NIT NO	**SBSC/HYD/ADMIN/2026-27/05**
DATE	**15.07.2026**

STATE BANK STAFF COLLEGE, HYDERABAD.

TWO BID TENDER SYSTEM THROUGH E-TENDERING PROCESS

Note: Bidder should possess valid digital signature for this e-tender

PART-A

TECHNICAL BID FOR PRE- QUALIFICATION

ANNUAL CONTRACT FOR DEVELOPMENT / IMPROVEMENT / MAINTENANCE OF GARDEN / LAWNS / LANDSCAPE.SERVICES AT STATE BANK STAFF (SBSC) CAMPUS, BEGUMPET ROAD, HYDERABAD

The Assistant General Manager, (Admin),
State Bank Staff College,
6-3-1188, High Cliff, Begumpet Road,
Green Lands, Hyderabad – 500016.
Telangana.
040-23406725.

NOTICE INVITING TENDER (NIT)

Online E-Tenders are invited for **ANNUAL CONTRACT FOR DEVELOPMENT / IMPROVEMENT / MAINTENANCE OF GARDEN / LAWNS / LANDSCAPE SERVICES AT STATE BANK STAFF COLLEGE (SBSC), BEGUMPET ROAD, HYDERABAD**

1. **Table of Bid Details:**

1)	Date of download of tender documents from Bank's web site https://sbi.bank.in →'SBI in the News' → 'Procurement news' and https://etender.sbi	From 15**/07/2026 up to 04/08/2026 (upto 3.00 PM)**
2)	Last date and time for receipt of queries (either written or through email) from bidders.	22/07/2026 upto 3.00 PM. (Valid Clarifications and/or Corrigendum / Addendum (s) if any, shall be posted only onthe Bank's website portal. No individual communication shall be provided to the Bidder.) Bidders are required to visit the website for any updates regarding this tender.
3)	Last date and time for submission of online e-tender.	Date: 04/08/2026 by 3.00 PM at https://etender.sbi
4)	EMD amount to be submitted (1% on the Total Estimate)	Rs.79,000/- **in favor of 'AGM (Admin) SBSC, Hyderabad" EMD** should be submitted physically at The Assistant General Manager (Admin), SBSC, High Cliff, Begumpet, 6-3-1188, High Cliff, Begumpet Road, Greenlands, Hyderabad, 500016, Telangana by **04/08/2026 before 3.00 PM.** EMD and Tender cost is Exempted for the agencies registered underNSIC / MSME ▪ Those vendors registered with NSIC/MSME having valid exemption certificate have to upload the valid NSIC/MSME certificate clearly indicating the exemption claimed by the vendor. ▪ MSME registrations will be

		considered valid only if the vendor bidding for a particular work has registered for that particular trade. ▪ The validity of MSME registration should not have lapsed or be lapsing in the next 12 months from the last date of submission of tender. ▪ If bidder fulfills the above conditions, EMD &tender cost shall be exempted. The NSIC/ MSME Vendor in case does not take up the work after being finally selected, Bank has right to complaint to the Govt. to black list the firm and/or debar from participating in further SBI works.
5)	Date and Time of Technical Bid Opening	Date: 04/08/2026 at 3.30 PM Technical Bid of those firms/contractors who are required to submit EMD and do not submit EMD physically shall be rejected. Bidder or their authorised representative of Bidder may be present during opening of Technical Bid. However Technical Bids would be opened even in the absence of any or all the bidder's representatives.
6)	Place of opening of Bids	State Bank Staff College, Begumpet, 6-3-1188, High Cliff, Begumpet Road, Greenlands, Hyderabad, 500016, Telangana
7)	Address for communication:	The Assistant General Manager (Admin), SBSC, High Cliff, Begumpet, 6-3-1188, High Cliff, Begumpet Road, Greenlands, Hyderabad, 500016, Telangana
8)	Contact person	AGM (Admin) SBSC, Hyd. mail: agmadmin.sbsc@sbi.co.in Ph: 040-23406725, 040-23403601, 040- 23423130.
9)	Bidder Contact Details	Bidder to Provide following information: 1.Name of the Company 2.Contact Person 3.Mailing address with Pin Code 4.Telephone number and Fax number 5.Mobile Number& E-MAIL

10)	Bank Guarantee	A Performance Bank Guarantee in favor of "State Bank Of India, State Bank Staff College (SBSC), Begumpet Road, Hyderabad – 500 016" , for 5% of the Contract Value to be furnished by the final selected bidder on receipt of work order. (Proforma of the Performance Bank Guarantee attached as Annexure F)
11)	Date of Commercial Bid Opening	On a subsequent date which will be communicated to such bidders who qualify in the Technical Bid. Bidder or their Authorised Representative may be present during opening of Indicative Commercial Bid along with an authorisation letter from the firm on a Letter head of the firm However, Bids would be opened even in the absence of any or all of the Bidder's representatives.
12)	Agency for arranging online bidding	e-Procurement technologies Limited, Ahmedabad. Contact Number: +91-7859800624, Email: sales@procuretiger.com

2. Purpose:

Annual Contract for Development / improvement / Maintenance of Garden / Lawns / Landscape in the entire premises spread in the entire 16.5acres of State Bank Staff College (SBSC) campus, Begumpet road, Hyderabad (including maintenance of gardens in 30 residential quarters) services for State Bank Staff College (SBSC) campus, including residential buildings, at Begumpet Road Hyderabad.

3. Invitation:

The bidders desirous of taking up the project for supply of above Services for SBSC are invited to submit their technical and commercial proposal in response to this Tender. The criteria and the actual process of evaluation and subsequent selection of the final successful bidder will be entirely at Bank's discretion. We seek proposal from Bidders who have the necessary experience, capability & expertise in providing services for Development / improvement / Maintenance of Garden / Lawns / Landscape at SBSC adhering to Bank's requirement outlined in this Tender.

This Tender document is not an offer by State Bank Staff College, but an invitation to receive responses from the Bidders. No contractual obligation whatsoever shall arise from the Tender process unless and until a formal contract is signed and executed by duly authorised official(s) of State Bank Staff College with the successful Bidder.

The bidders have to submit the Bid covering letter along with documents as per **Annexure-'A'**.

4. Eligiblity Criteria:

Bid is open to all Bidders who fulfill the eligibility criteria. The bidders have to submit the details of eligibility criteria as per **Annexure-B.**

5. Disclaimer:

The information contained in this Tender document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of State Bank of India (Bank), is provided to the Bidder(s) on the terms and conditions set out in this Tender document and all other terms and conditions subject to which such information is provided.

This Tender is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of bids. The purpose of this TENDER is to provide the Bidder(s) with information to assist the formulation of their proposals. This TENDER does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigation and analysis and should check the accuracy, reliability and completeness of the information in this TENDER and where necessary obtain independent advice. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this TENDER. Bank may in its absolute discretion, but without being under any obligation to do so, add or amend or supplement the information in this TENDER. No contractual obligation whatsoever shall arise from the TENDER process until a formal contract is signed and executed by duly authorised officers of the Bank with the selected Bidder.

The Bank reserves the right to accept or reject any Bid/ offer received in part or in full, and to cancel the bidding process and reject all Bids at any time prior to contract of award, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Bank's action. Bank reserves the right to reject any Bid on security and / or other considerations without assigning any reason.

Bank reserves the right to cancel the entire Bidding / procurement process at any stage without assigning any reason whatsoever.

Please note that all the terms such as: SBI, Staff College, Bank (other than in BG), Institute, College, SBSC, etc. are used interchangeably in this tender document and these refer to State Bank Staff College, Hyderabad, which is an entity of State Bank Of India (SBI).

In case of any variation in the content/information relating to items mentioned in Item 1 (Table of Bid Details) and the same item details mentioned elsewhere in this tender document, the information provided in Item 1 (Table of Bid Details), will be final.

