



ANDHRA PRADESH MAHESH CO-OPERATIVE URBAN BANK LTD.
(Multi-State Scheduled Bank)

H.O.: 8-2-680/1 & 2, Road No.12, Banjara Hills, Hyderabad-500034 (Telangana State)
Ph. : 24615296, 24615299, 23437100-103 & 23437105 Fax No.040-24616427
Website: www.apmaheshbank.com E-mail: info@apmaheshbank.com

TENDER FORM

The Managing Director & CEO
Andhra Pradesh Mahesh Co-operative Urban Bank Ltd.,
Head Office
Hyderabad (T.S.)

Dear Sir,

Housekeeping Maintenance Service Contract of your Bank's Head Office Building,
Road No.12, Banjara Hills, Hyderabad

We are submitting our tender to undertake the work of Housekeeping Maintenance of your Bank's Head Office Building, Road No.12, Banjara Hills, Hyderabad, for a period of 3 (three) years:

A) Total area of the Building

Floor area (Approx.)	-	57012 sft (Comprising of Ground, First, Second, Third and Fourth Floors, Parking areas, Corridor area, Lobby area and Outside Ground Floor entire building area etc.)
Sub-Cellar & Cellar area (Approx.)	-	25328 sft
Total area (Approx.)	-	82340 sft

B) Number of Personnel required to undertake the work on daily basis:

Sl. No.	Particulars	No. of persons	Charges per person per month, incl. of GST (Rs.)	Amt. per month, incl. of GST (Rs.)	Total Amt. per annum, incl. of GST (Rs.)
I)	1st Year Charges				
	a) Housekeepers	9			
	b) Supervisor	1			
		10			
				Grand Total:	
II)	2nd Year Charges				
	a) Housekeepers	9			
	b) Supervisor	1			
		10			
				Grand Total:	
III)	3rd Year Charges				
	a) Housekeepers	9			
	b) Supervisor	1			
		10			
				Grand Total:	

Note: Compliance of payment of minimum wages as per Telangana State Government shall be ensured.

C) Daily Schedule

Housekeepers, Helper & Supervisor working timings – As specified by the Bank, at the time of awarding the contract

S.NO.	PARTICULARS	NO. OF PERSONS
1	Housekeepers & Helper	9
2	Supervisor	1
	Total:	10 Nos.

(SIGNATURE & FIRM'S STAMP)

The guidelines, scope of work and other terms & conditions of the contract are as under:

I) Guidelines:

- a) The Service Provider to comply with the provisions of Contract Labour (Regulations & Abolitions) Act, 1970, the Employees Provident Funds and Miscellaneous Provisions Act, 1952, the Payment of Wages Act, 1926, the Minimum Wages Act, 1948, the payment of Bonus Act, 1965 and all applicable Statutes, Regulations and Provisions having the force of law. The Bank verifies all the documents submitted by the Service Agency. To possess necessary permissions and authorizations.
- b) The Service Provider shall produce valid Certificate/Licence issued by Labour Commissioner for engaging number of Housekeepers, covering the period of Service Contract.
- c) They should be an independent Service Provider. Sub-contracting is strictly prohibited.
- d) The Service Provider to have sufficient number of personnel and mention the total number of personnel/manpower available with them (submit proof of the number of personnel enrolled with the Service Provider).
- e) To take the responsibility for good conduct of its employees and discipline.
- f) To ensure its employees not cause any disturbance to the working of the Bank.
- g) Security check of the employees deployed is carried out at the time of entry and exit every day.
- h) The Service Provider to execute Agreement for Housekeeping Services as per the Bank format. In case of non-observance and non-performance of any of the provisions of the Agreement by the Service Provider, the Bank shall be at liberty to terminate the Agreement without notice.
- i) On termination of contract, the Service Provider shall withdraw his personnel with immediate effect and handover all the items provided by the Bank.
- j) It is clearly understood that the persons engaged by the Service Provider are the employees of such Service Provider.
- k) The Service Provider is vicariously liable for acts of misdeeds, commissions and omissions of persons engaged by them.

II) Scope of Work:

- Frequent cleaning of rooms, cabins, corridors, lobbies and toilets.
- Scrubbing the tiles (granite, marble, tiles, ceramic tiles etc.) with sufficient material.
- Maintenance of the toilets every one hour.
- Regular sweeping, cleaning cob-webs, dusting of all furniture including tables, chairs, cabinet walls, planters and all other surfaces so as to make all interior dust free on daily basis.
- Moping of the entire granite, tiles and marble flooring in Office as also toilet areas.
- Cleansing of window glasses, cabin glasses, partition glasses and glass doors.
- Cleaning of utensils & plates.
- Spotless cleaning of wash basins, urinals, toilets etc.

III) Terms & Conditions:

- Tenderer is advised to use Tender Form supplied by the Bank only. Tenderer is requested not to make any alterations in the Tender Form.
- Tenders found not as per the Bank's specifications will not be entertained.
- In case the Tenderer is a Company / Firm / or any other legal entity, the proof of Incorporation and Resolution authorising to sign tender document is required to be produced, along with the required KYC.
- The Tenderer's signature and seal should be affixed on each sheet of the tender form and there should not be any overwriting.
- Tenderer / Service Provider with a minimum of 5 years experience in Housekeeping Maintenance is only required to apply for the contract. The experience certificate shall be shown as proof of such experience. Tender will not be entertained if the Service Provider not having the required experience.
- Tenderer / Service Provider has to submit their clientele list and also submit the performance certificates issued by their previous clients, where they are carrying out Housekeeping maintenance.
- Tenderer / Service provider to have sufficient number of qualified / skilled personnel for Housekeeping maintenance.
- The rate / amount quoted in the tender shall be inclusive of all.
- The rate / amount quoted in the tender for three years stands binding till completion of contract. Meanwhile, request to increase in the rate / amount by the tenderer will not be considered, after submission of tender / finalization of contract.
- Charges submitted to be calculated for 26 days as per Labour Act.

