and fans, replacement / repairs to switches, MCBs, fuse carriers, plug and sockets etc. shall be done as part of maintenance work. All consumables for such works will be supplied by the Bank.

6. All main switch boards, sub switch boards and distribution boards to be checked for overheating and any loose connection once in a month.

7. Operation of public addressing system, co-ordination with the AMC contractors of air conditioners, UPS systems, batteries, lifts, DG set ,Solar etc. to ensure their regular periodical maintenance.

8. Operation of a 250 KVA DG set during power failures and as warranted by limitations imposed by KSEB. The batteries of the DG set should be maintained to ensure is longevity and reliability of the DG set.

9. **A Daily log book recording all transformer parameters/Solar generation readings, UPS readings, DG running readings, maintenance and repairs carried out is to be maintained for scrutiny by Bank's Officials.**

10. **A register is to be maintained for all periodic preventive maintenance functions carried out on the electrical installations of the Premises.**

11. The Contractor has to carry out the urgent maintenance work whenever required, periodical maintenance work for the Administrative Office Building, DGM residence, Executive Guest house and other Guest Houses at Baypride Mall, Vyttila and Kathrikadavu located at Ernakulam.

12. The Contractor has to diarize the timely renewal of lift licenses and has to do all official work/laisoning work with statutory authorities for getting it renewed in coordination with Bank Officials without any additional claim. All statutory payments made would be reimbursed by the Bank on production of original receipts.

## ANNEXURE - 'C'

**Schedule of Staff Deployment:-**

The minimum requirement of maintenance staff to be deployed for the work is as under:-

1) **Supervisor:- 1 No-Skilled category**

Qualification and experience:-

Diploma in Electrical Engineering with industrial electrical experience.

Responsibilities:-

Supervision of all works related to electrical maintenance, staff deployment, repair works, spares procurement, managing operation of DG set, operation & maintenance of water treatment plant including pumps, maintenance of Log book regarding DG operation and repair functions carried out. Attending to electrical and repair maintenance works during his shift period.

Working hours:- **Shift - A**

| S. No. | Schedule of working hours | From | To |
|---|---|---|---|
| 1 | Monday to Friday | 9:30 AM | 5:30 PM |
| 2 | Saturday | 1.30PM | 09.30 PM |
| 3 | Sunday | Weekly off | |

2) **Electrician**:- Nos. 2-**Semiskilled Category**

Qualification and Experience:-

ITI Certified Electrician or Wireman Permit Holder with experience in electrical repairs and maintenance of electrical substation, generator sets, motors and pumps.

Responsibilities:-

Manual and Technical support to the Supervisor in electrical repair and maintenance functions.

Working hours:

| S. No. | Schedule of working hours | Shift - B | | Shift - C | |
|---|---|---|---|---|---|
| | | From | To | From | To |
| 1 | Monday to Friday | 07:30 AM | 3:30 PM | 01:30 PM | 09:30 PM |
| 2 | Saturday | 07:30 AM | 3:30 PM | Weekly off | |
| 3 | Sunday | Weekly off | | 9:30 AM | 5:30 PM |

Bank has the discretion to change the shift timing as and when required.

## ANNEXURE - 'D'

**General Terms and Conditions:-**

1) The Contractor shall be enlisted with SBI Thiruvananthapuram Circle for Operation & Maintenance Category of above Rs.10 Lacs and shall possess valid "A" Grade license issued by Kerala Electrical Inspectorate. Only persons suitably qualified with relevant experience approved by Electrical Inspectorate should be engaged. Copy of the license shall be engaged.

2) Approval of Bank's Officer In Charge/ Engineer shall be obtained before deployment of personnel. Persons found unsuitable by Bank shall be promptly replaced, on-being so advised by Bank's Officer In Charge / Engineer.

3) Operation and Maintenance services are required to attend and as mentioned in Annexure - C, on all days . For additional services on Sundays and beyond specified working hours on Bank working days& holidays, the contractor will be paid **@ Rs.200/- (Excluding GST) per hour** per person.

4) **The contractor should take necessary insurance policy to cover his workmen adequately against accidents at site, as required by the labour laws while their working at the premises**. The Contractor agrees that its personnel shall comply with security regulations in effect from time to time. The Contractor alone shall be fully responsible for safety and security & insurance or life insurance of their personnel who are working at site.