6. Earnest Money Deposit (EMD)

Bidder to submit the EMD, if applicable, as Bid Security, in the form of Demand draft in favour of 'AGM (Admin), SBSC, Hyderabad' and submit the original draft physically at SBSC, Hyderabad, in a sealed cover.

Non submission of the requisite EMD (wherever applicable) shall make the BID be treated as non-responsive and is liable to be rejected.

The EMD of the unsuccessful bidders will be returned within 30 days from date of opening of technical bid. Successful Bidder's EMD will be returned upon the bidder signing the contract and submitting the required Performance Bank Guarantee.

No interest is payable on the amount of EMD.

If EMD is forfeited for any reason, the concerned bidder will be debarred from further participation for the TENDERs to be floated by the Bank during next one year, at the sole discretion of the Bank.

The EMD may be forfeited:

If a Bidder withdraws or amends its bid during the period of Bid validity specified herein:
or
If a Bidder makes any statement or encloses any form which turns out to be false / incorrect at any time prior to signing of contract;
or
In case of a successful Bidder, if the Bidder fails:
To sign the contract with the Bank within a period of 30 days;
or
To furnish Performance Guarantee to the Bank.

7. Performance Bank Guarantee (BG)

The selected bidder would be required to submit a performance Bank Guarantee to the Bank for an amount equivalent **to 5% of the Contract Value** within 15 days from the issue of work order. The Bank Guarantee will be valid for a period of 15 months or such other extended period as the Bank may decide for due performance of the obligations undertaken by the successful bidder.

The bank guarantee should be issued by any scheduled commercial bank, other than SBI. A format for BG is attached as per **Annexure –F.**

The Performance Bank Guarantee is required to protect the interest of the Bank against the risk of non-performance of the successful bidder or breach of performance of the conditions of the contract which may warrant invoking of Bank Guarantee (BG). Also, if any act of the Contractor results in imposition of Liquidated Damages then the Bank reserves the right to invoke the Performance Bank guarantee.

8. Bidding Document:

8.1 Cost of Bidding: The Bidder shall bear all costs associated with the preparation and submission of its bid. Bank will not responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

8.2 Content of Bidding Document

8.2.1 The biding document provides overview of the requirements, bidding procedures and contact terms. It includes Introduction, Instructions to Bidder, Terms & Conditions of Contract, Eligibility Criteria, Technical Bid and Financial Bid. (Indicative Price)

8.2.2 The Bidder is expected to examine all instructions, statements, terms and specifications in the bidding document. Failure to furnish all information required by the bidding documents or submission of bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid. SBSC has made considerable effort to ensure that accurate information is contained in this TENDER and is supplied solely as guidelines for Bidders. Furthermore, during the TENDER process, SBSC is entitled to issue corrigendum to Tender relevant to the Scope of Work. Nothing in this TENDER or any addenda is intended to relieve Bidders from forming their own opinions and conclusions in respect of the matters addressed in the TENDER or any addenda.

8.3 Clarifications & Amendments:
8.3.1 If deemed necessary the Bank may seek clarifications on any aspect from the bidder. However, that would not entitle the bidder to change or cause any change in the substances of the bid already submitted or the price quoted. The bidder may be asked to give presentation for the purpose of clarification of the bid.

8.3.2 The Bidders requiring any clarification on the bidding documents should submit their queries if any, either written or by email to agmadmin.sbsc@sbi.co.in on or before Date & Time (as per the NIT).

8.3.3 At any time prior to the deadline for submission of bids, SBSC may modify or alter the bidding document by issuing an amendment.

8.3.4 Any clarification/amendments issued by SBSC will be in the form of an addendum / corrigendum and will be available in SBI's website – https://sbi.bank.in → SBI in the News → Procurement News. The amendment will be binding on all bidders. SBSC, at its discretion may extend the deadline for submission of bids which shall be informed to all through SBI's website: https://sbi.bank.in → SBI in the News → Procurement News. **It is the responsibility of the bidders to keep visiting the website and notice any updates/Corrigendum (if any)**

9. Bidding Process:

The bids shall be uploaded directly on the portal https://etender.sbi

No bids or documents are required to be submitted physically except EMD (wherever applicable).

Hard copy of the EMD, if applicable, is to be submitted physically at SBSC, Hyderabad, in sealed cover.

All details with the relevant information / documents / acceptance of all terms and conditions strictly as described in this tender document will have to be submitted online.

In the first stage, only TECHNICAL BID along with EMD will be opened and evaluated.

Bidders satisfying eligibility criteria and agreeing to comply with all terms and conditions specified in this document will be evaluated for technical specifications.

Only those who qualify in the Technical Bid shall be eligible to be considered for Commercia Bid.

The Commercial Bids of those who do not qualify in the Technical Bid will not be opened.

10.Preparation and Submission of Bids:

10.1The bids prepared by the bidder and all correspondence and documents relating to bids exchanged by the bidder must to be written in English.

10.2 Bidder must provide specific and factual replies to specific questions asked in the TENDER.

10.3 The bid documents should be uploaded on the portal of https://etender.sbi

The technical bid uploaded on the portal should include the following:

i. The scanned copy of EMD (Demand Draft) in favor of 'AGM (Admin), SBSC, Hyderabad', if applicable.

ii. A letter on bidder's letterhead mentioning

a) Details of EMD submitted (wherever applicable), technical competence and experience of the bidder.

b) Certifying that the period of the validity of the bid is 90 days from the date of submission of bid.

c) Confirming that the bidder has quoted for all the items / services mention in the bid in their commercial bid.

d) Supporting documents in respect of Eligibility Criteria as mentioned in **Annexure- B**.

iii. Bidder's information as per **Annexure –D** on bidder's letter head.

iv. Audited balance sheets and profit and loss account statement for last 3 years.

v. A copy of Company board resolution or power of attorney showing that the signatory hasbeen duly authorised to sign the tender or an authorization letter/ partnership deed for partnership firms or Letter of Authority for sole proprietorship entities, is to be submitted.

vi. Response to all points of the Technical evaluation format as per **Annexure-C.**

vii. **Documents relating to KYC pf Proprietor/Partners/Company, as applicable. Bank may ask for additional KYC documents, if required.**

10.4 Bidder should submit indicative commercial bid as per **Annexure –E** through online.

10.5 **Bid prices:**

The price quoted should be inclusive of escalation on account of increase in cost during the contract period of initial one year and renewable at the same terms and contract period of another one year.

The successful vendor has to submit system generated GST tax invoice incorporating Bank's GSTIN number and vendor GST no. Manual GST invoices will not be accepted. Uploading of GST invoice copy is mandatory for making the reimbursement.

Any increase in minimum wages /VDA as per Central Govt Act, the same shall be reimbursed by Bank. Bonus as per Bonus act shall be reimbursed and therefore shall be not loaded in the commercial Bid.

10.6 Revealing of Prices:

The rates and/or prices in any form or for any reasons should not be disclosed in the technical or other parts of the bid except in the indicative commercial bid and failure to do so would result disqualification and rejection of the bid.

10.7 Clarification on Queries:

Clarification on the queries shall be communicated to the bidders through the Banks website www.sbi.bank.in under procurement news (https://sbi.bank.in/web/sbi-in-the-news/procurement-news) and https://etender.sbi. It is the responsibility of the bidder to keep watching or regularly visiting the websites for any updates/corrigendum.

10.8 Validity of Bids:

Bid shall remain valid for 90 days from date of submission mentioned at Bid Details. A bid valid for shorter period is liable to be rejected. The bidder may require to give consent for the extension of the period of validity of the bid beyond initial 90 days, if so desired by the Bank in writing or email or by FAX. Refusal to grant such consent would result in rejection of bid

without forfeiture of the EMD. However, any extension of validity of bids will not entitle the bidder to revise / modify the bid document.