: 3 :

- **Compliance of payment of minimum wages as per Telangana State Government shall be ensured.**
- **PF & ESI charges are included in the rates, which is to be remitted by the Service Provider to the concerned departments and to submit the confirmation receipts to the Bank.**
- Copy of PAN / GST registration to be submitted by the Tenderer / Service Provider.
- Charges quoted shall be inclusive of PF, ESI, Service Charges of Housekeepers, Helper & Supervisor, GST etc.
- Housekeeping materials shall be provided by the Bank.
- Billing amount will be released by 7th of every month.
- TDS as applicable shall be deducted from the monthly payments.
- The profile of the Tenderer / Firm should be furnished in the enclosed form duly mentioning PAN / GST Number.
- There is no permission to sub-contract the Housekeeping work under the present tender.
- The tenderer shall ensure that in the event of work allotment under the tender, they shall comply with all statutory provisions including Labour Laws as applicable from time to time.
- Work shall be allotted on successful tenderer in the name of the applicant only.
- **Duly filled in tender form along with prescribed EMD should be submitted kept in a sealed cover / envelope on or before 09-05-2024 by 6:00 p.m. to the Asst. General Manager (Admn. & Ops), Head Office, Road No.12, Banjara Hills, Hyderabad.**
- Bank reserves the right to accept or reject any or all tenders without assigning any reason whatsoever and negotiate with any other tenderer.
- Bank reserves the right to negotiate the total charges / amount quoted in the tender submitted with any / all the tenderers and finalizes the Contractor to undertake Housekeeping Maintenance of Head Office Building.
- The Bank does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all of the tenders received without assigning any reason thereof. Further, the Bank reserves the right to award the Contract to any other / different tenderer, who is competent to carry out the maintenance, instead of the lowest tenderer.
- In case of any lapses in discharging of services by the service provider / their employees, the service provider will be barred for participation in future bids and shall be blacklisted forever.
- Tenders found not be as per the Bank's specifications will not be entertained.
- **Annual review of performance of the contractor / service provider shall be done by the Bank for renewal of Housekeeping Maintenance Service Contract, on year on year basis. In case the performance is not satisfactory, renewal of Housekeeping Maintenance Service will not be done with the existing Service Provider. Bank reserves the right to award to another Housekeeping Service Provider, who is competent to carry out the Housekeeping Maintenance.**
- **Mere confirmation of tender does not confirm any contractual rights upon Tenderer / Service Provider.**

EMD

- a) EMD of Rs.25,000/- shall be submitted along with the tender form, by way of Banker's Cheque / Demand Draft favouring Andhra Pradesh Mahesh Co-operative Urban Bank Ltd., payable at Hyderabad.
- b) Tender form without sufficient EMD or no EMD will be rejected outright.
- c) There is no exemption from payment of EMD even for SSI or whatsoever category. All the tenderers should invariably submit prescribed EMD.
- d) In case the successful tenderer / service provider backs out or does not undertake the Housekeeping work properly, the entire EMD kept with the Bank will be forfeited.

WE HAVE READ THE GUIDELINES, SCOPE OF WORK AND OTHER TERMS & CONDITIONS MENTIONED ABOVE AND AGREE TO ABIDE BY THEM IN TOTO

PLACE :

DATE :

(SIGNATURE & FIRM'S STAMP)

ENCLOSURE TO BE SUBMITTED ALONG WITH THE TENDER FORM

PROFILE OF THE TENDERER

- 1 NAME OF THE FIRM / ORGANISATION / COMPANY :
- 2 ADDRESS WITH CONTACT TELEPHONE NO. & E-MAIL ID :
- 3 YEAR OF ESTABLISHMENT :
- 4 STATUS OF FIRM (WHETHER COMPANY / PARTNERSHIP FIRM / PROPRIETORSHIP CONCERN & NAME OF THE DIRECTORS / PARTNERS / PROPRIETOR) :
- 5 WHETHER REGISTERED FOR GST, IF SO, MENTION GST NUMBER & DATE (ENCLOSE A COPY) :
- 6 WHETHER AN ASSESSEE OF INCOME TAX, IF SO, MENTION PERMANENT ACCOUNT NUMBER. FURNISH COPY OF PAN CARD :
- 7 DETAILED DESCRIPTION AND VALUE OF MAINTENANCE WORK DONE FOR OTHER ORGANIZATIONS IN THE PAST :
- 8 IF YOU ARE EMPANELLED WITH ANY OTHER ORGANIZATIONS/STATUTORY BODIES, FURNISH THE RELEVANT COPIES :
- 9 DETAILED DESCRIPTION AND VALUE OF THE MAINTENANCE WORK DONE FOR BANKS IN THE PAST :
- 10 SPECIFY THE MAXIMUM VALUE OF MAINTENANCE WORK EXECUTED CONSECUTIVE 2 YEARS SHOWING SEPARATELY FOR EACH YEAR (ENCLOSE COPIES) :
- 11 NAME & ADDRESS OF THE BANKERS` :
 - 1.
 - 2.
 - 3.

PLACE :

DATE :

(SIGNATURE & FIRM'S STAMP)