5) Contractor or the Supervisor should take **the necessary steps needed to overcome any emergency situation which interrupts the proper functioning of the 11 KV Sub Stations (11 KV power supply faults, transformer faults, cable fault, ACB/VCB/OCB problems, faults in DG set, AMF panel** etc. at the Bank's premises). The Supervisor is responsible to arrange all emergency spares and consumables after obtaining administrative sanction from the Bank. He should co-ordinate the work between the Bank and the KSEBL.

6) The Contractor has to diarize the timely renewal of lift licenses and has to do all official work/laisoning work with statutory authorities for getting it renewed in coordination with Bank Officials without any additional claim. All statutory payments made would be reimbursed by the Bank on production of original receipts.

7) The contractor or its representative is responsible for all liaison works needed between the Bank and other Government Departments like KSEBL, Electrical Inspectorate etc. when required. The Supervisor is responsible to do all official work needed to regulate the electricity consumption charges, enhance the power, renewing lift license etc. He has to directly supervise and monitor the functions of electrical Substation including DG set, AMF panel, Lift, Solar and all maintenance and repair works. He shall report all related problems in writing to **Chief Manager (HR), AO Ernakulam.**

8) Cost of consumables and spares are not included in the contract. Such items will be issued by the Bank as required and the contractor has to take delivery and convey for use without addi-

tional claim. Requirements anticipated shall be indented with the Bank at least one fortnight in advance for arranging supply.

9) The contractor agrees to obtain and utilize the spares and consumables supplied by the Bank from time to time and obtain express permission for purchase of spares directly.

10) No items are permitted to be taken out from the Bank's premises without written permission from the **Chief Manager(HR), AO Ernakulam.**

11) **All tools, meters and instruments required for the maintenance / testing of equipment's and those including safety items (as per Electrical Inspectorate Rules) required for satisfactory execution of the job (Repair and Maintenance) shall be provided by the contractor**. The Bank will not be responsible for any accidents that may be caused due to unavailability of the safety gadgets or non-adherence of safe practices.

12) **Agency should submit the biodata with address proof, qualification and experience certificates of employees deployed by it**.

13) Subletting the work will not be permitted.

14) The contractor shall carry out the works as provided for under IE Rules 2003 and relevant IS specifications. Any temporary deviations should have the prior approval of the Officer in Charge from Bank Side.

15) The technicians appointed by the bidder for the operation and maintenance of electrical equipments should be provided with all safety gears such as Safety Shoes, Rubber Gloves etc. and it is the duty of the Bidder to instruct and ensure that the technician complies to all safety measures as per relevant standards while carrying out his duties. The bidder should ensure these during his periodical visits.

16) As regards major works like additions and alternations to existing installations, the contractor is to quote separately and carry out the work after getting approval, without disturbing the maintenance personnel during their working hours.

17) Minimum Wages Act and other labour laws are applicable to the contractor.

18) The monthly retainer fee agreed to by the contractor shall include all salaries, wages, leave, workmen compensation, insurance, income tax and all or any other payments applicable as per Central/State Government Regulations. The Bank shall have no employer-employee relationship with persons deployed by the contractor and the liability of the Bank will be limited to the agreed rates only.

19) An agreement is to be executed on a stamp paper along with security deposit of 5% of annual contract value.

20) Payment of the monthly retention fee including claim for cost of reimbursement of any spares and consumables supplied directly by the contractor will be made every month on production of bills. Payment will not be made in case of any of the conditions mentioned above are

not satisfied. Being a manpower oriented work, staff as mentioned are mandatory or otherwise payment will not be made.

21) Either party has the right to terminate the agreement by giving two months written notice to the other party.

22) The Contractor should undertake that the personnel assigned to Bank's premises are in the actual control of the contractor. If any defect or shortcoming is pointed out in the conduct of the staff or in discharging their functions, the contractor agrees to replace them or suitably advise them on a specific request in this regard made by the Bank.

23) The technician(s) should also have adequate knowledge and skill in operating DG sets, ductable and split AC units, maintenance of LT switches panels and other electrical fixtures including lights and fans and to be ensured by the Bidder.

24) **The contract will be valid for a period of one year, renewable for one more year at the rates quoted for that year in the Price Bid upon mutual agreement between SBI and Contractor.**

**Procedure of submission of price bids:-**

Technically and commercially short-listed bidders from the Technical bids shall only be eligible to participate in the auction.

SBI will engage the services to our service provider (e-Procurement Technologies Ltd (abcprocure) who will provide all necessary training and assistance before commencement of the on line submission of price bid through Internet.

SBI will inform the vendor in writing in case of reverse auction, the details of service provider to enable them to contact and get trained.

Online submission of price bid will be conducted on schedule date & time.

At the end of online submission of bid, the lowest bidder value will be known on the network after the prescribed time .

The online price bids will be treated as closed only when the bidding process gets closed in all respects for the item listed in the tender.

CONTACT INFORMATION

| e-Procurement Technologies Ltd | STATE BANK OF INDIA |
|---|---|
| e-Procurement Technologies Ltd.,<br>Address: B- 704/705, Wall Street – II, Opp. Orient Club, Ellisbridge, Ahmedabad – 380006, India<br>Phone: +91-79-40270 579 \| 580 \| 590 | The Deputy General Manager (B & O)<br>SBI, Administrative Office<br>III Floor, SBI Building<br>Shanmugham Road, Ernakulam<br>Kerala - 682311<br>Ph: +91484 2372682<br>Email: cmhr.aoern@sbi.co.in |

SBI shall finalize the Electrical work against this Tender through online submission of price bid. SBI has made arrangement with M/s. E-Procurement Technologies Ltd. (abc procure) who shall be SBI's authorized service provider for the same. Please go through the guidelines given below and give your acceptance to the same.

Computerized submission of price bid shall be conducted by SBI, on pre-specified date, while the vendors shall be quoting from their own offices/ place of their choice. Internet connectivity and other paraphernalia requirements shall have to be ensured by vendors themselves. In the event of failure of their Internet connectivity, (due to any reason whatsoever it may be) it is the bidder's responsibility / decision to send email communication, immediately to M/s. E-PROCUREMENT TECHNOLOGIES LTD (ABCPROCURE). Furnishing the price, the bidder wants to bid online, with a request to M/S. E-PROCUREMENT TECHNOLOGIES LTD.

(ABCPROCURE) to upload the emailed price on line so that the service provider will up load that price on line on behalf of the Bidder. It shall be noted clearly that the concerned bidder communicating this price to service provider has to solely ensure that the email message is received by M/S. E-PROCUREMENT TECHNOLOGIES LTD. (ABCPROCURE). in a readable / legible form and also the Bidder should simultaneously check up with M/S. E-PROCUREMENT TECHNOLOGIES LTD (ABCPROCURE) over phone about the clear receipt of the price emailed. It shall also be clearly understood that the bidder shall be at liberty to send such email communications of prices to be up loaded by M/S. E-PROCUREMENT TECHNOLOGIES LTD (ABCPROCURE) only before the closure of Bid time and under no circumstances it shall be allowed beyond the closure of bid time. Such bidders have to ensure that the service provider is given a reasonable required time by the bidders, to upload such emailed prices online and if such required time is not available at the disposal of M/S. E-PROCUREMENT TECHNOLOGIES LTD (ABCPROCURE) at the time of receipt of the email message from the bidders, M/S. E-PROCUREMENT TECHNOLOGIES LTD (ABCPROCURE) will not be uploading the prices. It is to be noted that SBI or M/S. E-PROCUREMENT TECHNOLOGIES LTD (ABCPROCURE) are not responsible for these unforeseen circumstances. In order to ward-off such contingent situation, bidders are requested to make all the necessary arrangements / alternatives whatever required so that they are able to circumvent such situation and still be able to participate in the reverse auction successfully. However, the vendors are requested to not to wait till the last moment to quote their bids to avoid any such complex situations.

M/S. E-PROCUREMENT TECHNOLOGIES LTD (ABCPROCURE) shall arrange to train your nominated person(s), without any cost to you. They shall also explain you, all the Rules related to the Reverse Auction/ Business Rules Document to be adopted along with bid manual. You are required to give your compliance on it before start of bid process.

BIDDING CURRENCY AND UNIT OF MEASUREMENT: Bidding will be conducted in Indian Rupees (INR). Bidder has to quote Price for the given item as mention in the tender document on Lumpsum basis (Note:-Prices quoted should be inclusive of all Central / State Government taxes, cost of incidental services such as transportation, insurance etc along with supply &. )

BID PRICE: Bidder has to quote Price for the given item on Lumpsum (" Prices quoted should be inclusive of all Central / State Government taxes etc and also cost of incidental services such as transportation, insurance, loading ,unloading, Supply, Installation ,testing and commissioning cost etc." )

1. VALIDITY OF BIDS: The Bid price shall be firm for a period specified in the tender document and shall not be subjected to any change whatsoever.

LOG IN NAME & PASSWORD: Each Bidder is assigned a Unique User Name & Password by M/S. E-PROCUREMENT TECHNOLOGIES LTD. (ABCPROCURE). The Bidders are requested to change the Password after the receipt of initial Password from M/S. E-PROCUREMENT

TECHNOLOGIES LTD. (ABCPROCURE). All bids made from the Login ID given to the bidder will be deemed to have been made by the bidder.

BIDS PLACED BY BIDDER: The bid of the bidder will be taken to be an offer to execute the work. Bids once made by the bidder cannot be cancelled. The bidder is bound to execute the work the as mentioned above at the price that they bid. Should any bidder back out and not make the supplies at per the rates quoted, SBI and / or M/S. E-PROCUREMENT TECHNOLOGIES LTD. (ABCPROCURE) shall take action as appropriate.

The vendors are advised not to wait till the last minute or last few seconds to enter to avoid complications related with internet connectivity, network problems, system crash down, power failure, etc. (THIS SCHEDULE IS TENTATIVE. IF ANY CHANGE IN SCHEDULE, THE SAME SHALL BE COMMUNICATED TO YOU).

VISIBLITY TO BIDDER: The Bidder shall be able to view the following on his screen along with the necessary fields during the above process:

Bid Placed by him

OTHER TERMS & CONDITIONS:

The Bidder shall not involve himself or any of his representatives in Price manipulation of any kind directly or indirectly by communicating with other suppliers / bidders.

The Bidder shall not divulge either his Bids or any other exclusive details of SBI to any other party.

SBI's decision on award of Contract shall be final and binding on all the Bidders.

SBI along with M/S. E-PROCUREMENT TECHNOLOGIES LTD (ABCPROCURE) can decide to reschedule or cancel the online submission of price bid. Any changes made by SBI and / or M/S. E-PROCUREMENT TECHNOLOGIES LTD (ABCPROCURE) after the first posting will have to be accepted if the Bidder continues to access the site after that time.

M/S. E-PROCUREMENT TECHNOLOGIES LTD (ABCPROCURE) shall not have any liability to Bidders for any interruption or delay in access to the site irrespective of the cause.

M/S. E-PROCUREMENT TECHNOLOGIES LTD (ABCPROCURE) is not responsible for any damages, including damages that result from, but are not limited to negligence. M/S. E-PROCUREMENT TECHNOLOGIES LTD (ABCPROCURE) will not be held responsible for con-

sequential damages, including but not limited to systems problems, inability to use the system, loss of electronic information etc.

Important Note:-

All the Bidders are required to submit the scan copy of Process Compliance Statement duly signed to M/s e-procurement technologies pvt ltd on their letter head.

All the bidders are requested to ensure that they have a valid Digital certificate well in advance to participate in the online event. Under no circumstances will the bidders be allowed to participate in the online event without Digital Certificate.

After the completion of the Auction event, L-1 Bidders have to submit the Price Confirmation Letter as per the Business rule document within24 Hours immediately to M/s e-procurement technologies pvt ltd SBI for further proceedings on their letter head.

## 9.ANNEXURE - 'E'

**Format of undertaking to be submitted on a stamp paper of Rs. 200/- :-**

1) We, the undersigned hereby declare and affirm that we have gone through the terms and conditions mentioned in the tender documents Annexure (A), (B), (C) & (D) and undertake to comply with all the terms and conditions.

2) That the monthly rate of Rs. …..... (Rupees ….....only) + GST quoted by me are valid and binding upon me for the entire period of the contract.

3) That we authorize Chief Manager HR,AO Ernakulam to forfeit the security amount deposited by us in case of any failure to comply with the terms and conditions of the contract to the satisfaction of the Bank's authorities/SBI.

4) That we will be in a position to perform the work to the satisfaction of the Bank's authorities/SBI.

5) That there is no vigilance / CBI case or court case pending against us / my firm debarring us / my firm to undertake the contract work.

6) We have been informed that the Bank/SBI reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

7) We are ready to execute the agreement prescribed by the Bank/SBI in this regard.

| S.No. | Items | Details |
|---|---|---|
| 1 | Name & Address of Contractor/ Agency with Telephone No. | |
| 2 | PAN | |
| 3 | TIN | |
| 4 | Bank Name & Branch | |
| 5 | A/c No. | |
| 6 | Bank IFS Code | |

## 10.(ANNEXURE –F)

## BRIEF DETAILS OF THE BIDDER

**(To be filled by the bidder)**

| SL NO | PARTICULARS | |
|---|---|---|
| 1 | NAME OF THE BIDDER | |
| 2 | MAILING ADDRESS WITH PINCODE | |
| 3 | TELEPHONE No. | |
| 4 | MOBILE No. | |
| 5 | E-MAIL ID | |
| 6 | PAN | |
| 7 | GST No. | |
| 8 | CONTACT PERSON WITH MOBILE/ PH No. | |
| 9 | Details of digital certificate holder (individual/ firm) whose digital certificate will be used for partici-pating in the e-tendering OR<br>Details of the person participating in etendering. a) Name:<br>b) Contact No:<br>c) Email ID: | |

## PRICE BID

### BOQ for Annual Maintenance Contract of Electrical Services of AO Building Ernakulam

| Sl No. | Skill Level | Shift operations required daily (A) | Manpower required per Shift (B) | Total Manpower required per day (C=A*B) | No. of Working days | Wages per day | Monthly total | ESIC @ 3.25% Not applicable for monthly payment above 21000 | Mandatory EPF @ 13% on 25,000/- for salary above 25,000/ month | Grand Total |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Skilled (General Shift) | 1 | 1 | 1 | 26 | 918 | 23868 | 0.00 | 3102.84 | **26,970.84** |
| 2 | Skilled (2 shifts per day) | 2 | 1 | 2 | 26 | 718 | 18668 | 606.71 | 2426.84 | **43,403.10** |
| The Bank will be paying the wages as per central minimum wages act, and based on the periodical revisions in this regard, vendor has to quote for the annual management charges only (itemNo.3,4), which shall be constant for the entire period of the contract and during its extensions, if any:**Monthly Total:** | | | | | | | | | | **70,373.94** |
| Yearly Total ( Monthly total x 12) **(A)** | | | | | | | | | | **8,44,487.28** |
| 3 | Management Charges: The rate quoted shall include contractor's profit, Bonus, supervision charges, expenses towards arranging insurances, maintenance of uniform, safety shoe, face mask, communication systems, instruments, tools and tackles, mobilization and all other arrangements as per the scope of work mentioned in the technical bid: | | | | | | | | | |
| 4 | Grand Total | | | | | | | | | |

* The vendor has to manage the shift operations with appointing a reliever and maximum working days per month for a person is 26 days as per guidelines.
** Bonus to the employee is the scope of the Contractor.

Note:

**A) The initial contract will be valid for a period of one year, renewable for one year subject to satisfactory performance of the contractor, renewable for a further period of one year on satisfactory completion of second year contract at the rates quoted for second year in the Price Bid on renewal.**

B) The rate quoted shall be inclusive of all statutory obligations covering minimum wages act including ESI, EPF ,Bonus or any other statutory payment/regulatory requirements.

C) In case, **the rate quoted by the service provider is less than the Minimum Wages/Bonus/applicable statutory component calculated, the tender of the subject service provider shall be summarily rejected** / disqualified without assigning any reasons whatsoever. **The service provider has to quote the total amount considering the variations in the labour wages in the contract period against the Manpower.** The contractor has to disburse the labour payment not below the minimum wages as per the Govt norms **as applicable from time to time**, GST will be paid extra, as per Government rule .

D) Supervisor should be minimum Skilled category and Electrician should be minimum Semi skilled category

E) Operation and Maintenance services are required to attend as mentioned in Annexure - C, on **all days**. For additional services on Sundays and beyond specified working hours on Bank working days& Holidays, the contractor will be paid @ Rs. 200/- (Excluding GST) per hour per person.

F) The amount will be paid on monthly basis at the end of every month on submission of bill. (Monthly payment to the manpower employed by the vendor must be paid either through cheque or by crediting directly in their Bank accounts. **Vendors have to enclose copy of the details of monthly wages payment, EPF, ESI and other statutory component along with monthly bills for payment**)