10.9 Bid Integrity:

Wilful misrepresentation of any fact within the Bid will lead to the cancellation of the contract without prejudice to other actions that the Bank may take. All the bids with accompanying documents will become property of SBI.

10.10 Format and Signing of Bid

10.10.1 The bidder should prepare submission as per minimum eligibility criteria, Technical Bid, Indicative Commercial Bid and other requested information.

10.10.2 All pages of the Bid document should be serially numbered and shall be signed by the authorised person(s) only. The person(s) signing the bid shall sign all pages of the bid and rubber stamp should be affixed on each page except for an un-amended printed literature. The bidder should submit a copy of Company board resolution or power of attorney showing that the signatory hasbeen duly authorised to sign the tender or an authorization letter/ partnership deed for partnership firms or Letter of Authority for sole proprietorship entities, is to be submitted.

10.10.3 Any interlineations, erasures or overwriting shall be valid only if the person(s) signing the bid sign(s) them in full.

10.10.4 All the Bid documents to be submitted online only (except EMD, wherever applicable), in the website https://etender.sbi.

In the event of the target date for the receipt of bids being declared as holiday for the Bank, the bids will be received till the target time on the next working day. The bank may at its discretion extend the bid submission date. The modified target date & time will be notified on the web site of the Bank.

10.11 Bid Currency:

Prices shall be expressed in Indian Rupees only.

10.12 **Late Submission of bids**:

Any bid received by the Bank after target date and time prescribed in Bid details will be rejected at bidder's risk and responsibility.

10.13 **Modification and Withdrawal of Bids**:

Once bid is submitted no modification is permissible. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of period of bid validity.

11. **Opening and Evaluation of Bids:**

11.1 Opening of Technical Bid: All the Bids will be opened at the date, time & locations mentioned under the NIT. The technical bids will be open in the presence of the bidders or authorised representatives of the bidders who choose to attend, if any.

11.2 **Evaluation process**

11.2.1 Preliminary examination:
The bids will be examined by the Bank to determine whether they are complete and whether required EMD (if applicable) has been furnished. A bid determined as not substantially responsive will be rejected. The Bank may, at its discretion waive any minor nonconformity or irregularity in a bid which does not constitute a material deviation.

After opening of the technical bids and preliminary examinations, some or all of the bidders, at the discretion of the Bank, may be asked to make presentation of the solution/ services offered by them.

Any effort on the part of bidder to influence bid evaluation process or award of contract may result in the rejection of the bid.

11.2.2 PART-A Technical Evaluation:

Detailed technical evaluation will include, scrutiny of minimum eligibility criteria (as mentioned in Annexure B) and technical information submitted as per technical bid format (Annexure C) and feed back. SBSC will seek or obtain or accept feedback, in any form, from the clients served by the bidders, for the technical evaluation

Bids meeting the eligibility criteria & having complied with the points of Technical Bid and attain minimum technical score shall be qualified for commercial bid opening & evaluation / Reverse Auction.

11.2.3 PART-B Commercial Evaluation:

Bidder should provide indicative price only.

The Commercial offer of only those Bidders, who are short-listed after technical evaluation, would be opened. The format for quoting commercial bid set out in **Annexure-E**. The commercial offer should consist of comprehensive Cost for the tendered work. Bidder must provide detailed cost breakdown, for each and every category mentioned in the commercial bid.

Note: The Bidders should ensure to follow the minimum wages (Central Govt.) Labour act, ESIC, EPF, Insurance and all statutory obligations, etc. while quoting the indicative price and final price in the reverse auction.

The price quoted should be inclusive of escalation on account of increase in cost during the contract period of initial one year and renewable at the same terms and contract period of another one year.

The successful vendor has to submit system generated GST tax invoice incorporating Bank's GSTIN number and vendor GST no. Manual GST invoices will not be accepted.

Any increase in minimum wages /VDA as per Central Govt Act, the same shall be reimbursed by Bank. Bonus as per Bonus act shall be reimbursed and therefore shall be not loaded in the commercial Bid.

11.2.4. Final Evaluation:

The online e-tendering will be conducted by M/s E-Procurement Technologies Ltd (ABC procure/auction Tiger), Ahmedabad.

12. Award & Signing of contract:

SBI will notify successful bidder who is finally selected in writing by letter in duplicate or email that their bid has been accepted. The Selected bidders must return the duplicate copy of the Bank letter within 7 working days duly Accepted, Stamped and Signed by Authorised official in token of acceptance.

The successful bidder shall be required to enter into a contract with the Bank, within 7 days of the award of the tender or within such extended period as may be decided by the Bank along with the letter of acceptance, BG and other terms and conditions as may be determined by the Bank to be necessary for the due performance of the work in accordance with the Bid and acceptance thereof.

Along with the letter of acceptance and the signed contract, the bidder must submit the **Performance Bank Guarantee (BG)** and comply with any other terms and conditions determined by the SBSC to be necessary for the due performance of the work.

A copy of Company board resolution or power of attorney showing that the signatory has been duly authorised to sign the tender or an authorization letter/ partnership deed for partnership firms or Letter of Authority for sole proprietorship entities, is to be submitted.

13. Subcontracting

As per scope of the TENDER, subcontracting is explicitly prohibited.

14. Cancellation of Contract

The Bank shall have the right to cancel the contract with the selected bidder at any time during the contract period, by giving a written notice of at least one (1) month, without assigning any reason.

15. Liquidating Damages

If the selected bidder or contractor fails to perform services in the technical specifications and scope of work with the requisite quality, minimum qualification of the manpower and within stipulated time schedule, the Bank shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent up to 5% of the monthly bill or actual damage, whichever is higher.

16. Statutory and other Regulations

The Contactor shall comply with all the statutory obligations of the Government of India / State Governments / Municipal Authorities and local authorities applicable and the Bank shall not be liable for any action under the statutes applicable due to non-fulfilment of statutory obligations by the Contractor.

17. Arbitration

In case of any dispute or difference arising out of or in connection with the successful bidder and the Bank the parties shall first endeavour to settle such disputes or differences amicably. If both the parties fail to reach such amicable settlement, all the disputes or differences shall be finally settled by arbitrator as provided herein.

In case of failure of such amicable settlement by the parties, either party may within 28 days of such a failure give a written notice to the other party requiring that all matters in dispute or difference be arbitrated upon. Such written notice shall specify the matters, which are in dispute, or differences, which require to be referred to the arbitrator. A single arbitrator should be appointed by both the parties jointly or in case of disagreement as regards appointment of a single arbitrator, both the parties shall appoint one arbitrator each and the two arbitrators so appointed shall appoint an umpire. The provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof and rules framed there under from time to time shall apply to such arbitrations.

In the event of the Arbitrator or any one of the arbitrators, as the case may be, dying, neglecting, refusing to act or resigning or being unable to act for any reason or the award being set aside by the Court for any reason, it shall be lawful for the parties to appoint another Arbitrator in the manner provided herein above.

The venue of arbitration shall be Hyderabad, India.

The Arbitrator or Arbitrators so appointed under this Schedule shall hold the arbitration proceedings.

The Arbitrator, Arbitrators or Umpire, as the case may be shall give reasoned award in respect of each item of disputes, which shall be final and binding on both the parties.

In case during the arbitration proceedings, the parties mutually settle, compromise or compound their dispute or difference, the reference to arbitration and the appointment of the Arbitrator or Arbitrators ,or Umpire , as the case may be , shall be deemed to have been revoked and the arbitration proceeding shall stand withdrawn or terminated with effect from the date on which the parties file a joint memorandum of settlement thereof with the Arbitrator or Arbitrators or the Umpire, as the case may be.

Governing Law: The contract shall be interpreted in accordance with the laws of the Government of India.

18.1 Inspection:

The Bank shall have the right to inspect duties being performed by the personnel, and the quality of materials used, to ensure that the Contractor is effectively carrying out the obligations under the Maintenance Contract. All questions relating to the performance of the obligations under the Maintenance Contract, and all the disputes and differences which shall arise either during or after the agreement period or other matters arising out of or relating to this agreement or payment to be made in pursuance thereof shall be decided by the Bank, whose decision shall be final, conclusive and binding on the Contractor.

The Bank may also require that the Contractor should get the quality and quantity of material used by him, and the jobs completed / executed by him, certified by an official of the Bank, before the bills related to those items/ jobs are paid by the Bank.

18.2. Powers to Vary or Omit Work

No alterations, amendments, omissions, additions, suspensions or variations of the work (hereinafter referred to as variation) under the contract shall be made by the successful bidder except as directed in writing by Bank. The Bank shall have full powers, subject to the provision herein after contained, from time to time during the execution of the contract, by notice in writing to instruct the successful bidder to make any variation and be bound by the same conditions as far as applicable as though the said variations occurred in the contract documents. If any suggested variations would, in the opinion of the finally selected bidder, if carried out, prevent him from fulfilling any of his obligations under the contract, the bank shall instruct the successful bidder to make such other modified variation without prejudice to the contract. The finally selected bidders shall carry out such variation and be bound by the same conditions as far as applicable as though the said variations occurred in the contract documents. If Bank confirms its instructions, the successful bidder's obligations shall be modified to such an extent as may be mutually agreed, if such variation is substantial and involves considerable extra cost. Any agreed difference in cost occasioned by such variation shall be added to or deducted from the contract price as the case may be.

In any case in which the successful bidders has received instructions from Bank as to the requirement of carrying out the altered or additional substituted work which either then or later on, will in the opinion of the finally selected bidders, involve a claim for additional payments, such additional payments shall be mutually agreed in line with the terms and conditions of the order.

If any change in the work is likely to result in reduction in cost, the parties shall agree in writing so as to the extent of change in contract price, before the finally selected bidder(s) proceeds with the change. In all the above cases, in the event of a disagreement as to the reasonableness of the said sum, the decision of Bank shall prevail.

18.3 <u>No Waiver of Bank Rights or Successful Bidder's Obligations</u>

Any indulgence, forbearance or waiver granted or shown by the Bank will not prejudices the rights of the Bank nor shall it relieve the successful bidder from carrying only his obligation under the contract.

19. Deduction from Monthly Costs

The Bank reserves right to delete or reduce any item or sanction of the bills before effecting payment in case any complaints regarding quality of services, inefficient service, non-adherence to agreed quality of materials or services have been received or noticed by the Committee comprising of four members specifically constituted for the purpose, without assigning any reason whatsoever and no claim will be entertained in this regard.

The Contractor shall reimburse the Bank all costs, charges, damages or expenses which the Bank may have paid, (which the contractor is obliged under this Maintenance Contract to pay) within 30 days upon written request of the Bank, failing which such costs, charges, damages or expenses including statutory payments, if any shall be deducted / recovered / set off by the Bank against the bills raised by the Contractor or from any money due or becoming due to the Contractor under the Maintenance Contract or may be recovered by action under law or otherwise from the Contractor or by invoking the Bank Guarantee furnished by the Contractor.

20. Period of Contract:

Initial period of the contract is 01 (one) year. After initial contract period of one year the contract may be renewed on the same terms and conditions for a further period of one year, at the sole discretion of the Bank.

21. Commencement Period:

The work must be commenced immediately an award of the contract in favour of the successful bidder. If the Contractor delays the commencement of the work for more than 7 days after award of the contract or such exceeded time as may be intimated to the successful bidder, the Bank will be at liberty to cancel the award of contract without giving any notice. Failure to commence the contract within the above period will lead to forfeiture of the EMD amount.

22. Manpower, Wages, etc.

- The contractor should ensure to comply with all the provisions of Labour Act / State/Central Govt. Acts or agreed procedures. The Contractor shall be solely responsible for compliance of provisions of Various labour and industrial laws and all statutory obligations such as minimum wages as per Central Govt. Rules, allowances, compensations, EPF, gratuity, Insurance, ESIC , etc. relating to personnel engaged by them. The Bank shall have no liability in this regard. In lieu of ESIC, minimum insurance coverage to be provided by the contractor to the house keeping staff. The insurance premia will be reimbursed by the Bank, subject to approval by the Bank.

- The Contractor should obtain necessary labour license form statutory authorities for deploying manpower.

- All personnel provided by the Contractor will be on the payrolls of the Contractor / Company and there will be no Employee and Employer relationship between the personnel engaged by the Contractor and the Bank.

- That the Contractor will not sub-contract or permit any other person to perform any of the work or services agreed to without prior written permission from the Bank.

- The Contractor shall ensure the availability of a reliever for weekly off and a substitute is provided if a person is absent. The Contractor should arrange for replacing his workmen to give weekly off to his workmen as per the labour rules.

- Contractor's personnel or their family members shall not be allowed to stay / reside at site.

- The Contractor shall not engage any child labour.

- The vendor should provide the uniforms to their employees.

- The documents related to submission of EPF, ESIC, salary paid, etc, to the respective statutory bodies has to be submitted along with next month bill to the SBSC for scrutiny.

- The contractor shall abide by "The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act-2013"

- **Telangana Labour Welfare Fund Act:** The Contractor should comply with the provisions of the **Telangana Labour Welfare Fund Act** meticulously, ensuring all required contributions and filings are completed.

23. <u>Safety, Security, etc.</u>

- That the Bank shall not be liable for any compensation in case of any fatal injury / death caused to any of the Contractor's employees while performing / discharging their duties/ visiting Bank's premises for inspection or otherwise. The contractor shall alone be fully responsible for safety and security & insurance or life insurance of their personnel who are engaged for maintenance work.

- In no case, safety norms shall be violated.

- The Contractor agrees that its personnel shall comply with security regulations in effect from time to time at Bank's premises. The Contractor alone shall be fully responsible for safety and security & insurance or life insurance of their personnel.

- The Contractor should issue valid Company identity cards to all their staff personnel who will be providing services under this contract.

- The Contractor shall provide and ensure that the personnel engaged by them wear proper uniform, protection gears like helmets, safety shoes, hand gloves, fully body safety belts, ladders, etc.

- The Contractor shall ensure to get the police verification for all the manpower deployed by them and the contractor should ensure that the manpower deputed should bear good character and conduct.

- The contractor shall be responsible for the good conduct and performance on the part of his personnel and the contractor shall be deemed, for all legal and contractual purposes, the employer of the said personnel engaged by him and such persons shall not have any claim for employment in the Bank in whatsoever and howsoever manner or in any connection therewith against Bank now or at a future date. The contractor will at the request of the authorised officer of the Bank / Establishment will remove from the work place any person engaged by him for the services, who may be unsuitable or incompetent or whose conduct is not trustworthy or who misbehaves and / or is not courteous , polite with the employees of the Bank or it's customers. The contractor should undertake to thoroughly verify the antecedents, addresses, qualifications, character, family background and technical qualification etc of its personnel.

- The Contractor shall ensure that necessary tools and equipment are always available for the purpose of attending repairs on emergency basis.

- The Supervisor, Gardener(s) and other helpers shall be available and report to the concerned official every day.

- All Contractor personnel will be subjected to physical checking while coming and leaving the premises. The contractor should maintain a register of its personnel who carry out the work and such register shall be kept open for inspection by the Bank as and when required.

- The contractor is required to maintain First Aid kits for use whenever it becomes necessary.

24. <u>Payment Terms:</u>

- Payment of wages/EPF/ESI etc to all the workers engaged by the contractor should be through an Account maintained with any Scheduled Commercial Bank which should be verified by an officer of the Bank and evidence of which should be submitted to the Bank. The payment to be made before 07th of the month.
- The performance of the contractor shall be monitored by the committee based on the feedback from the participants/guests/executives on quarterly basis.

25. Termination of the Contract

The Bank reserves the right to terminate the agreement in case of breach of any terms and conditions of this agreement by the Contractor, with one-month notice. The Bank also reserves its right, to claim damages for such breaches and the decision of the bank in this regard shall be final. Bank can terminate the agreement if the services provided by the Contractor are found to be unsatisfactory. Delivery of the services and performance of the services shall be made by the contractor in accordance with the time schedule and other terms and conditions as specified in the TENDER. Any delay in performing the obligation/ defect in performance by the contractor may result in imposition of liquidated damages, invocation of Performance Bank Guarantee and /or termination of contract.

26. Force Majeure

Neither party shall be liable for delay in performing obligations if the delay or failure is due to any of the following force majeure i.e. Act of God or any Government Act, fire, earthquake, explosion, strikes/ Bandh, civil commotion or anything beyond the control of either party. The party shall make all reasonable endeavours to minimize any such delay.

27. Governing Language

The contract and all correspondence / communications and other documents pertaining to the Contract, shall be written in English.

28. Signing of agreement of annual contract for development / improvement / maintenance of garden / lawns / landscape services

This tender document shall be the basis for the abovementioned Gardening related Contract to be entered into with the successful bidder and the offer shall be strictly in line with the terms specified herein. No deviation from the terms and conditions specified shall be acceptable. For this purpose, the tenderer shall submit all the documents as specified in this tender duly signed and stamped on each page as a token of acceptance.

29. **Income Tax & GST :** Tax will be deducted on the gross amount of the monthly bill at the rates notified under Income Tax Act, 1961 and CGST Act 2017 from time to time by Govt. of India.

30. Insurance Requirements (CAR Policy)

The Contractor must obtain a necessary **CAR (Contractor's All Risk) Policy** for all employees who are engaged for maintenance works. This policy must cover **Safety & Security** of the personnel.

Third-Party Insurance to cover any accidental liability or damage to property/persons during the execution of the work.

SCHEDULE- I

DESCRIPTION OF THE ESTABLISHMENT & SCOPE OF WORK

Development / improvement / Maintenance of Garden / Lawns / Landscape in the entire premises spread in the entire 16.5 acres of State Bank Staff College, (SBSC) campus, Begumpet road, Hyderabad including maintenance of Gardens in 30 residential quarters.

1. **JOB DESCRIPTION – DEVELOPMENT / IMPROVEMENT / MAINTENANCE OF GARDEN / LAWNS / LANDSCAPE**

1.1 Development / improvement / Maintenance of Garden / Lawns / Landscape spread in the entire 16.5acres of State Bank Staff College campus including undeveloped area adjacent to walkways.

1.2 Entire Horticulture works shall be carried out during the working hours. The contractor shall also deploy manpower in shifts for watering in summer season as well as at times as and when required and directed by the Bank.

1.3 The contractor shall keep at site well versed and experienced Malis / Supervisor to perform the activities and also co-ordinate with the officials of the College as per instruction of Bank.

2.**NATURE OF WORK**

1. Daily watering
2. Weed removing
3. Trimming & pruning
4. Soil mulching
5. Lawn moving
6. Hedges cutting etc.
7. Shrubs cutting
8. Cleaning garden areas
9. Applying fertilizer or compost manure every alternate month or as and when required and advised by the authorities of the College
10. Applying pesticides like insecticide, herbicide and fungicide every alternate month or as and when required and advised by the authorities of the College
11. Maintenance of Vermi Compost pits
12. Conversion of all fallen leaves into vermicompost or conversion into compost and Disposal of dried branches / fallen trees out of College campus.
13. Development of undeveloped area with green coverage.
14. Maintaining the compost machine and segregation of the waste generated.
15. Disposal of waste generated.
16. Any Other works related to Gardening.

3. REPLACEMENT GUARANTY

a) Any plant or shrubs or Ground covers dried / died due to any reasons, will be replaced with the items with same species immediately. (Size of plant may vary as per availability) by the Contractor.
b) Replacement of aged/degraded hedges with fresh plantation with suitable species.

4. OTHER MISCELLANEOUS WORKS

Development / improvement / Maintenance of Garden / Lawns / Landscape in the entire premises spread in the entire 16.5acres of State Bank Staff College (SBSC), Hyderabad campus (as per direction of the Bank with labor, materials, tools, implements & plants).

a) Lawns

Forking the ground, cutting the grass, top dressing, watering, de-weeding, light rolling, moving with lawn movers, manuring with okhla manure, compost, chemical fertilizer including renovating dried patches, applying anti termite chemicals, insecticides, etc. all complete at the scope of the Contractor.

b) Garden, Seasonal Flower plants, Beds and Nursery:

Tilling the ground, rotation of soil, removing and disposal of weeds and wild growth, top dressing, watering, cutting, pruning, removing of fallen / old leaves and unwanted growth, seed sowing of approved quality and species, growing, seedling, transplantation of seedlings to various beds, nurturing and growing flowers and leaves, grafting, manuring with dump manure, compost, chemical fertilizers, applying anti-termite chemicals, insecticides, supporting the growing plants with split bamboo supports, providing temporary sheds over the sensitive plants, all as per approved samples, dosage and quality complete.

c) Shrubs, Trees, Ground Covers, Shade loving plants / Foliges and Creepers:

Hoeing the ground, removing and disposal of weeds/wild growth from the surroundings, watering, cutting, pruning, removing dead / old leaves and unwanted growth, measuring, applying anti-termite chemicals and insecticides, fumigating as and when required, replacing worn-out creepers supports, renovating barren strips of hedges, shrubbery etc. all complete.

SCHEDULE II

Special conditions of the Contract

1) Development / improvement / Maintenance of Garden / Lawns / Landscape in the entire premises spread in the entire 16.5acres of State Bank Staff College, Hyderabad, Begumpet road, including maintenance of gardens in 30 residential quarters - shall be for the entire premises occupied by State Bank Staff College, Begumpet, Hyderabad

2) The Contractor shall engage required employees including supervisors for Development / improvement / Maintenance of Garden / Lawns / Landscape in the entire premises spread in the entire 16.5acres of State Bank Staff College, Begumpet road, Hyderabad including maintenance of gardens in 30 residential quarters. The Supervisor preferably a Diploma Holder in Agriculture / Horticulture.

3) The Contractor will be responsible to attend to all complaints/ requirements within the purview of the contract. The Contractor must take up the works as suggested by the Garden Monitoring Committee / AGM(Admin)/ CM (Estates). The Contractor will be solely responsible for the safety and welfare of the workers employed by the Contractor in the College premises.

4) The Contractor shall engage sufficient number of trained employees for the Development / improvement / Maintenance of Garden / Lawns / Landscape in the entire premises spread in the entire 16.5acres of State Bank Staff College, Begumpet road, Hyderabad including maintenance of gardens in 30 residential quarters. The Contractor shall ensure that they observe cleanliness and wear neat and clean uniforms with plastic Name Badges, identity cards with photographs and that they are courteous, polite and prompt while rendering efficient service in their respective areas. The Contractor shall have full control over the employees engaged by him. The Contractor shall give necessary guidance and directions to his employees to carry out the jobs assigned to them by the Contractor. The Contractor shall also be responsible for the payment of their wages and other statutory dues to his employees, to which they are entitled under the applicable laws. All liabilities arising out of violation of local laws and / or central laws shall be the responsibility of the Contractor. He will on the request of Assistant General Manager (Administration) / Director, immediately remove from the work any person(s) / employee(s) who may, in the opinion of the College are unsuitable or incompetent or who may misconduct himself and such a person shall not be again employed or allowed in the work / campus without the permission of the Assistant General Manager (Administration).

5) It will be the Contractor's responsibility to ensure that the obligations under the Development / improvement / Maintenance of Garden / Lawns / Landscape in the entire premises spread in the entire 16.5acres of State Bank Staff College, Begumpet road, Hyderabad including maintenance of gardens in 30 residential quarters are duly performed and observed. The Contractor shall also designate supervisor(s) by name who will personally check the working of the Contractor's staff every day. The Contractor shall forward the Daily Report register every day to the Chief Manager (Estate).

6) The Contractor shall be responsible for any loss due to theft / pilferage of / damage to the Bank's property, including any portion of the building under the Contractor's occupation, or the fittings, fixtures, furniture or other equipments entrusted in his charge, or any property belonging to the trainees / guests, when such loss / damage is, in the Bank's opinion, caused due to negligence or carelessness or any fault on Contractor's part or that of his representative or any of his employee, he shall be liable to pay to the College such amount in respect of such damage as may be assessed by the Assistant General Manager (Admin) or any other officer authorised in this regard. Accordingly, the Contractor shall ensure that the character and antecedents of the personnel to be engaged has been verified through the appropriate authority and they have unblemished past records.

7) The Contractor shall not permit the Administrative Block or the Hostel Block or any portion thereof or any other area in the College campus to be used for residential purpose by him and / or any of his employees.

8) All consumable material viz., Fertiliser, Pesticides, tools and equipment required for day-to-day Development / improvement / Maintenance of Garden / Lawns / Landscape in the entire premises spread in the entire 16.5acres of State Bank Staff College, Begumpet road, Hyderabad including maintenance of gardens in 30 residential quarters will be provided by the Bank and should be utilized by the staff of the Gardening vendor.

9) The Contractor shall be responsible for proper maintenance of all Registers, Records and Accounts as required under the applicable laws/ statutory provisions and or Rules/Regulations framed there under. The Contractor shall be responsible for maintaining record pertaining to payment of Wages Act and also for depositing the P.F. contributions, if required, with authorities concerned. Penalties, if any, imposed by the concerned authorities will be recovered from the payments to be made to the contractor.

10) The Contractor shall bind himself executors or administrators and shall indemnify and

hold harmless the Institute, in respect of this contract, including all claims, damages proceedings, Costs, charges and/or any expenses whatsoever which may be imposed, enforced or brought against the Institute or any of its Directors, Officers or Employees for reasons of or consequent upon any breach or default on the part of contractor or in respect of violation of any of the provisions of Law/Act/Rules or regulations having the force of law or under any award or decision by any competent tribunal, court or authority in respect of the workmen or any one employed' engaged by the Contractor in connection with this contract. This indemnity shall survive even after termination of the contract.

11) The Contractor shall be responsible for all the claims of his employees and the employees of the contractor shall not make any claim whatsoever against the Institute.

12) The Contractor shall engage fully trained and adequately experienced workmen, who are medically fit. They should be free from all infectious diseases

13) The contractor shall obtain adequate insurance policy/policies in respect of his workmen to be engaged for the work, towards meeting the liability of compensation arising out of death/injury/disablement at work etc. The contractor shall provide weekly off/holidays to his workmen as per applicable laws/ labour laws but it will be his responsibility to ensure uninterrupted services on all days. The insurance premium will be reimbursed by the Bank.

14) Development / improvement / Maintenance of Garden / Lawns / Landscape in the entire premises spread in the entire 16.5acres of State Bank Staff College, Begumpet road, Hyderabad including maintenance of gardens in 30 residential quarters services are to be done in such timings that the working of Institute is not disturbed in any way

15) The contract shall be terminated by efflux of time or earlier, by one month's notice at the option of the institute. The Contractor shall have the option to terminate the agreement after giving three months' notice to the institute of such termination. If during the currency of the contract, any Government notification prohibits employment of contract labour for Development / improvement / Maintenance of Garden / Lawns / Landscape in the entire premises spread in the entire 16.5acres of State Bank Staff College, Begumpet road, Hyderabad including maintenance of gardens in 30 residential quarters, the contract shall come to an end forthwith and no compensation shall be paid or payable to the Contractor. Besides, if the contract is terminated as stated above the Contractor shall be entitled to the payment for the work already performed up to the date of termination.

16) The Contractor shall undertake to bear all taxes, rates, charges, levies or claims whatsoever as may be imposed by the Central / State Government or Local Body or Authority.

17) In case the Contractor, or any of his employees, fails to fulfil his obligations for any day or any number of days, to the satisfaction of the institute, for any reason whatsoever, he shall pay by way of liquidated damages up to a sum of Rs.10,000/- (Rupees Ten Thousand Only), per day for the entire number of such days and the College shall without prejudice to its other rights and remedies, shall be entitled to deduct such damages from the money, if any, payable to the Contractor.

18) Contractor shall ensure that peace, order and decorum are maintained in the premises by the Contractor's employees. Any disturbance in the premises by the Contractor or his representatives / employees would render the termination of the contract without notice by the institute.

19) All questions relating to the performance of the obligations under this agreement and all the disputes and differences, which shall arise either during or after the agreement period or other matters arising out of or relating to this agreement or payment to be made in pursuance thereof, shall be referred to the Director, State Bank Staff College, Begumpet, Hyderabad whose decision shall be final, conclusive and binding on the parties to this agreement.

20) The Contractor shall bear all the costs and expenses in respect of all charges, including stamp duty, registration etc. of this agreement and/or any other documents/agreements, which are required to be executed.

21) The Contractor shall be paid at monthly intervals upon presenting his bill (s) and evidence of deposit of EPF / ESI / premium and actual payment of Bonus (if any), subject to imposition of penalty for defects / deficiencies as agreed.

22) The Contractor shall be provided by the Bank, the machinery required viz**.,** Motorised Saw, Brush cutter etc., along with other implements required for Development / improvement / Maintenance of Garden / Lawns / Landscape inthe entire premises spread in the entire 16.5acres of State Bank Staff College, (SBSC), Begumpet road, Hyderabad including maintenance of gardens in 30 residential quarters of the garden/lawn/landscape as per the conditions of the contract.

23) Bonus amount as per Bonus Act will be reimbursed and should not be loaded in the Commercial Bid.

24) Manpower requirement is indicative. It may vary upto plus or minus 20% of the estimated manpower given in this tender document.

25) The contractor shall ensure proper collection and eco-friendly disposal of garden waste, including dry leaves, branches, grass clippings and other horticultural waste generated during gardening operations, in compliance with applicable municipal and environmental regulations and their removal from SBSC campus at regular intervals, as decided by the institute. In case of non-compliance by the contractor, a penalty of Rs.2000/- per day beyond the specified date as advised by the Bank, will be imposed by the College.

26) SBSC is a No Smoking campus. Consumption, possession, or being under the influence of alcohol, narcotic drugs or any other banned/intoxicating substances within the Campus is strictly prohibited. Any employee of the vendor found violating this condition shall be immediately barred from entering the campus and the vendor shall arrange for a suitable replacement to avoid any disruption to the Gardening services.

27) **If multiple acceptable bidders quote the exact same price (often referred to as L1), the Bank will award the work order to the bidder with the highest technical evaluation score mentioned in the tender document.**

Schedule III

INDICATE OF LIST OF MATERIALS TO BE USED PER MONTH

S No	Description of the material	Approximate quantity required per month
01	Decomposed Farmyard Manure	1 unit (1 Tractor load) every month
02	Neem Cake	100 kgs per month
03	Cow Dung	1 unit (1 Tractor load) on quarterly basis
04	Complex Fertiliser 17:17:17	2 Bags per month
05	Plant protection chemicals ex., Monocrotophos, Bavistin, Anti termite chemicals (Chloropyriphos)	As per requirement
06	Red Soil	2 units (2 Tractors load) every month
07	Earth worms for Vermicompost Pits	As per requirement

The Contractor has to maintain the register for the above materials and the date of applying of fertilisers, chemicals, pesticides, fungisides, manures, compost, vermi compost, anti termite treatment amterials, etc. This register is to be submitted to the Chief Manager (Estates) along with the monthly bills.

TOOLS REQUIRED FOR GARDEN

No	Description	Quantity
1	Brooms	30No'sMonthly
2	Trimming cutters	3NO's
3	Handcutters/Axeetc	10+2
4	Lawn mower blades	3
5	Spraying Machine	1

Note: The tools, fertilizers, manure, soil etc., required for Gardening will be provided by SBSC.

Bid Covering Letter: To be submitted by the bidder along with Bid documents

To,

The Assistant General Manager (Admin),
State Bank Staff College,
6-3-1188, High Cliff,
Begumpet Road,
Hyderabad – 500016.
Telangana

Sir,

Our Bid for _____

We submit our Bid Document herewith. We understand that

1. You are not bound to accept the lowest or any bid received by you, and you may reject all or any bid without assigning any reason or giving any explanation whatsoever.
2. Bank may follow close or open bidding process as per requirement of the Bank.
3. If our Bid is accepted, we undertake to enter into and execute at our cost, when called upon by the purchaser to do so, a contract in the prescribed form.
4. If our Bid is accepted, we are to be jointly responsible for the due Performance of the contract.
5. Vendor means the bidder who is decided an declared so after examination of commercial bids.

II **CERTIFICATE:**

I/We read and understood all conditions and requirements of State Bank Stafff College, Begumpet Road, Hyderabad for providing Development / improvement / Maintenance of Garden / Lawns / Landscape in the entire premises spread in the entire 16.5acres of State Bank Staff College (SBSC) campus, Begumpet road, Hyderabad including maintenance of gardens in 30 residential quarters. services.

Yours faithfully,

For:

Signature:

Name:

Seal of Company

Annexure-'B'

2. Qualification criteria:

a) Bidders meeting the following criteria are eligible to submit their Bids along with supporting documents. If the Bid is not accompanied by all the required documents supporting eligibility criteria, the bid would be rejected:

ONLY GARDENING EXPERIENCE WILL BE CONSIDERED

SNo.	Eligibility Criteria	Documents to be submitted
1	The bidder must be a Firm / Proprietary / Company registered under Companies Act. With an experience of minimum 07 years in the field of Gardening and Maintenance Services anywhere in India, as on 31.03.2025.	In case of Proprietary concern, copy of the GST Registration certificate / In case of firms, Copy of the firm registration Certificate / In case of company, copy of certificate of incorporation issued by Registrar of Companies and full address of the registered office. GST registration certificates also to be provided for all the entities.
2	Handled minimum 3(**three**) single completed annual contracts for Development / improvement / Maintenance of Garden / Lawns / Landscape services in anywhere in India with each contract having value of not less than **Rs.31,61,000/- (Excluding Service tax/GST)** Or Handled minimum 2(**Two**) single completed annual contracts for Development / improvement / Maintenance of Garden / Lawns / Landscape services in anywhere in India with each contract having value of not less than **Rs. 39,51,0000/- (Excluding Service tax/GST)** Or Handled minimum 1(**one**) single annual contracts for Development / improvement / Maintenance of Garden / Lawns / Landscape services in anywhere in India with each contract having value of not less than **Rs. 63,22,000/- (Excluding Service tax/GST)/-**	Copy of the work order and work completion certificates issued by the Principal Employers specifying the below criteria's for the works carried out during the period from **1/04/2018 to 31/03/2025.** 1. Scope of work. 2. Contract value. 3. Area of the building. 4. No. of staff deployed by the contractor for the contract. 5. Period of the contract for completed. 6.Monthly payment Note: (i) Renewal of annual contracts shall be considered as a single contract. (contract value will be considered for maximum of 12 months) (ii) Copy of work/contract agreement to be enclosed.

3	The bidder should have a minimum average annual turnover of Rs**. 23,70,000/-** for the previous three years (as on 31-03-2025). Audited / Certified Balance Sheet (by Charted Accountant) Average Annual Turnover of 3 years of the firm shall not be less than 30% of the estimated cost for the project.	(i)Copy of the audited P&L Account and Balance Sheet duly Certified by the Charted Accountant including 3CA/3CD and auditor notes and accounts. (ii) Copies of returns submitted to the Tax authorities such as IT, GST, Service Tax etc. (iii) Any return submitted to the labour Commissioner.
5	Bidder should have Office at Twin cities (Secunderabad/Hyderabad) only. Or Should be able to open an office in Hyderabad within 2 months from date of award of contract.	Address Proof of the firm should be submitted.

The bidder should have (i) Valid labour licence under section 12(1) of then contract Labour regulation and Abolition) Act, 1970. (ii) Registered with ESI, EPF, GST etc authorities and must be in possession of Permanent Account No (PAN).

A copy of the Documentary evidence must be furnished against each of the above criteria along with an index. All documents must be signed by the authorised signatory of the bidder. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be highlighted.

Signature

Seal of Company

Annexure –C.

TECHNICAL BID EVALUATION (MATRIX)
Evaluation Information

The bidder should fill the table below and submit documentary evidence for all the particulars mentioned hereunder:

TECHNCIAL BID EVALUATION

Sr. No.	Particulars	Marks	To be filled up by the Bank	Documents attached [Yes/No]. If Yes, state the nature of documents(s).
1	Average annual turnover of the Company as per Audited Balance Sheets as on 31st March 2023, 2024 and 2025.			
	>2.00 crores	**10**		
	>1.00 crores but <=2.00 crores	8		
	>0.50 crores but <=to 1.00 crores	6		
	>0.24 crores but <=0.50 crores	4		
2	Area in square feet serviced in any single organization for Development / improvement / Maintenance of Garden / Lawns / Landscape services contract in commercial/ Govt / PSUs located anywhere in India between **01/04/2018 to 31/03/2025**.			
	>0.50 lac sq.ft.	**10**		
	>0.10lac sq.ft. but <=0.50 lac sq.ft.	8		
	>0.04 lac sq.ft but <=0.10 lac sq.ft.	6		
3	No. of Employees on payroll in Development / improvement / Maintenance of Garden/Lawns/Landscape as on **31/03/2026.**			
	> 100	**10**		
	>50 but <=75	8		
	>25 but <=50	6		
	<=25	4		

4	Number of years of experience in Development / improvement / Maintenance of Garden / Lawns / Landscape services			
	>=10	**10**		
	>=7 but <10 years	8		
5	Latest ISO Certification			
	Available	**2**		
	Not Available	0		
6	Whether the Bidder had provided services in			
	Govt./PSU +Private	**5**		
	Govt./PSU	3		
	Private Only	2		
7	Constitution			
	Public Ltd.	**5**		
	Private Ltd.	4		
	Partnership	3		
	Others	2		
8	Value of single largest annual contract in the past seven years in Development / improvement / Maintenance of Garden / Lawns / Landscape services in Commercial/ Govt / PSUs located at anywhere in India.			
	>1.00 Cr	**5**		
	>0.5Cr but <=1.00Cr	4		
	<=0.5 Cr	3		
9	Complaint registration and response			
	(a)Online (electronic, web-based)system available with the Contractor	**3**		
	(b)Manual system available with the Contractor	1		
	(c) No system used by the Contractor	0		
	TOTAL MARKS	**60**		

Maximum Score for Technical Bid Evaluation: 60 marks
Minimum marks required for qualifying in the Technical Bid Evaluation: 36 Marks

The bidder has to obtain minimum qualification marks in the technical bid evaluation (matrix) for opening the price bid.

Annexure – D

BIDDER DETAILS

Details of the Bidder

1. Name
2. Date of Incorporation and / or commencement of business
3. Certificate of incorporation
4. Brief description of the Bidder including details of its main line business
5. Company website URL, if any
6. Particulars of the Authorised Signatory of the Bidder
    a. Name
    b. Designation
    c. Address
    d. Phone number (Landline)
    e. Mobile Number
    f. Fax Number
    g. Email Address

Signature

Seal of Company

STATE BANK STAFF COLLEGE, HYDERABAD

PART- B

COMMERCIAL PRICE BID

ANNUAL CONTRACT FOR DEVELOPMENT / IMPROVEMENT / MAINTENANCE OF GARDEN / LAWNS / LANDSCAPE.SERVICES AT STATE BANK STAFF COLLEGE, (SBSC) CAMPUS, BEGUMPET ROAD, HYDERABAD

The Assistant General Manager, (Admin),
State Bank Staff College,
6-3-1188, High Cliff, Begumpet Road,
Green Lands, Hyderabad – 500016.
Telangana.
040-23406725.

Annexure – E

COMMERCIAL PRICE BID

The Assistant General Manager, (Admin),
State Bank Staff College,
6-3-1188, High Cliff, Begumpet Road,
Green Lands, Hyderabad – 500016.
Telangana.
040-23406725.

Sir,

COMMERCIAL PRICE BID:
TENDER FOR PROVIDING GARDENING & MAINTENANCE CONTRACT

NAME OF THE WORK: Development / Improvement / Maintenance Of Garden / Lawns / Landscape In The Entire 16.5acres Of State Bank Staff College (SBSC) Campus, Begumpet Road, Hyderabad Including Maintenance Of Gardens In 30 Residential Quarters.

A	Cost for Manpower requirement	22 persons	monthly	Minimum wages shall be paid by the prevailing rates as fixed by the Govt. of India from time to time by the contractor and claim the same as reimbursement.
B	Cost of the Materials		monthly	Will be provided by the Bank.
C	Misc expenses , if any		Monthly	Will be provided by the Bank.
	Total Cost of for one month		(A+B+C)	
Total In words				

NOTE:
The successful vendor has to submit system generated GST tax invoice incorporating Bank's GSTIN number and vendor GST number while submitting the monthly bills. Manual GST invoices will not be accepted.

Bonus amount as per Bonus Act will be reimbursed by the Bank and should not be loaded in the Commercial Bid.

2. Manpower requirement is indicative. It may vary plus or minus 20% on the proposed number of the estimated manpower given in this document.

3. **If multiple acceptable bidders quote the exact same price (often referred to as L1), the Bank will award the work order to the bidder with the highest Technical Evaluation score.**

Dated this _____ day of _____2026

For and on behalf of _____

(With seal)

Signature_____

Name_____

Designation:_____

BID PRICE ESTIMATION CALCULATION (SAMPLE)

TENDER NO.SBSC/HYD/ADMIN/2026-27/05, Dated: 15.07.2026					
COMPREHENSIVE ANNUAL CONTRACT FOR GARDENING & MAINTENANCE SERVICES AT STATE BANK STAFF COLLEGE , BEGUMPET, HYDERABAD,					
PRICE BID					
S NO.	**DESCRIPTION OF WORK**	**QUANTITY**	**UNIT**	**RATE (Rs.)**	**AMOUNT (Rs.)**
	Providing Services for Development / Improvement / Maintenance Of Garden / Lawns / Landscape In The Entire 16.5acres Of State Bank Staff College (SBSC) Campus,				
1	**Manpower Cost (Schedule -1)**	1	MONTH	6,37,777.58	637777.58
2					
3			**Cost per Month**		**637777.58**
4	**Service charges as per the scope of work***		MONTH	**6,37,777.58**	**0.00**
5		**Total cost per month Excluding GST(Sl.no3+ sl.no.4)**			**637777.58**
6		**Total cost per12 months Excluding GST (sl.no. 5*12)**			**7653330.96**
	NEED TO BE QUOTED				
	***Minimum percentage: 3.26% (excluding GST) (Bids quoted less than 3.26% will be rejected)**				

Schedule-1					
Manpower Requirement and Cost Breakup					
Nos	**Category**	**Manpower Required**	**Min. Wages Per Worker Per Day Considered As Per**		
			Basic	**No of days**	**Total of BASIC+DA**
1	**2**	**4**	**5**	**6**	**(7)=(4 x 5x 6)**
1	Sweeper (Man/woman) **(Unskilled)**	22	827.00	30.00	5,45,820.00
2	Semi skilled	0	918.00	30.00	-
3	Supervisors **(Skilled)**	0	1,008.00	30.00	-
4	**High Skilled**	1	1,094.00	26.00	28,444.00
5		**23**	Total wages for 30 Days		5,74,264.00
6	EPF @13% on 23 nos x 15000 x 13%	13.00%	23*15000=	3,45,000.00	44,850.00
7	ESI @3.25% on Sl.no. (5)	3.25%		5,74,264.00	18,663.58
	TOTAL		**TOTAL COST Schedule-1 (in Rs.)**		**6,37,778**

Annexure- F

Format for Performance Guarantee

BANK GUARANTEE

To,

AGM(Admin), State Bank Staff College,
Begumpet Road,
Hyderabad – 500 016

(Hereinafter referred to as "SBI/you")

Whereas consequent to your Request For Proposal (RPF) dated _____ you have awarded the contract vide letter No._____ dated _____ to M/s _____ having its Corporate Office at _____ (hereinafter referred to as "the Contractor") to provide services of _____. Whereas as per the payment terms of the said RFP the Contractor has to submit a Bank Guarantee from a any scheduled commercial bank, other than SBI in favour of you.

And whereas, we, _____ Bank, having our branch office at _____ (hereinafter referred to as "the Guarantor") on the request of the Contractor hereby expressly and unreservedly undertaken and Guarantee to pay to you, a sum not exceeding Rs._____ /- (Rupees _____ only) , in the event of any breach by the Contractor of the obligations under the contract , or reasons attributable to the Contractor on account of the same. This Guarantee shall be limited to an amount not exceeding Rs._____/- (Rupees_____ only). You may raise a demand on us in writing stating the amount claimed under the Guarantee and on receipt of your claim in writing, without any demur, protect or contest and without any reference to the Contractor, we the Guarantor shall make the payment under this Guarantee to SBI within 24 hours of receipt of written claim / demand.

We the Guarantor, further confirm that a mere letter from the SBI that there has been a breach by the Contractor of its obligations or there are sufficient reasons for invoking this Guarantee, shall without any other or further proof be final conclusive and binding on the Guarantor.

We shall not be discharged or released from this undertaking and the Guarantee by any arrangement, variation, violation between you and the Contractor, indulgence to Contractor by you with or without our consent or knowledge and this Guarantee shall be in addition to any other Guarantee or security you possess against the Contractor.

This Guarantee shall be a continuing Guarantee and shall not be discharged by any change in the constitution of the Bank, Guarantor or the Contractor. It is further guaranteed that the payment under this Guarantee shall be made by us on receipt of your written demand as aforesaid making reference to this Guarantee.

Notwithstanding anything contained herein above, our liability under this Guarantee is restricted to Rs_____/- (Rupees_____ Only).

This Guarantee shall remain in full force and effect for a period of _____ months up to _____ unless a claim under this Guarantee is made against us within one month from that date i.e. on or before _____, all your rights under this Guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.

Thereafter, our Guarantee shall be considered as null and void whether returned to ourselves or not.

Date:

For_____
(Branch and Bank)

Place: