NIT NO	SBSC/HYD/ADMIN/2026-27/04
DATE	15.07.2026

STATE BANK STAFF COLLEGE

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

COMPREHENSIVE ANNUAL CONTRACT FOR HOUSE KEEPING & MAINTENANCE SERVICES AT STATE BANK STAFF COLLEGE (SBSC) CAMPUS, BEGUMPET ROAD, HYDERABAD

The Assistant General Manager (Admin),
SBSC, High Cliff, Begumpet,
6-3-1188, High Cliff, Begumpet Road,
Greenlands, Hyderabad, 500016
Telangana.
040-23406725

Tender Reference No:SBSC/HYD/ADMIN/2026-27/04 Date: 15.07.2026

NOTICE INVITING TENDER (NIT)

Online E-Tenders are invited for **COMPREHENSIVE ANNUAL CONTRACT FOR HOUSE KEEPING & MAINTENANCE SERVICES AT STATE BANK STAFF COLLEGE (SBSC) CAMPUS, 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 on the Bank's website and etender portal. No individual communication shall be provided to the Bidder. Bidders are required to visit the website and etender portal regularly for any updates regarding this tender.
3.	Last date and time for submission of online e-tender.	Date: 04/08/2026, 3.00 PM at https://etender.sbi
4.	EMD amount to be submitted: (1% of the Total Estimated Cost)	Rs.3,45,200/- 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 is Exempted for the agencies registered under NSIC / 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 complain to the Govt. to blacklist 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 representatives 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, High Cliff, 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, Hyderabad. email: agmadmin.sbsc@sbi.co.in Ph: 040-23406725, 040-23403601, 040- 23423130.
9.	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 the Bidder's representatives.

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.	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 and Alternate Contact number.
12.	Agency for arranging online bidding	e-Procurement technologies Limited, Ahmedabad. Contact Number: +91-7859800624, Email: sales@procuretiger.com

2. Purpose:

Annual Maintenance Contract for services such as Housekeeping, plumbing, carpentry, electrification, pest control including rodent treatment 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 SBI are invited to submit their technical and commercial proposal in response to this Tender. The criteria andthe actual process of evaluation and subsequent selection of the final successful bidder will beentirely at Bank's discretion. We seek proposal from Bidders who have the necessary experience, capability & expertise to provide Maintenance and Housekeeping services adhering to Bank's requirement outlined in this Tender.

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

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

4. Eligibility 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 whatso8evershall arise from the TENDER process until a formal contract is signed and executed by duly authorised officers of the Bank with the selected Bidder.

Bank reserves the right to accept or reject any Bid/ offer received in part or in full, and tocancel 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 favor 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 / incorrectat 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 of the contract 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 nonperformance 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:

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.

Content of Bidding Document

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

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.

Clarifications & Amendments:

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.

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 tender document).

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

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 visit the website till the last date of submission and comply with updates/Corrigendum (if any).

9. Bidding Process:

The bids shall be uploaded directly on the portal of 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 a 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, if applicable, 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. SBSC will seek feedback, in any form, from the clients served by the bidders, for the technical evaluation.

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

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

10. Preparation and Submission of Bids:

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

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

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 of Proprietor/Partners/Company, as applicable. Bank may ask for additional KYC documents, if required.

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

Bid prices:

The price quoted should be inclusive of escalation on account of increase in the 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. while submitting the monthly bills for reimbursement.

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.

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.

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.

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.

Bid Integrity:

Willful 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.

Format and Signing of Bid

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

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 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.

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

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 nextworking 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.

Bid Currency:

Prices shall be expressed in Indian Rupees only.

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.

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:

Opening of Technical Bid : All the Bids will be opened at the date, time & location 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.

Evaluation process

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 non conformity 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.

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 feedback. 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.

PART-B Commercial Evaluation:

Bidder should provide indicative price only.

The Commercial offers 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 categories mentioned in the commercial bid.

Note: The Bidders should ensure to follow the minimum wages (Central Govt.) Labour Act, ESIC, EPF 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 any 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. while submitting monthly bills for reimbursement. 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.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 bidder has to 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.Sub-contracting

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 Contractor or selected bidder 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 endeavor 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 incase 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 anumpire. 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, to ensure that the Contractor is effectively carrying out the obligations under the Housekeeping and Maintenance Contract. All questions relating to the performance of the obligations under the Housekeeping and 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 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 bidders, is 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 No Waiver of Bank Rights or Successful Bidder's Obligations

Any indulgence, forbearance or waiver granted or shown by the Bank will not prejudice 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 services have been received or noticed by Authorised Official of 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 discretion of the Bank.

21.Commencement Period:

The work has to be commenced immediately after 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 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 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 not engage any child labour.

- 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.Safety, Security, etc.

- 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, Plumber, Carpenter, Electrician and other technicians shall be available and report to the concerned officers 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.Payment Terms:

- 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 witnessed by an officer of the Bank and evidences 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 participants/guests/executives on quarterly basis.

25.Termination of the Contract

Bank reserves the right to terminate the agreement in case of breach of anyterms and conditions of this agreement by the Contractor, with one month notice. Bank also reserves its right, to claim damages for such breaches and the decisionof 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 failureis 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 endeavors to minimize any such delay.

27.Governing Language

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

28.Signing of Agreement of Maintenance Contract

This tender document shall be the basis for the Housekeeping and Maintenance Service Contract to be entered into with the successful tenderer and the offer shall be strictly in line with the terms specified herein. No deviation from the terms and conditions specified shall beacceptable. 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

i. Housekeeping and maintenance services including electro-mechanical maintenance in all buildings in the entire premises in the 16.5 acres at State Bank Staff College (SBSC) campus, Begumpet road, Hyderabad including basements and roads and up to 15 feet outside the complex.

ii. Plumbing, carpentry, electrical, works in entire campus including daily cleaning of all the toilets in 30 residential flats and sweeping, mopping common areas in the residential flats in the Campus, Hyderabad.

iii. Maintenance of Pantry and housekeeping of Hostels and Guest House at College

iv. Maintenance of Gymnasium, Clinic, Auditorium, Conference Hall, All Lecture Halls.

SCHEDULE II

HOUSEKEEPING & MAINTENANCE SCHEDULE II
GENERAL DETAILS & CONDITIONS FOR JOB WORKS

01	**Sweeping & Mopping** All Hostel Rooms, All Guest Rooms, All Rooms in Administrative wing. All Lecture Halls Library CLC, Clinic, Liaison Dept, AV Hall, Conference Hall, Godavari (Integrated Facility Block), Auditorium and any other building / area as advised by State Bank Staff College (SBSC)
02	**Linen change in Hostel & Guest Rooms** Linen change in all Hostel Rooms and Guest Rooms twice in a week or earlier as & when required.
03	**Arranging the Lecture Halls, Conference Halls, AV Hall, Auditorium, etc., as per the seating arrangement given by the Estate Department / Faculty**
04	Inspection of all sites / installations / buildings / electrical wiring and UPS Systems / drain pipes / manholes / compound wall / calling bells / clocks on daily basis for preventive maintenance. The work including removing blockage of drain pipelines with help of GHMC (Greater Hyderabad Municipal Corporation), if required and liaison with GHMC in case of clearing the blockage of drain pipelines. Any such expenses incurred for this purpose, is to be included in the maintenance contract.
05	Faulty parts and equipment including all electrical and plumbing consumables like tube lights, bulbs, chokes / starters are to be replaced by the Contractor without charging anything extra towards labour charges. However, the items will be provided by the State Bank Staff College (SBSC), Hyderabad.
06	All the electricians etc., required for efficient operation of the Sub-Station shall be qualified and experienced in operating the Sub-Station / transformer / other points / generators and allied works, as per Indian Electricity Rules.
07	Cleaning of water Jugs / glasses/ trays with Vim/Pril liquid cleaner and refilling to be done by the contract labour at all the hostel rooms/ guest rooms/ rooms in the SBSC including conference Halls and other places wherever and whenever required.
08	Electricity and plumbing works should be carried out only by competent and **licensed electricians and experienced plumber** of the Contractor. All electrical and plumbing consumables like tube lights, bulbs, chokes / starters will be supplied by State Bank Staff College (SBSC).
09	All Cleaning materials of reputed brands will be supplied by the Bank.
10	All toiletries like hand washing soap, tissue paper at all the toilets of all the buildings will be supplied by the Bank.
11	The Contractor shall arrange for & ensure daily cleaning and other services for the entire complex as specified in the description of the property. Even if a room or any other area is not being used, dusting / cleaning would be done as per schedule.
12	The Contractor will arrange for providing the towels / napkins wherever required twice a week or earlier if required. Towels / Napkins etc. will be supplied by the Bank.
13	The Contractor shall ensure opening and proper locking of all rooms in all the buildings and in case of any breakage, pilferage of any fixture and / or furniture, equipment, or other material etc. the responsibility shall be of the Contractor and the Contractor shall be liable to make good the loss.

14	The Contractor shall ensure that their employees 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 / or dues to his employees, to which they are entitled underthe applicable laws. All liabilities arising out of violation of local laws and / or central laws shall be his responsibility. He will on the report of Assistant General Manager (Admin) immediately replace from the work any person(s) / contractor labour(s) who may, in the opinion of the Bank be unsuitable or incompetent or who may misconduct himself and such a person shall not be again deployed/ engage or allowed in the work / campus and provide a competent and suitable person.	
15	The Contractor shall carry out improvements as may be necessary for ensuring satisfactory service and shall take due notice of complaints made by the staff members and / or Assistant General Manager (Admin).	
16	In the event of shortage of water supply it will be Contractor's responsibility to ensure that arrangements are made for storage of water in sufficient quantity for drinking and toilet purposes: The Contractor will for this purpose ensure smooth working of the water pump, tube well and the Municipal Supply. The expenses incurred for such arrangement of water will be reimbursed by the Bank.	
17	i)	The Contractor shall be able to comply with all rules and regulations in respect of all the labour laws and statutory requirements, including fire safety regulations and other regulations, which are in vogue or will become applicable in future.
	ii)	The Contractor shall accept and bear full and exclusive liability for the payment of any or all taxes etc., now in force or hereafter imposed, increased and revised from time to time by the Central or State Government or by any other local authority with respect to provision of services or arising out of or in connection with wage, salaries, or other compensations paid or payable to persons employed by the Contractor.
	iii)	The Contractor shall fully comply with all the applicable laws, rules and regulations relating to P.F. Act including the payment of P.F. contributions,Payment of Bonus Act, Minimum Wages Act, Workmen's Compensation Act, ESI, CL(R&A) Act, Essential Commodities Act, Migrant Labour Act and' or such other Acts or Laws or regulations passed by the Central & State, Municipal and Local Government agency or authority, including T.D.S. as per I.T. Act, applicable from time to time.
	iv)	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 records pertaining to payment of Wages Act and also for depositing the P.F. contributions, ESI contribution 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.

	v)	The Contractor shall bind himself and shall indemnify and hold the State Bank Staff College (SBSC), Begumpet Hyderabad harmless, 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 State Bank Staff College (SBSC), Begumpet Road Hyderabad or any of its Officers or employees for reasons of or consequent upon any breach or default on the part of contract 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.
	vi)	The Contractor shall be responsible for all the claims of his employees and the employees of the Contractor shall not make and claim whatsoever against the SBI/ SBSC, Begumpet Road, Hyderabad. The Contractor's workmen will not have any right whatsoever to get absorbed in the State Bank of India.
	vii)	The Contractor shall engage fully trained and adequately experienced workmen, who are medically fit. They should be free from any infections.
	viii)	The Contractor shall obtain adequate insurance policy with minimum coverage / 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 to the Bank on all days. The insurance premia to be deducted from the salary account of the employees of the contractor. The insurance premium will be reimbursed by the Bank .
	ix)	House - keeping and maintenance services are to be done in such timings that the working of the State Bank Staff College (SBSC) is not disturbed in any way.
	x)	**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 house keeping services.**
	xi)	The contractor shall ensure proper collection, segregation, transportation, and disposal of all waste generated during housekeeping operations in accordance with applicable municipal and environmental regulations, and their removal from SBSC campus at regular intervals, as decided by the College. Waste collection, garbage pickup, collection of branches of fallen trees and their disposal should cover entire campus including residential area. SBSC will pay only Rs.20,000/- per month for expenses for disposal of the waste. Any expenses over and above should be borne by the contractor. In case of non-compliance by the contractor, a penalty of Rs.2000/- per day beyond the specified date, as advised by the Bank, shall be imposed by the College.

18	In case the Contractor, or any of his employees, fails to fulfill his obligations for any day or any number of days to the satisfaction of the Bank, for any reason whatsoever, the contractor shall pay by way of liquidated damages up to 5% of the monthly bill and the Bank 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.	
19	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.	
20	Maintenance of telephone lines including the instruments at State Bank Staff College (SBSC) campus. Maintain liaison with BSNL etc. Arrange for providing new lines along with broad - band connection and disconnection of telephone lines. The Telephone Technician should be either ITI qualified or have experience in telephone cabling / fault rectification with SSC qualification.	
21	Catching of street dogs/cats/snakes in the premises with help of GHMC within the maintenance contract.	
22	Arranging sound system and flexes at Bank's cost on special occasions.	
23	Maintaining liaison with Electricity Department (TSSPDCL)/HMWS &SW/GHMC for immediate resolution of any problem.	
24	The house keeping staff including Supervisors, skilled and unskilled employees shall be deployed in such a manner to ensure continuous service coverage throughout, without any disruption. The vendor should prepare and implement a staggered duty schedule based on the requirement of Bank.	
25	Shifting of furniture from one building to another building and from one floor to other floors (i.e. tables, chairs, storage units, cup boards, computer peripherals, electrical items, files etc.) in the Campus.	
26	Generator maintenance Transportation of the fuel from Fuel station to State Bank Staff College (SBSC) premises, ON/OFF DG sets, fuel filling of DG sets with maintenance of record.	
27	The Contractor's, rate shall remain firm throughout the contract period.	
28	Filling of Wax in Shoe Polishing Machines wherever they are kept	
29	Cleaning of Solar panel on all the buildings in the campus	
30	The following machineries will be provided by SBSC and to be placed at Campus under custody:	
	i)	Industrial Heavy Duty Wet & Dry Vacuum Cleaners.
	ii)	Shampooing Machine.
	iii)	Scrubber Machine.
	iv)	Jet Pressure Cleaning Machine.
	v)	Drilling machine for electrical / carpentry works.
	vi)	Electrical tools and Multi meter for voltage / current resistance.
	vii)	Meggar, crimping tools.
	viii)	Rat catching cages and other equipment's.
	ix)	Plumbing equipment's with emergency requirements.
	x)	Spraying Machine for pest control

31	The Contractor will be responsible to attend to all complaints / requirements within the purview of the contract. He will also be responsible to communicate immediately any complaint of sickness, mishap accident etc. to the Assistant General Manager (Admin). Complaint Register / Suggestion Register and First Aid Box to be provided by the State Bank of India, will be made available at the Reception Counter and in Estate Department.	
31	**(a)**	All the labourers of the Contractor should report for duty to the Contractor's Supervisor. All the labourers of the Contractor may be supplied with Id Card by the Contractor and photocopies of the Id cards should be handed over to us for identification and verification by Security guards at the time of entry. All the labourers of the Contractor should always wear the Identity card inside the complex.
	(b)	A system of checking the quality of services by the Contractor will be as under: i) Supervisor of the Contractor will visit all the sites at Campus with Chief Manager (Estate)/ Manager (Hospitality) / Deputy Manager(Estate) / Engineer (civil) once in a day at convenient time preferably in the evening and record their findings on a register (format to be prescribed), where Chief Manager (Estate) will also sign. ii) Supervisor of the Contractor will arrange to obtain a weekly certificate on a register regarding the Jobs done by his labours at all the sites. iii) Supervisor of the Contractor will also visit the pathways at Campus along with Chief Manager (Estate) / Engineer (Civil) and record their findings on the prescribed register on cleanliness of the open area in the campus area and daily completion of other contract works for all the sites. iv) The above registers will be maintained at the Estate department. As per records of the registers AGM (Admin) will arrange to impose penalty at the time of release of payment to the Contractor every month. Each deficiency should attract penalty of the 1day's, 1labour's cost, or 3.33% of the aggregate monthly contract value, to the minimum of Rs 5000/- per day.
32	**Responsibility of the Contractor.**	
	(a)	(i) Contractor must have a valid license under Shops & Establishment Act, 1988 (that regulates working conditions and employment conditions of the employees). The Registration certificate is issued by Labour Dept. of the State for a calendar year and it has to get reviewed by the Contractor every year. (ii) The Contractor shall arrange to obtain license from the appropriate authority under Contract Labour (R & A) Act Rules 1971 by applying a form IV on the basis of form V issued by the Premises & Estate Department. (iii) Contractor has to maintain Register for contract labour on Form 13 and submit ½ yearly returns to the ALC of labour / licensing officer. In case of default, the P.E. is held accountable and liable for prosecution. Every Contractor shall issue employment Card to his Labours form XIV within 3 days of employment.

		(iv) The Contractor has to pay the minimum wages (Central Government wages) to his employees and shall also pay ESI and PF contributions and comply with all rules and regulations. (v) The Contractor must maintain the following register: - a) Attendance Register on form XVI (16). b) Wages Register on form XVII (17) c) Leave Register. d) Overtime Register on form XXIII e) Register of fines on form XXI (21) f) Register of advances on form XXII (22) g) Register of deductions on account of damage or loss caused to the employees on form XX. h) Register for Contract employees on form 13 i) Contractor shall submit half yearly return before 30 days of completion of half year for the previous half year on form XXIV j) Register of overtime in form XXIII (23). k) Every Contractor shall issue a wage slip on form XXIX (29) his employee at last 1 day prior to disbursement of wages. l) All the records to be retained for a period of 3 calendar years. m) Contractor shall possess own ESI code number and remit of ESI contribution before 20th of every month and submit a copy of thechallan to the Estate Dept. n) Every Contractor shall maintain an Inspection book in which the Inspector visiting may record his remarks. The Inspection book shall be of 18 x 15 cms size bind book. The following particulars should be mentioned suitably in the book: - 1. Name and address of the establishment. 2. Registration No. 3. Name of employees. 4. Father's name. 5. Postal Address
	(b)	Contractor shall maintain the First Aid Box in the Establishment with the prescribed medicines.
	(c)	Telagana Labour Welfare Fund Act: The Act is applicable to all the employees who draw less than Rs.1600/- per annum, has to be compiled with by the Contractor, if applicable.
	(d)	The contractor shall abide by "The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act-2013"
	(e)	**PEST CONTROL & RODENT TREATMENT** The pest control of all Hostels buildings, Office Buildings, Residential houses, drainage for eradication of cockroaches, moths, spiders, fleas, houseflies, mosquitoes, rodents/reptiles etc. should be taken care twice in a month basis.

		Special high-quality Rodent Treatment will have to be undertaken by the contractor on an ongoing basis and monthly basis to protect the highly sensitive electronic machines / equipment's, computers, wires, servers and other equipment's that have been installed/ located in the premises, from rodents / bandicoots, as also to prevent rodents in the false ceiling areas. The pest control material should be of high quality approved by Pest Control of India. The Contractor should hire professionals who are authorised by Pest Control of India. The Contractor shall guarantee that after carrying out the high-quality Rodent Treatment, no damage would be caused to the Bank's equipment. In the event any damage is caused, the contractor shall be responsible for the losses caused and shall be required to make good the losses. If the contractor fails to carry out rodent control services effectively or if rodent infestation is observed due to inadequate or low-quality pest control measures, a penalty of Rs.1000/- shall be imposed for each instance for non-compliance without any notice as deemed appropriate by the Bank. Additionally, the specific job of pest control and rodent treatment may be removed from the scope of work of the contract, at the discretion of the Bank. Any reimbursement being given by the Bank to the Contractor for carrying out pest control and rodent treatment within the campus, will be stopped.

NOTE: All the above-mentioned scope of works are indicative and not exhaustive. Bank reserves the right to add / delete any work under the scope of work. However, the Contractor has to properly maintain the campus. In-case the contractor fails to perform any of the works in the tender documents to the satisfaction of the Bank and/or express inability to execute any work, the Bank will have the option to get the work done from a third party and the cost shall be recovered from the monthly bills of the contractor. In case of any negligent or intentional damage is observed on the part of contractor's staffs, the cost of such repair / replacement shall be recovered from the monthly bill of the contractor.

***Periodicity**

No	SPECIFIC DETAILS OF JOB WORKS	* D	* W	*M
1	Up keeping and sprucing of all internal common areas including lobbies, cabins, etc., forming part of the premises.	✓		
2	Cleaning of tables, chairs and other furniture in the cabins, rooms,common and public areas etc.,	✓		
3	Sweeping, mopping of hard surface of all the floors atleast 2 times a day.	✓		
4	Cleaning of ceiling, others wall fixture, including light fittings, portable fire extinguishers display boards, clock, water coolers,removal of cobwebs from ceilings and walls.		✓	
5	Cleaning waste baskets and removal of garbage from all the rooms /places in the buildings as well as premises.	✓		
6	Cleaning and maintenance of windowpanes, wire mesh on windows/ventilators/ skylights and compound walls.			✓
7	Cleaning of wall skirting.			✓
8	Cleaning of glass or other partition / screens, curtains, blinds.		✓	
9	Cleaning of switches, switch plates etc.		✓	
10	Cleaning and dusting of doors and cup boards	✓		
11	Cleaning of toilets / fittings in Lecture Halls, Admin Building at least 2 times a day.	✓		
12	Cleaning of all other general toilets at all the floors in all the buildings including Residential Buildings.	✓		
13	Cleaning of terrace, fans, and electrical fittings of all the buildings including Residential buildings			✓
14	Cleaning of overhead tanks, sumps of all buildings including residential buildings.			✓
15	Vacuum Cleaning of carpet / sofa sets / office chambers placed at the chambers/cabins of GM / DGMs / AGMs /Conference hall/ Board Room / Guest House .			✓
16	Floor scrubbing with machine			✓
17	Cleaning of water glasses/ water jugs, filing in fresh water at all the chambers/cabins/rooms at all the cabins/rooms in all the buildings/ hostel rooms, etc, providing mineral water bottles at Board room, chambers/cabins of GM/DGMs, Conference hall, and at other placeswhere ever required. The mineral water bottles will be supplied by the Bank.	✓		
18	Cleaning of decorative items on the walls / floors/ tables	✓		
19	Polishing of metal decorative items / metal surfaces			✓
20	Collecting and removal of garbage / rubbish out of the Bank's premises as per the GHMC jurisdiction.	✓		
21	Spraying of disinfectants etc., spreading of Vamicol colored cubes at all toilets.	✓		
22	Exterior Cleaning of Chajjas, fins, sun sheds, rooftops, window glasses (internal / external) of all buildings including residential quarters			✓

23	Shampooing of cushions, carpets, sofa sets, office chairs etc.			✓
24	Deodorants spraying – chambers/cabins of GM/DGMs/ Board Room/Conference hall all hostel rooms etc., & changing of hand towels etc.,	✓		
25	Switching on and off fans, lights, Acs including package units	✓		
26	To collect waste/ rubbish from each and every rooms and disposal to dumping ground.	✓		
27	Collecting / gathering wastes / dirt / plastic wastes/ fallen leaves and disposing the same at the dustbins / pits / dumping grounds and removing entire garbage from the Banks premises / campus and putting in the compost machine at SBSC campus	✓		
28	Change of indoor decorative plants in the pots at the places in all thebuildings.		✓	
29	Vacuum cleaning of racks, almirahs, books cases and the books/ files / paper / stationary.			✓
30	Changing the flowers in the flower vases, cleaning the potted plants in the Board Room/ chambers/cabins of GM DGMs/ Conference Room etc and any other place.	✓		
31	Cleaning of water coolers installed at all the buildings	✓		
32	Cleaning of Shoe Polishing Machines and filling with liquid shoeshiner in the machine	✓		
33	Cleaning of Toilets in Residential Quarters	✓		
34	Removing of Garbage from each quarter and putting in the compost machine at SBSC campus	✓		
35	Sweeping and mopping of common areas in residential area	✓		
36	Disposal of garbage from the Campus to outside GHMC garbage dumping area.		✓	
37	The nurses and receptionists will carry out their specified jobs, as advised by the Bank.			

D= Daily, W= Weekly, M=Monthly.

- The Contractor shall ensure the availability of a reliever for an employee on 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.

ELECTRICAL MAINTENANCE SCHEDULE

*Periodicity

No.	ELECTRICAL MAINTENANCE: DETAILS OF JOB WORKS	*D	* W	* M
37	Operation and maintenance and regular up-keep of lighting and allied electrical works, within the building/premises and residential quarters.	✓		
38	Operation and maintenance and upkeep of exhaust fans in the building/premises and residential quarters	✓		
39	Cleaning, dusting of electrical and telephone shafts, starters, pumps, panel boards, cable racks etc.			✓
40	Cleaning of mains, distribution boxes of each floor/building and checking up of all the electrical connections to all the gadgets including mikesystem, projector, video conference equipment, T.V etc.,		✓	
41	Maintenance and cleaning of all electrical fixtures and fans in all the buildings including residential quarters			✓
42	Changing of fused tubes and other items by collecting from Bank's stores and handing over the fused ones to the Estate Department.	✓		
43	Operation and maintenance and upkeep of street lighting, garden lightingand other outdoor electrification.	✓		
44	Operation and maintenance and upkeep of sump pumps, water pumps andstarters, including water sewerage plant and water treatment plant.	✓		
45	Cleaning and dusting of panel boards once in every 30 days.			✓
46	Liaison with TSSPDCL in case of power failures/routine maintenance/shutdown of power.			✓
47	Faulty parts and equipment are to be replaced by the Contractor without charging anything extra towards labour charges and the items required for repairs / rectification will be supplied by the Bank. However, if Contractor supplies the items the amount will be reimbursed to the Contractor, after the bill is certified by the Bank's Engineer.			✓
48	Replacing bulbs, tube lights etc. wherever / whenever required at Bank's cost in all the buildings including residential quarters.			✓
49	To clean and lubricate fans, exhaust fans, wherever / whenever required			✓
50	Operation and maintenance of Capacitor Banks to maintain the Power Factor unity.			✓
51	Cleaning the interior of all the lift cars	✓		
52	Switching off all the lights and fans in all the buildings soon after the employees / officials / participants leaves their seats / building /rooms/ premises.	✓		
53	Maintenance of telephone lines in the entire campus including instruments at residential quarters. Attending to the complaints both internal and external. Cleaning all the existing telephone instruments in the building and providing perfume tags.	✓		
54	Maintain liaison with service providers such as BSNL, vendors where ever and whenever required.	✓		
55	Arrange for providing new telephone lines /broad band connections and arrange for disconnection of lines in the all the buildings including residential quarters.	✓		
56	Providing of the PA systems / lighting in open air theatre or lawns whenever necessary. All the items provided by Bank			✓

- ✓ **Items shall be done as and when necessary**

***D= Daily, W= Weekly, M=Monthly.**

The following personnel who are skilled and qualified to be provided at any point of time during the day as per the work schedule, which are acceptable to Bank.

1. Qualified Electrician(s): Diploma /ITI with 3 years of experience in handling relevant works, which is acceptable to the Bank.
2. Skilled Plumber: 3 years of experience in handling relevant works.
3. Required unskilled labour : 1 year experience in handling Housekeeping works.
4. Qualified Supervisor: 12th Standard or ITI with 5 years of relevant experience in Supervising Housekeeping works.
5. Qualified Carpenter: 3 years of experience in handling relevant works.
6. Telephone Technician: 2 years of experience in operation and maintenance of Telephone lines / cabling.
7. Nurse: Qualified ANM with minimum 1-year experience.
8. Mason / Painter: Minimum 3 years' experience in the field
9. Receptionists: Bachelor's degree with fluency in Hindi, English, and Telugu.

The Qualification Certificates to be produced for verification and approval to the Bank.
The contractor has to provide the required manpower for carrying out all the works detailed in the work schedule within the time frame.

Materials uitilised in house keeping maintainence and services will be provided by the Bank.
Uniforms to Receptionits and Pantry boys in Guest House will also be provided by the Bank.

Annexure-A

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

To,

The Assistant General Manager (Admin),
SBSC, High Cliff, Begumpet,
6-3-1188, High Cliff, Begumpet Road ,
Greenlands, 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 and declared so after examination of commercial bids.

II **CERTIFICATE:**

I/We read and understood all conditions and requirements of State Bank Staff College (SBSC), Begumpet, Hyderabad for providing Housekeeping & maintenance 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 documentssupporting eligibility criteria, the bid would be rejected:

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 Housekeeping, 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 by all entities.
2.	Firm/Company should have valid & appropriate Electrical contractor's license of CLASS-A /CLASS-B, issued by Telangana State Electricity Board/ Any Other state. (operation and maintenance of 11 KV Substation.). Final selected Vendor needs to obtain Telangana State Electricity Board before entering to the agreement if the vendor is not having other state electrical license.	Contractors without valid Electrical License shall summarily be rejected. Electrical license should be in the name of the firm/vendor only.

3.	Handled minimum 3(**three**) single completed annual contracts in commercial complexes for Housekeeping and Maintenance Services anywhere in India with each contract havingvalue of not less than **Rs. 1,38,08,000/- (Excluding Service tax/GST)** Or Handled minimum 2(**Two**) single completed annual contracts in commercial complexes for Housekeeping and Maintenance Services anywhere in India with each contract havingvalue of not less than **Rs. 1,72,60,000/-(Excluding Service tax/GST)** Or Handled minimum 1(**one**) single completed annual contracts in commercial complexes for Housekeeping and Maintenance Services anywhere in India with each contract havingvalue of not less than **Rs. 2,76,16,000/- (Excluding Service tax/GST)/-**	Copy of the work order and work completion certificates issued by the principal Employers specifying the below criteria 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. 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 is to be enclosed.
4.	The bidder should have a minimum average annual turnover of Rs.**1,03,56,000/-** 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
Part -I

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			
	>3.00 crores	**10**		
	>2.00 crores but <=3.00 crores	8		
	>1.50 crores but <=to 2.00 crores	6		
	>=1.04crores but <=1.50 crores	4		
2	Area in square feet serviced in any single organization for housekeeping , maintenance & facility management contract in commercial complex between**01/04/2018 to 31/03/2025.**			
	> 7.5 lac sq.ft.	**10**		
	>5.00 lac sq.ft. but<= 7.5 lac sq.ft.	8		
	> 3.00 lac sq.ft but <=5.00 lac sq.ft.	6		
3	No. of Employees on payroll in housekeeping maintenance services as on **31/03/2026.**			
	>225	**10**		
	>150 but <=225	6		
	>92 but <=150	4		
	<=92	0		
4	Number of years of experience in housekeeping, maintenance services			
	>= 15 years	**10**		
	>=10 but <15 years	8		
	>=7 but <10 years	6		
5	Latest ISO Certification			
	Available	**2**		
	Not Available	0		

6	Whether the Bidder had provided services in (value of the works more than 40% of the estimate value only considered)			
	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 **01/04/2018 to 31/03/2025** in housekeeping, maintenance in Commercial Complexes			
	> 2.00 Cr	**5**		
	> 1.04 Cr but <=2.00 Cr	4		
	<= 1.04 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 MAXIMUM MARKS	**60**		

Maximum Score for Part-I of Technical Bid Evaluation: 60 marks

Minimum marks required for qualifying in the Part-I of Technical Bid valuation: 36Marks.

All bidders scoring 36 marks or above will be evaluated under Part II of Technical Bid Evaluation.

TECHNICAL BID EVALUATION : PART-II

Sr. No.	Particulars	Maximum Marks
1	Feedback received from the clients served by the applicants on the basis of the following criteria: • Level of general cleanliness – 3 marks • Quality of cleaning of toilets – 2 Mark • Punctuality of the workers – 2 Mark • Statutory compliances – 2 Mark • Maintenance of suitable records - 1 Mark • Speed of complaints redressal- 2 marks • Use of ecofriendly material- 2 marks • Frequency of training provided to workers- 1 mark	15

Maximum Score for Part-II of Technical Bid Evaluation: 15 marks
Minimum marks required for qualifying in the Part-II : 9 marks

The bidder has to obtain minimum qualification marks separately in **Both** Part-I & Part –II of TECHNICAL BID EVALUATION (MATRIX) for opening of the price bid.

The Score of TECHNICAL BID EVALUATION will be equal to the total of Part I score plus Part II score.

Note: The Bank will use criteria and information in addition to what has been asked above for evaluation. This would include, but may not be limited to, verification of references given by the contractor, evaluation of contractor's existing work by making site visits, if required, etc.

[DULY AUTHORISED SIGNATORY]

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

PART- B

COMMERCIAL PRICE BID

COMPREHENSIVE ANNUAL CONTRACT FOR HOUSE KEEPING & MAINTENANCE SERVICES AT STATE BANK STAFF COLLEGE (SBSC) CAMPUS, BEGUMPET ROAD, HYDERABAD

The Assistant General Manager (Admin),
SBSC, High Cliff, Begumpet,
6-3-1188, High Cliff, Begumpet Road,
Greenlands, Hyderabad, 500016
Telangana.

Annexure – E

COMMERCIAL PRICE BID

The Assistant General Manager (Admin),
SBSC, High Cliff, Begumpet,
6-3-1188, High Cliff, Begumpet Road,
Greenlands, Hyderabad, 50001
Telangana.

Sir,

COMMERCIAL PRICE BID:
TENDER FOR PROVIDING HOUSE KEEPING & MAINTENANCE SERVICES CONTRACT

With reference to your Notice Inviting Tender for providing Housekeeping & Maintenance Services Contract for your State Bank Staff College (SBSC) Campus including residential quarters and auditorium, we give below our commercial prices.

BREAKUP OF MAN POWER

Category	Proposed Requirement in No.	Description of Staff	Bifurcation
High Skilled	6	House Keeping Supervisors	1 Supervisor Manager. 1 Guest House Supervisor 1 Electrician Supervisor 3 House keeping Supervisors
Skilled	23	Electrical Technicians. Plumbers. AV technicians. Telephone Operator. Data Entry Operators. Carpenter. Painter. Mason. Gym Instructor. ANM Nurse. Guest House.	Electrical Technicians. 6 Plumbers.4 AV technicians.2 Telephone Operator.1 Data Entry Operators.1 Carpenter.1 Painter.1 Mason. 1 Gym Instructor. 1 ANM Nurse. 1 Guest House.4
Semi-Skilled	26	Receptionists. Sport Assistants. Assistant to Carpenter Assistant to Painter Pantry	Receptionists. 7 Sport Assistants. 2 Assistant to Carpenter 1 Assistant to Painter 1 Pantry 2

			Remaining as per requirement
Unskilled	37	General Attendants, Room Boys, Housekeeping Assistants, Pantry Boys,	As per requirement
TOTAL	**92**		
Uniforms will be provided by the Bank to Receptionists and Pantry Boys working in Guest House. For all others, vendor should provide the uniforms.			

Minimum wages shall be paid as per the prevailing rates as fixed by the Ministry of Labour and Employment (GoI), from time to time by the contractor and claim the same as reimbursement

NOTE:

1. Service Charge: Minimum percentage 3.26%. (excluding GST). (Bids quoted less than 3.26% will be rejected.)

2. **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 (Part I plus Part II) mentioned in the tender document.**

GST amount should not be loaded in the Commercial Bid and shall be paid extra as applicable, by Bank.

Statutory expenses such as ESIC, EPF, Insurance, GST and Bonus whichever is applicable will be reimbursed by the Bank.

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

1.Bonus amount as per Bonus Act will be reimbursed and should not be loaded in theCommercial Bid.

2.Uniforms will be provided by SBSC to Receptionists and Pantry Boys in Guest House. The uniforms for all others should be provided by the Vendor.

3.Manpower requirement is indicative. It may vary plus or minus 20% on the proposed number.

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/2026-27/04, Dated: 15.07.2026					
COMPREHENSIVE ANNUAL CONTRACT FOR HOUSE KEEPING & MAINTENANCE SERVICES AT STATE BANK STAFF COLLEGE , BEGUMPET, HYDERABAD,					
PRICE BID					
S NO.	**DESCRIPTION OF WORK**	**QUANTITY**	**UNIT**	**RATE (Rs.)**	**AMOUNT (Rs.)**
	Providing Housekeeping Services, Cleaning and Maintenance of Branch/Office & Residential Premises given in the Technical bid by supplying required Man Power.				
1	Man Power Cost (Schedule -1)	1	MONTH	27,60,850.31	2760850.31
2	Cost of Pest Control	1	MONTH	25000	25000.00
3				Cost per Month (1+2)	2785850.31
4	Service Charges as per the scope of work*		MONTH	27,85,850.31	0.00
5				Total cost per month Excluding GST(Sl.no3+ sl.no.4)	2785850.31
6				Total cost per12 months Excluding GST (sl.no. 5*12)	33430203.66
7					
	NEED TO BE QUOTED				
	*Minimum percentage: 3.26% (excluding GST) (Bids quoted less than 3.26% will be rejected)				
Schedule-1					
Proposed Manpower requirement and Cost Breakup					
Nos	**Category**	**Manpower Required**	**Min. Wages Per Worker Per Day Considered As Per Latest Circular of Central**		
			Basic	**No of days**	**Total of BASIC+DA**
1	**2**	**4**	**5**	**6**	**(7) =(4 x 5x 6)**
1	Sweeper (Man/woman) **(Unskilled)**	37	827.00	30.00	9,17,970.00
2	Semi skilled	26	918.00	30.00	7,16,040.00
3	Supervisor/ Electrcians/Technical operators **(Skilled)**	23	1,008.00	30.00	6,95,520.00
4	High Skilled	6	1,094.00	26.00	1,70,664.00
5		**92**		Total wages for 30 Days	**25,00,194.00**
6	EPF @13% on 92 nos x 15000 x 13%	13.00%	92*15000	13,80,000.00	**1,79,400.00**
7	ESI @3.25% on Sl.no. (5)	3.25%		25,00,194.00	**81,256.31**
	TOTAL			**TOTAL COST Schedule-1 (in Rs.)**	**27,60,850.31**

Annexure- F

Format for Performance Guarantee

BANK GUARANTEE

To,

State Bank of India,
State Bank Staff College (SBSC),Begumpet Road
Hyderabad – 500 016

(Hereinafter referred to as "SBI/you")

Whereas consequent to your Request for Proposal (RFP) 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 favor of_____.

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 undertake 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 15 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: