



TENDER DOCUMENT

FOR

HOUSEKEEPING SERVICES CONTRACT 2017-18
(Sweeping, Cleaning & Maintenance of Branches/Offices)

ANDHRA PRADESH GRAMEENA VIKAS BANK
HEAD OFFICE: WARANGAL

Signature of bidder with seal

Phone:0870-2277977 Fax:0870-2550370 e-mail:cmhr@apgvbank.in

ANDHRA PRADESH GRAMEENA VIKAS BANK
HEAD OFFICE :: WARANGAL
PERSONNEL DEPARTMENT

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RFP:01/HO-Personnel/TENDERS/Housekeeping/2017

Date: 20.7.2017

To
All Eligible firms/agencies

Dear Sir,

Sub: Sweeping, Cleaning & Maintenance functions at our Branches / Regional Offices / Head Office – Requirement -

This Bank is a Regional Rural Bank having **768** branches network in Visakhapatnam, Vizianagaram and Srikakulam of A.P. State and Warangal, Khammam, Mahabubnagar, Nalgonda & Medak of Telangana State. Bank is proposing to outsource the **Sweeping, Cleaning and maintenance functions by engaging Organisations/agencies involved in providing these services** for its Branches and Offices in above Districts of Telangana & A.P. States. We request comprehensive proposal (sealed tenders) from the **Agency/firms** for providing of services as per the details furnished in this document. The terms and conditions, format for technical bid and financial bid for providing the services is enclosed.

1. The intending agencies are requested to visit the site of work before quoting so as to be familiar with the work and site condition.
2. The filled in formats shall be submitted in sealed covers in the name of “The General Manager-I, Andhra Pradesh Grameena Vikas Bank, Personnel Department, Head Office, Warangal-506001”. The Technical bids and financial bids are to be submitted separately by mentioning the words “Technical bid”/”financial bid” on the respective covers specifically. Only those bids which satisfy the technical specifications will be considered. Sealed covers clearly specifying Technical Bid and Financial Bid should be dropped in the tender box placed in the office before the due date and time. The last date for receipt of Sealed Quotations is 17.08.2017 **at 17.00 hours.**

SCHEDULE

START DATE	24.7.2017
PRE BID MEETING	07.8.2017
LAST DATE FOR ACCEPTANCE OF BIDS	17.8.2017
Last date for queries	Bidders intending to participate in the tender shall raise all their queries if any for seeking clarification on or before 17.00 hours on 05.8.2017 facilitating providing clarifications in the pre-bid meeting on 07.8.2017 . The bidder seeking clarifications should invariably attend pre-bid meeting scheduled on 07.8.2017.
Technical bid opening date	The date of opening of Technical bids will be opened on 17.8.2017 at 17.00 hours.

Financial bid opening date	After evaluation of technical bids, Financial bids will be opened on 17.8.2017.
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3. The mandatory condition for accepting the bids shall be the previous services rendered by the agency. The agency should have provided at least 100 personnel at a time to a Bank/Financial Institution/PSUs/Government departments. **Societies are not eligible.**
4. The technical bids & financial bids will be opened by the committee constituted by the Bank for this purpose. The committee's decision to reject/accept bids will be final.
5. No personal enquiry will be entertained.

Yours Faithfully,

(MALLADI SATYANARAYANA)
GENERAL MANAGER

Encls:

- 1) Checklist for Bidders
- 2) Terms and conditions
- 3) Bid Form
- 4) Bid Security Form
- 5) Letter of Authorisation to Bid
- 6) Proforma of Bidder's Details
- 7) Proforma for No near relatives in APGV Bank
- 8) Letter of Authorisation for attending Bid
- 9) Declaration of Non-tempering of Tender document
- 10) Declaration regarding Blacklisting/Non-Blacklisting of Firm
- 11) Undertaking
- 12) Technical Bid
- 13) Financial Bid

SECTION - I
CHECK LIST FOR BIDDERS

S No	Documents	Yes/No/(N/A)
1	BID FORM	
2	BID SECURITY FORM WITH DD No. Amt. Date	
3	Whether all the Pages are seal and signed & properly tagged with all documents?	
4	Whether Bidder's Profile is filled up	
5	Whether Self Attested copy of Registration of the firm is attached?	
6	Self Attested copy of Partnership Deed or Proprietorship deed / Memorandum of Association / Articles as applicable.	
7	Self Attested copy of latest Income Tax return.	
8	Self Attested copy of PAN card.	
9	Self Attested copy of Service Tax Registration Certificate.	
10	Self Attested copy of EPF Registration Certificate.	
11	Self Attested copy of ESI Registration Certificate.	
12	Self Attested copy of Experience certificate (Minimum one year experience of similar nature of work during last three year from the date of NIT).	
13	Declaration regarding no relative working in APGVB on Rs. 20/- Stamp Paper & notarized	
14	Letter of Authorization for attending tendering process, in original (if applicable)	
15	Declaration towards Non – Tampering of tender document.	
16	Declaration about Blacklisted/Non-Blacklisted company Rs. 20/- stamp paper & notarized	
17	Power of Attorney in original, in case tender document is signed by person other than tenderer or tendering company.	
18	Technical Bid	
19	Financial Bid	

Signature of bidder with seal

SECTION-II
TERMS AND CONDITIONS

The Agency should be able to roll out the required services faster.

Disclaimer:

This RFP is not an offer by Andhra Pradesh Grameena Vikas Bank, but an invitation to receive response from Firms/Organisations/agencies. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorised officers of Bank with the agency.

1. AUTHORISATION FORM:

The proposal/ bid being submitted would be binding on the agency. As such it is necessary that authorized personnel of the firm or organization sign the BID. The designated personnel should be authorized by a senior official of the organization having authority to do so. The proposal must be accompanied with an undertaking letter duly signed by the designated personnel providing a bid commitment. The letter should also indicate the complete name and designation of the designated personnel. Necessary resolutions/ authority available shall be enclosed. If proposals are submitted through the business partners etc., a separate "LETTER OF AUTHORISATION TO BID" on behalf of the main agency/s with a commitment to fulfill the terms of the RFP should be enclosed along with the technical bid. Proposals received without the authorisation letter/s will be summarily rejected.

2. FOLLOWING INSTRUCTIONS MAY PLEASE BE TAKEN NOTE OF IN THIS CONNECTION.

- i) Bid Offer IN DUPLICATE shall be submitted. Technical Bid shall be submitted in one sealed cover and Price Bid shall be submitted in separate SEALED cover. Both these sealed covers shall be kept in one sealed cover and shall be superscribed as Tender for housekeeping (sweeping, cleaning and Maintenance) contract.
- ii) Both Technical & Price bid sealed covers shall be kept in one sealed cover and this cover shall be submitted to the Bank.
- iii) BID SECURITY
 - A. The agency shall furnish, as part of its bid, a bid security for an amount of **Rs 1,50,000/- (Rupees One lakh Fifty thousand only)** for participation in the form of Demand Draft in the format enclosed. The Bid Security should be enclosed in original with the "Non-Price Bid/Technical Bid".
 - B. The successful Agency's Bid Security will be discharged and returned upon the Agency signing the contract & furnishing the Performance Security. Unsuccessful Agency's Bid Security will be discharged or returned as promptly as possible, but not later than 30 days after the expiration of the period of bid validity prescribed by the purchaser.
 - C. *The bid security may be forfeited:* If any agency withdraws their bid during the period of bid validity; or In case of a successful Agency fails:
 - a) To sign the Contract within the stipulated time: or
 - b) Fails to comply with any terms of RFP or work order

3. Bid should be submitted in 2 (two) separate sealed envelopes, one Financial Bid and other Technical Bid clearly mentioning on top of envelope 'Financial Bid' or 'Technical Bid', duly superscribing the envelope with the reference number of this letter. Technical Bid will be opened first. If

the offer is non-responsive, Financial Bid will be returned unopened. The Technical Bid should necessarily contain all details and terms & conditions, which may appear in the Financial Bid. All pages of the proposal should be numbered in the format "Page No. X / Total Pages Y" and counter signed by the authorised official.

Envelope 1 : This sealed envelope shall contain application and Earnest Money Deposit, covering letter and all other information pertaining to bidder and shall be superscribed as "Technical Bid"

Envelope 2: This sealed envelope shall contain only the price bid and superscribed as "Financial bid"

Both these envelopes shall be kept in one envelope and shall be superscribed as Tender for housekeeping (sweeping, cleaning and Maintenance) contract.

Please note that if any envelope is found to contain both technical and commercial offer together, that offer will be rejected summarily.

4. Last Date:

The last date for submitting the proposals along with Bid Security is **16.8.2017 by 17.00 hours**. Any proposal received after the due date and time will not be considered. The bids complete in all aspects should be submitted to **Mr. K. Vinod Reddy, Chief Manager (Per & HRD)**, or **Mr. S. Anji Reddy, Senior Manager- HR**, within the above stipulated date.

Late Bids:

Tenders will not be received after the specified time of closing of the tender and the same shall be rejected and returned unopened to the bidder. It is the sole responsibility of the tenderer that he should ensure timely submission of tender.

5. The Bank may at its discretion increase/decrease the requirement up to 35% or split the order among agencies within the validity period of the bid. If the work order is split between agencies, the security deposit got split and may be submitted by the agency according to the % of share of work-order received from the Bank.

6. A Softcopy of this Document may also be downloaded from the website of the Bank www.apgvbank.in. A Softcopy of the proposal (both Technical and Commercial) must be submitted along with the respective sealed bid/s for easy processing whereas only the hardcopy of the proposal signed on all pages with company seal will be considered as a valid proposal.

7. Clarifications needed, if any may be sought from the bank immediately.

8. Bank reserves the right to reject this invitation to offer in part or full, or cancel the entire process at any stage without assigning any reason.

9. **Scope of work:** House keeping services.

1. Regular/daily dusting/cleaning of all the furniture, office equipment etc.
2. Regular dusting/ cleaning of racks, storage spaces, windows, walls, fans, switch boards and removing of cobwebs etc. on ceiling roof/ walls etc. so as to maintain general cleanliness and hygiene in office.

3. Distribution of office dak & files of general nature among the officers in APGVB Offices/Branches and delivery.
4. Storage of fresh drinking water and serving of staff and visitors.
5. Making arrangements for tea, coffee (preparing and serving) and arranging snacks etc. during the meeting and routinely to the officers and other official visitors/ representatives.
6. Opening and safe keeping in store/record room.
7. Retrieving/Storing files/dossiers from the record room.
8. Packing/Despatching mails and courier.
9. Maintaining Orderliness / Queues of customers visiting the Branches.
10. His/Her behaviour shall always be cordial with customers and staff of the Bank.
11. He/She shall not leave the Bank without the permission of the concerned authority.
12. He/She shall not disclose or part with any information relating to Account Holders/Customers/depositors to any third party.
13. He/She shall be very punctual and show high degree of integrity at all times.

10. TECHNICAL SPECIFICATIONS:

- a) An agency / Organisation involved in providing these service shall be identified (**Societies are not eligible**).
- b) The agency should have been in business for at least 3 years. **Agency shall be in profits and last 3 years balance sheets certified by Chartered Accountants shall be produced.**
- c) Applicant should furnish the client list showing the details of the work carried out which includes Name of the client, value of the work executed and period of work executed. Documentary proof is preferred.
- d) The agency should have effective infrastructure to provide the personnel required
- e) The agency should have credible supervisory infrastructure and network.
- f) The agency should have registered with Registrar of Companies/firms or letter of proprietorship.
- g) Agency should have income tax clearance/PAN No. Service Tax No.
- h) Agency Registration under shops & establishment act and certificate from ESI Corporation
- i) Certificate from EPF Organisation under EPF&Misc Provision act 1952 (latest)
- j) Should have registered with Govt under contract labour act 1970
- k) Registration with appropriate authority for service tax.
- l) Produce the copies of previous work orders from clients for executing similar works.
- m) **Agency should have covered under all statutory obligations like ESI, EPF, Labour Licence, service tax and PAN.**
- n) The company/agency shall be enrolled with RLC/ALC (Central Government) under contract labour act, certificate shall be produced.
- o) Bidder should have previous three financial year's income tax return certificate.
- p) Certificate of "No near relative" of the bidder firm/company be working/employed in APGVB to be executed on Rs.20/- Stamp paper & Self Attested by Public Notary/Executive Magistrate by the bidder.
- q) Certificate of "BLACKLISTING & NON- BLACKLISTING" of bidder firm/company to be executed on Rs.20/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder.
- r) Declaration towards Non – tampering of tender document.
- s) Self Attested copy of Partnership Deed or proprietorship deed / Memorandum of Association / Articles as applicable.
- t) Bidders profile dully filled & signed.

- u) All the tender document pages are sealed and signed.
- v) Original “**Power of Attorney**” in case person other than the tenderer has signed the tender documents.
- w) The agency should have provided atleast 50 Persons at a time to a Bank/Financial Institution for a period not less than 1 year. Copies of work orders and contract agreements and invoices shall be produced as evidence.
- x) The agency shall have an Office/Branch in **VISAKHAPATNAM/HYDERABAD** and an authorized representative of the agency shall be available all the working days and he should have working knowledge of Computers (MS Office, Excel) and representatives at the district headquarters (Visakhapatnam, Vizianagaram and Srikakulam), or an assurance letter accepting to open the branch at Visakhapatnam/Hyderabad and placing their representatives at other Dist Headquarters, wherever the services are being engaged.

11. **REJECTION OF TENDERS:** The authority inviting tenders, at his sole discretion shall reserve the right to reject or cancel consideration of any or all tenders:

- a) If the requisite Earnest Money Deposit in the manner does not support the tender provided therein.
- b) If the tender is **not duly signed**, or **not found proper or complete** to the satisfaction of APGVB in any of the requisite matters, particular(s) or formalities or for any reason(s) which shall not be disclosed to the tenderer(s).
- c) If the tenderer seeks changes in terms and conditions, specifications or time limits as envisaged in the contract.
- d) If tender consists of unwarranted comments, conditions, deviations in specification or any other omissions or commissions compared to documents.
- e) Without assigning any reason thereof.

12. The bid submitted by tenderer will remain valid for acceptance for a period of **90 (Ninety) days** from the date of opening of the tender. Tenderer shall not be entitled during this period of Ninety days, without the consent in writing of APGVB to revoke or cancel or modify his bid submitted or in thereof. The APGVB shall communicate the acceptance of tender to the successful tenderer(s). Due to administrative reasons, extension of the time period, if requested by the APGVB in writing, the tenderer shall accede to such request for extension and communicate his acceptance to the APGVB in writing.

13. Tender will be accepted and Contract will be finalized only with those of the tenderer(s), who in the opinion of APGVB shall have capacity and resources to execute the contract assigned in the prescribed time as per the time schedule.

14. The APGVB reserves the right to award the contract or part thereof to **one or more tenderers** whose rate may not necessarily be the lowest. The decision of the GENERAL MANAGER – I, APGVB, Warangal in this regard shall be final and binding.

15. **SIGNING OF THE CONTRACT AGREEMENT:** The successful Tenderer shall be required to enter into an Agreement with APGVB within **10(Ten) working days** of being called upon on a non-judicial **stamp paper of Rs. 100/-** (One hundred only) at his own cost and in the form annexed hereto to this effect. Such agreement must conform to all the terms and conditions of RFP and other such condition in the tender offer as may be agreed upon by The General Manager - I, APGVB.

16. The APGVB reserves the right to cancel the agreement executed without any compensation whatsoever to the contractor any time before the award of the work. The action of APGVB under this clause shall not construe the breach of contract.

17. FORFEITURE OF EARNEST MONEY: In the event of failure of the tenderer to execute the Agreement or failure to remit the required security deposit **within seven working days** of being called upon to do so, the amount of Earnest Money shall stand forfeited. The acceptance of the tender will be re-considered or revoked or cancelled at the discretion of APGVB which will not amount to imposing of penalty.

18. Any clarifications on details of the contract can be obtained from O/o General Manager – I, APGVB, Warangal, before the date specified for opening of the tender.

19. Any attempt to negotiate directly or indirectly by tenderers with the authority to whom the tender is submitted or with the authority who is competent to accept the tender or endeavours to secure interest for actual or prospective tender or to influence by any means will disqualify the tender and same will be summarily rejected and action to black-list the tenderer will be taken by the competent authority.

20. No Officer employed in APGVB is allowed to work as a contractor for a period of two years of his retirement. This contract is liable to be cancelled if either the contractor or any of his employee is found at any time to be such a person who had not obtained permission of Govt. of India as aforesaid before submission of the tender or engagement in the contractor's service as the case may be, and any security deposit, earnest money deposit and any other bills due for payment shall stand forfeited forthwith. Under the above circumstances, such contractor shall not claim any type of relief or remedy of whatever nature, from the APGVB for his illegal act.

21. APGVB assumes no responsibility whatever for any oral understandings or representations made by any of its officers or agents or servants prior to the execution of the contract.

22. No communication from the tenderer in the form of any clarification or information/document lost sight of in the original tender etc. will be given any consideration, unless any such clarification has been sought for by the APGVB.

23. APGVB reserves the right to postpone the date of opening of tender or to cancel the tender notice without assigning any reasons thereof. Any request from tenderers to postpone or to change date of opening of the tender due to any reason, whatsoever, will not be considered.

24. APGVB is not bound to accept the lowest tender and reserves absolute right to reject any or all tenders without assigning any reason thereof.

25. The tender form and Document shall be non-transferable.

26. These instructions to the Tenderer shall be deemed to form part of the Agreement/Contract for the work.

27. The tender will be in force for a period of One Year commencing from the date of execution of agreement. The General Manager – I, APGVB may extend the period of contract for up to one more

year from the date of its expiry on the same terms and conditions. Similarly the General Manager – I, APGVB can also reduce the period of contract which shall be binding on the contractor.

28. In case the date of opening of tender is declared a holiday, the tender will be opened on the next working day.

29. OTHER IMPORTANT TERMS AND CONDITIONS

1 CONTRACT FORM & SECURITY DEPOSIT:

- 1.1 Within Ten (10) days of receipt of the format of *Contract Form*, which will be sent along with the work order, the successful Agency shall sign and date the contract and return it to the Bank. The Proforma of the Contract Agreement will be provided along with the work order, which is to be signed on Rs.100/- value Non-Judicial Stamp paper after receipt of work order.
- 1.2 Within Ten (10) days of the receipt of work order from the Bank, the successful Agency shall furnish the **Bank Guarantee for Rs.15,00,000/- (Rupees Fifteen lakhs only)** valid in the format prescribed. **Bank Guarantee** shall be for the contract period + 6 months.
- 1.3 Failure of the successful Agency to comply with the requirement of executing Contract and submitting SECURITY DEPOSIT shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the **Bank** may make the award to the next lowest evaluated agency or call for new bids.

2 TERMINATION FOR DEFAULT:

- 2.1 The Bank, without prejudice to any other remedy for breach of contract, by written notice of default sent to the agency, may terminate this Contract in whole or in part:
 - 2.1.1 If the agency fails to provide sufficient services within the period(s) specified in the Contract, or within any extension thereof granted by the Bank.
 - 2.1.2 If the agency fails to perform any other obligation(s) under the Contract

3. SUPPLIER'S OBLIGATIONS:

- 3.1 The successful agency is responsible for managing the activities of its personnel or sub-contracted personnel and will hold itself responsible for any misdemeanours.
- 3.2 The successful agency will treat as confidential all data and information about the Bank, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the Bank.
- 3.3 Other terms & conditions:
 - a. Contract will be for a period of one year .
 - b. The agency's staff shall not mis-behave with any of the Bank's staff members/customers and will not enter into any unlawful activities in the premises.
 - c. Bank staff/security staff will have the right to check/search or interrogate any of the agency's staff while entering/working/leaving the premises.
 - d. The agency shall issue identity cards to their workers on the agency's I/Cards. No person without this card shall be allowed any entry in to the Bank's premises.
 - e. The worker to be deployed at a Branch preferably from Service area and he should be well known of the operating area of the Branch. Experience if any shall be solicited. He shall be acceptable to the Branch Manager/Regional Manager/Chief Manager of the concerned branch/RO/HO. The Bank reserves the right to accept/reject the person deployed by the agency.

- f. Agency quoted commission (administrative charges) shall be reasonable and that should not be lesser than the TDS applicable on wages from time to time. Offering the outsourcing services at Zero commission by the agency shall be disqualification.
- g. The period of contract shall be invariably informed in writing by the agency to their worker deputed to Branch.
- h. EPF & ESI remittances for the outsourced personnel deployed at the Bank shall be remitted through a separate challan (exclusively to our Bank).
- i. It is the obligation/responsibility of the agency to obtain attendance/duty certificates of its employees in time and to claim bill basing on the number of days worked. The agency is responsible for any delay in submission of bills to the Bank due to non-receipt of duty certificates and the consequences thereon in the statutory remittances i.e. Penalty etc are to be paid by the agency only.
- j. All the workers will attend the work in proper uniform with emblem/name of the firm embroidered at the cost of agency.
- k. The points mentioned in the scope of work will be done to the satisfaction of the Bank and in time.
- l. The payment shall be made on monthly basis for which the agency shall have to raise a bill. The agency should have TIN No. Service Tax No etc as per Govt Guidelines.
- m. The rate shall remain same throughout the contract period and no extra amount shall be paid in case Bank asks to carry any work related to specialized cleaning on any day.
- n. There will be no increase in the rate during the contracted period. However, minimum wages may be increased as per GOI orders.
- o. The agency has to ensure that minimum wages are being paid to the skilled and unskilled work force and he has to produce the requisite certificate of depositing the desired amount of deductions ie.PF/ESIC etc. as per labour act with appropriate authorities. The payment shall be released after production of these papers and certificates through e-payment system of the Bank. Further, monthly payment shall be released only after receipt of PF&ESI counterfoil/letter showing deposited the requisite amount with respective competent authorities.
- p. The contractor shall allow inspection of all the prescribed labour records to any of his manpower or to his agent at a convenient time and place after due notice is received or from the labour officer or any other person, authorized by the Central Government on his behalf. The contractor shall submit periodical return as may be specified from time to time.
- q. Agency/Service Provider to ensure that rates quoted by him fulfil the minimum wages criteria as fixed by the Govt. If the Bank feels that the rates quoted does not fulfil the minimum wages criteria clause, the bid shall be rejected out-rightly.
- r. Agency/Service Provider to ensure that the wages of their workforce engaged at our Bank is credited to their respective bank account.
- s. The Agency shall bear all the costs and expenses in respect of all charges, stamp duties etc. relating to the contract, documents etc. to be signed.
- t. The Agency shall pay a **security deposit for Rs.15,00,000/-** (Rupees Fifteen lakh only) by Bank guarantee to the *Bank within 10 days of the receipt of work order and* prior to commencement of service under the contract. The Security Deposit may be in the form of Deposit with the Bank or in the form of BG from a reputed Bank. The **Bank** shall be entitled to adjust or appropriate or forfeit the said security deposit towards loss or damage caused by the Agency or his employees or the amount of value of shortage or breakage to any premises, equipments, appliances, items etc. entrusted to or caused to

other assets of **Bank** by the Agency or his employees or any other liability of the Agency. The security deposit will be released after three months of termination /expiry of contract.

- u. In case, the agency assigns or sub-contracts this contract without written approval of the **Bank** or in case the performance of the Agency is found unsatisfactory in case of contravention by the agency of any of the terms & conditions contained herein and Schedules hereto, the **Bank** shall have the right to terminate the contract without giving any notice to the Agency. The Principal of the **Bank** shall be the sole authority to decide and judge the quality of service rendered by the Agency and his decision will be fully binding on the Agency.
 - v. The Successful Agency shall execute an indemnity bond against the loss/damage sustained during the period of contact caused by the personnel outsourced by that particular Agency/Agency. The indemnity holds good and binds over the agency, if the information about the said loss/damage is unearthed even after the contract period.
 - w. The contract shall be for a period of one year subject to review after every three months.
 - x. The services of the agency shall be extended to the branches located in the five districts of Telangana State at the sole discretion of the Bank, if it is necessary.
4. If any tender is withdrawn before the expiry of validity and after the acceptance of the tender, the Earnest Money of the tenderer will be forfeited.
 5. Successful tenderer is to execute an agreement in the proper form on a **stamp of Rs. 100/-** the cost of which will be borne by the tenderer himself within stipulated time. Such agreement must conform to all the terms and conditions of RFP and other such condition in the tender offer as may be agreed upon by GENERAL MANAGER – I, APGVB.
 6. If the work is not performed by any or all the manpower on any day/days in a month, deduction shall be made proportionately (per day basis) from the bills of the contractor and a penalty @ **Rs. 100/- per working day for each Unskilled Manpower** may be imposed.
 7. The accountability and responsibility for maintaining & secrecy of the data will be with the contractor.
 8. If any of the information furnished by the contractor is found to be incorrect the contract is likely to be terminated.
 9. The GENERAL MANAGER - I APGVB does not bind himself to accept the lowest tender and reserve the right (i) to reject any or all tenders (ii) the right to accept any portion of the tender offered without assigning any reason and also to split the tender and award the same to different parties. He can also reduce or extend the period of contract without assigning any reason.
 10. Acceptance of the tender will be communicated by an acceptance **Note or Letter of Intent**.
 11. The APGVB will not be liable to pay any interest on the Earnest Money or Security Deposit Money. If the successful tenderer withdraws tender before formal approval after tender or after contract fails to comply with any of the terms and conditions act out above, the GENERAL MANAGER - I APGVB reserve the right's to forfeit Earnest Money /Security Deposit.
 12. The contractor shall be responsible for providing all statutory benefit to the personnel employed by him like EPF, ESI etc, as applicable. Contractor need to deposit the attested copy of Challan/documentary proof of depositing ESI/EPF(employee & employer contribution, as applicable, if any) and service tax quarterly with the bill.
 13. The manpower engaged by the contractor for executing jobs is purely responsibility of the contractor and they will not have any claim/liability on the APGVB. The contractor will

intimate to the local police station regarding identity and permanent address of the persons employed and so provided to APGVB for their credentials verification by the police. A copy of the acknowledgement received from local police station should be submitted to this office. Police verification is must & to be done by once in a year.

14. For all intents and purposes, the contractor shall be the “Employer” within the meaning of different Labour Legislations/Act in respect of manpower Operator so employed and deployed in this office. The manpower deployed by the contractor in this office shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against O/o GENERAL MANAGER – I, APGVB.
15. **TAXES AND DUTIES:** Contractor shall pay **all levies, fees, royalties, taxes and duties** payable or arising from out of, Signature of bidder with seal by virtue of or in connection with and/or incidental to the Contract or any of the obligations of the parties in terms of the Contract Documents and/or in respect of the works or operation(s) or any part thereof to be performed by the Contractor and the Contractor shall indemnify and keep indemnified the APGVB from and against the same or any default by the Contractor in the payment thereof.

INDEMNITIES

16. The Contractor shall at all times hold the APGVB harmless and indemnify from against all actions, suits, proceedings, works, cost, damages, charges, claims and demands of every nature and description brought or procured against the APGVB, its officers, and officials and forthwith upon demand and without protest or demur to pay to the Department any and all losses and damages and cost (inclusive between attorney and client) and all costs incurred in endorsing this or any other indemnity or security which the APGVB may now or at any time have relative to the work or the Contractor's obligations or in protecting or endorsing its right in any suit or other legal proceedings, charges and expenses and liabilities resulting from or incidental or in connection with injury, disease or disablement to or death of any person(s), including employees of the Contractor or damage to property resulting from or arising out of or in any way connected with or incidental to the operations caused by the contract documents. In addition the Contractor shall reimburse the APGVB or pay to the APGVB forthwith on demand without protest or demur all costs, charges and expenses and losses and damages otherwise incurred by it in consequence of any claims, demands and actions which may be brought against the APGVB arising out of or incidental to or in connection with the operation covered by the contract.

17. INSOLVENCY OR DEATH OF CONTRACTOR

- i) In the event of the Contractor being adjudged insolvent or going voluntarily into liquidation or having received order or other order under Insolvency act made against him or, in the name of a Company or, the passing of any resolution, or making of any order for winding up whether voluntarily or otherwise, or in the event of the Contractor failing to comply with any of the conditions herein specified, the GENERAL MANAGER - I APGVB shall have the power to terminate the contract without previous notice.
- ii) Contractor's heirs/representatives shall, without the consent in writing to the APGVB, have the right to continue to perform the duties or engagements of the Contractor or under the contract in case of his death. In the event of the Contractor, with such consent aforesaid, transferring his business, and in the event of the Contractor being a company and being wound up any time during the period of this contract for the purpose and with the object of transferring its business to any persons or a company, the Contractor shall make it one of the terms and stipulations of the contract for the transfer of his properties and business, that such other person or company, shall continue to perform the duties or engagements of the Contractor under this contract and be subject to his liabilities there under. Proof of Death and

other relevant documents to this effect shall be submitted to the General Manager – I, APGVB, in writing.

iii) Without prejudice to any of the rights or remedies under this contract, if the Contractor dies, the GENERAL MANAGER - I APGVB shall have the option of terminating the contract without compensation to the Contractor, which does not amount to Breach of the contract.

18. Terms of Payment: Payment will be made by the Bank against the acquaintance/invoice and on production of satisfactory evidences of EPF, ESI & Other statutory remittances. Payment will be credited directly to the account of the Agency and the agency shall maintain account with our Bank for this purpose. All its provided workers shall maintain savings account with our Bank and the agency shall have to transfer the wages from their account to workers accounts invariably.

19. Arbitration: All disputes and differences of any kind whatsoever arising out of or in connection with the work order shall be with in jurisdiction of courts in Visakhapatnam or shall be referred to arbitration under Visakhapatnam Jurisdiction. The arbitrator may be appointed by both the parties or in case of disagreement each party may appoint an arbitrator and the decision of the arbitrator(s) shall be final. Such arbitration has to be governed by the provisions of Indian Arbitration Act. According to Article 119, Limitation Act, 1963, (as amended from time to time) the period of limitation for an application to set aside an award under the Arbitration Act, 1940 (as amended from time to time), begins to run from the 'date of service of the notice of the filing of the award'. The expression "date of notice" means not only a formal intimation but also an informal one. The notice can be given orally also. When a signed copy of the award is given to the party and his signature taken as a token of such receipt, this shall amount to a notice and the time for filing an application under Article 119 (a), Limitation Act, 1963 would run from that date.

Signature of bidder with seal

SECTION-III
BID FORM

Ref.No.....

Place:

Date:, 2016

To,
The General Manager-I,
Andhra Pradesh Grameena Vikas Bank,
Head Office, 2-5-8/1
Ramnagar, Hanamkonda
Warangal (TS) 506001

Dear Sir,

Having examined the Request for Proposal (RFP): -----, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the personnel for sweeping, cleaning & maintenance of your Branches/ Offices in conformity with the said RFP for the sum mentioned in the Price Bid or such other sums as may be ascertained in accordance with the Schedule of Prices attached and made part of this Bid.

We undertake, if our Bid is accepted, to provide personnel/labour in accordance with the Schedule specified.

If our bid is accepted, we will obtain the guarantee of a Bank in a sum equivalent to 5 per cent of the Contract Price with a minimum of **Rs.15,00,000/- (Rupees Fifteen lakh only)** for the due performance of the Contract, in the form prescribed by the Bank.

We agree to abide by this bid for a period of 180 days from the last date of submission of Bid and shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your Notification of Award, shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

Commissions or gratuities, if any paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name & address of agent Amount & currency Purpose of commission or gratuity

* (If none, state none)

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this day of 2017

(Signature)

(In the capacity of)

Duly Authorised to sign bid for & on behalf of (Name & Address of the Agency)

SECTION-IV
BID SECURITY FORM

Whereas _____ called “the Agency”) has submitted its Bid dated ____2017 for the supply of _____(hereinafter called “the Bid”)

KNOW ALL PEOPLE by these presents that WE ____ of _____ having our Registered Office at _____ (hereinafter called “the Bank”) are bound to Andhra Pradesh Grameena Vikas Bank, Personnel & HR Department, Head Office, Warangal (hereinafter called “the Principal employer”) in the sum of _____ for which payment well and truly to be made to the said agency, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____2017.

THE CONDITIONS of this obligation are:

- 1 If the Agency withdraws its Bid during the period of bid validity specified by the Agency on the Bid Form; or
- 2 If the Agency, having been notified of the acceptance of its Bid by the Principal employer during the period of Bid validity.
- 3 Fails or refuses to execute the Contract Form if required; or
Fails or refuses to furnish the Performance Security, in accordance with the terms of the Bid.

We undertake to pay the Principal employer up to the above amount upon receipt of its first written demand, without the Principal employer having to substantiate its demand, provided that in its demand the Principal employer will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including -----, 2017, and any demand in respect thereof should reach the Bank not later than the above date.

(Signature and Seal of Bank)

SECTION-V
LETTER OF AUTHORISATION TO BID

No.

Dated: / /2017

The General Manager-I,
Andhra Pradesh Grameena Vikas Bank,
Head Office, 2-5-8/1
Ramnagar, Hanamkonda
Warangal (TS) 506001

Dear Sir,

Sub: Letter of Authorisation to bid for Andhra Pradesh Grameena Vikas Bank's RFP floated for house keeping requirements.

We M/s (Name and address of the Agency) hereby authorize (Name and Address of Agents), our Business Partner/Authorised representative to submit a bid, and sign the contract on behalf of us for all the requirements by the bank as called for vide the bank's request for proposal reference no. Dated, 2017.

Yours faithfully,

(NAME)

(Name of principal agency on whose behalf the proposal is submitted)

Note: *This letter of authority should be on the letterhead of the principal agency/agency/17organization on whose behalf the proposal is submitted and should be signed by a person competent and having the power of attorney to bind the principal. It should be included by the Agency in its bid.*

SECTION – VI
BIDDER’S DETAILS

1. Name of Tendering Company/ Firm / Agency (Attach certificate of registration) :
2. Name of proprietor / Director of Company/Firm/agency :
3. Full Address of Reg. Office with Telephone No., FAX No. & E-Mail :
4. Full address of Operating/Branch Office with Telephone No., FAX No. & E-Mail :
5. PAN / GIR/TAN No (Attach Self Attested copy) :
6. Service Tax Registration No. (Attach Self Attested copy) :
7. E.P.F. Registration No. (Attach Self Attested copy) :
8. E.S.I. Registration No (Attach Self Attested copy) :
9. GST Registration No. (Attach Self Attested copy) :

9. Self Attested copy of experience certificate / certificates issued by the competent authority for the satisfactory work carried out in outsourcing work of Skilled/Semiskilled / Unskilled Manpower Services/House Keeping Services in PSU’s/Nationalized Banks / RRBs/ Government Department (Central/ State) for similar nature of work of value of Rs 20 lakhs at least during last three years from the date of Tender Notice. The summary of that can be tabulated in the given format in chronological order:--

S No	Details of client along with address, telephone and FAX numbers	Amount Contract (Rs. lacs)	Experience certificate for the period from and to	
			From	To

(If the space provided is insufficient, a separate sheet may be attached)

10. Additional information, if any (Attach separate sheet, if required)

Signature of authorized person

Date:

Name:

Place:

Seal:

Signature of bidder with seal

SECTION-VII

**PERFORMA FOR NO NEAR RELATIVE (S) OF THE CONTRACTOR WORKING IN
ANDHRA PRADESH GRAMEENA VIKAS BANK**

**(To be executed on Rs.20/- Stamp paper & attested by Public Notary/Executive Magistrate by
the bidder)**

I S/O
Sh.....

R/o.....

Hereby certify that none of my relative (s) as defined in the tender document is/are employed in **ANDHRA PRADESH GRAMEENA VIKAS BANK** as per definition as detailed below. In case at any stage, it is found that the information given by me is false/incorrect, APGVB shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the tenderer with seal*

The near relative (s) means:

- a) Members of a Hindu Undivided family;
- b) They are husband and wife.
- c) The one is related to the other in manner as father, mother, son(s) & son's wife (daughter-in-law), Daughter (s) & daughter's husband (son-in-law), brother (s) and brother's wife and sister (s) & sister's husband (brother-in-law)

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, Certificate will be given by all the partners and in case of Limited Company, Certificate will be given by all the Directors of the company or company secretary on behalf of all directors). Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the Bank.

Signature of the tenderer with seal*

SECTION VIII
LETTER OF AUTHORISATION FOR ATTENDING BID OPENING
(Must be submitted to on or before date of bid opening)

To,
The General Manager - I,
Andhra Pradesh Grameena Vikas Bank
Ramnagar, Opp. Life line Hospital
Hanamkonda, Warangal
Telangana – 506 001

Sub: Authorisation for attending bid opening on _____ (date) in the
Tender of _____

Following person is authorised to attend the bid opening for the tender mentioned above on behalf of
_____ (Bidder).

Name of the Representative

Specimen Signature

1. _____

Signature of the Bidder

(Maximum one representative will be permitted to attend the bid opening. Permission for entry to the venue of bid opening may be refused in case authorisation as prescribed above is not received.)

Signature of bidder with seal

SECTION IX
DECLARATION FOR NON TEMPERING OF TENDER DOCUMENT

I / We /Proprietor/ Partner(s)/ Director(s) of M/s -----,
hereby declare that I / We have not tampered the tender document issued vide TENDER
NO. 01/HO-PERSONNEL/TENDERS/HOUSEKEEPING/2017 Date: 20/07/2017, which is
downloaded from the website

www.apgvbank.in

Signature -----
Name -----
Name & address of the firm: -----

SECTION X
DECLARATION REGARDING BLACKLISTING/ NON-BLACKLISTING
FROM TAKING PART IN GOVT.TENDER BY APGVB/GOVT. DEPT
(To be executed on Rs.20/- Stamp paper & attested by Public Notary/Executive Magistrate by
the bidder)

I/ We Proprietor/ Partner(s)/ Director(s) of M/S. ----- hereby declare that the firm/company namely M/S.-----has not been blacklisted or debarred in the past by APGVB or any other Government organization from taking part in Government tenders.

Or

I/ We Proprietor/ Partner(s)/ Director(s) of M/S. ----- hereby declare that the firm/company namely M/S.-----was blacklisted or debarred by APGVB, or any other Government Department from taking part in Government tenders for a period of ----- years w.e.f.----- . The period is over on -----and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/ contract will be Rejected /cancelled by The General Manager – I, APGVB, and EMD/SD shall be forfeited. In addition to the above the Bank will not be responsible to pay the bills for any completed / partially completed work.

Signature -----
Name -----
Capacity in which as signed: -----
Name & address of the firm: -----

**Rubber Seal of the firm
should be Affixed.**

Date:

Signature of Bidder with seal

SECTION XI
Undertaking

Work order No.-.....Dated.....

Invoice no : ----- Dated----- Period/Month:

I/We, Of Company / Firm of M/s
..... hereby certify that:

1. I/We strictly followed all rules & regulations under Contract Labour Act-1970 and Contract Labour (Regulation and Abolition) Central rule 1971 during currency of tender.
2. I/We shall be personally held responsible for default of non-payment to labours / manpower engaged/provided to APGVB for completion of work.
3. I/We ensured the strict compliance of various labour provisions of these labour laws:
 - a) Workmen's Compensation Act 1923.
 - b) Employees Provident Fund Act 1952.
 - c) Maternity benefit Act 1961.
 - d) Minimum wages Act 1948.
 - e) Payment of gratuity Act 1972.
 - f) Equal remuneration Act 1976.
 - g) Any other applicable Act on Labour Regulation in force and amendments issued time to time by Govt. agencies.

I/We further undertake to abide by the terms and conditions of the contract and any lapse/failure to maintain these provisions shall be my personal liability and the APGVB shall be free from any liability on this account.

Authorized Signatory

(NOTE : TO BE ATTCHED WITH EACH CLAIM/BILLS BY CONTRCTOR)

Signature of bidder with seal

SECTION-XII
TECHNICAL BID

S No	Particulars	To be filled by the participant	Marks allotted
1	Full Name of the Company / Organisation/Agency		--
2	Constitution	Proprietorship / partnership /Company (Registrations, deeds, bylaws to be submitted)	Prop/partnership firm-5 Company-10
3	Complete Address		--
	Telephone No		--
	Fax		--
	e-mail		--
4	Details of Proprietor Managing Partner Managing Director	<u>Name</u> <u>Address</u> <u>Mobile No.</u> <u>e-mail</u>	--
5	Name and Address of the Contact Persons of the Firm Phone/Mobile Nos		--
6	Year of Establishment of the Company/Firm (Enclose MOA/AOA) (Certificate of Registration & Renewal)		>2 years = 5 >4 years = 7 More than 5 years = 10
7	INCOME TAX PAN TAN No (With date)		--
8	Total Number of workmen employed / on the roll of the company	Number:_____ We confirm that no minors are employed by our firms	>25<50 = 5 >50<100 = 7 > 100 = 10
9	Number & date of licence issued under Contract Labour Act (Regulation & Abolition) Act 1970, if applicable)	ALC/CLC (Central Govt). Certificate of registration and up to date Renewal certificates shall be enclosed.	--
10	Details of EMD	DD /BG (Mention Number, date, issued Bank)	--
11	EPF NO with date ESI No with date GST No with date		--

	(Copies of Certificates and renewals shall be enclosed)		
12	Main clients: (Bank/ Financial Institutions) 1. 2. 3. Mention number of persons provided and enclose copies of work orders & contract agreements and credentials	Address and responsible person of the client with cadre and mobile number	Private sectors = 5 PSBs/PSUs /Govt = 10
13	Turnover, Profits earned during last 3 financial years.(without any change in the constitution) <Attach Self-attested, documentary proof like Audited Balance sheet, IT Returns>		Profit for Preceding – 3 years - 5 5 years - 7 More than 5 years – 10 TURNOVER- Upto – 50.00 lacs - 5 >50<100 lacs - 7 > 100 lacs- 10
14.	Address of the Office in Visakhapatnam/Hyderabad. If not available an assurance letter to open Office at Visakhapatnam/Hyderabad		--
15	For remaining terms and conditions enclose a separate sheet as per checklist.	q	--

I/We confirm that provisions of Minimum Wages Act will be complied with during the contract period.

Verification: I verify that all the details furnished above are true and correct to the best of my knowledge and belief. I understand that in case of furnishing of any false information or suppression of any material information, the bid shall be liable for rejection besides initiation of penal proceedings by the bank, if it deems fit.

Signature with Seal

SECTION-XIII
FINANCIAL BID
(To be enclosed in separate sealed envelope)

Financial Bid for outsourcing of the House Keeping Services for Andhra Pradesh Grameena Vikas Bank. **Only the service charge is required to be quoted per month of minimum wages as notified by the chief Labour commissioner from time to time.**

S.No	Description	Agency quote for one person	Remarks
1	Minimum Wages	Not to be quoted by bidder	As per Govt of India Guidelines- minimum wages shall be followed (Present minimum wages 6990/-) shall be increased as and when the GOI revised the wages.
2	EPF	Not to be quoted by bidder	As per Govt Guidelines- minimum wages shall be followed (Present EPF 12 +1.61 = 13.61%)
3	ESI	Not to be quoted by bidder	As per Govt Guidelines- minimum wages shall be followed. ESI shall be applicable to the eligible workers who are working at the branches under the eligible area of operation of ESI Hospitals. (Present ESI Premium 4.75%)
4	SUB TOTAL (4=1+2+3)	Not to be quoted by bidder	
5	Agency's administrative charges /service charges (quote in Rs.Ps. only. do not mention in %s)		TDS to be absorbed by bidder which will be deducted at source
6	Total amount (6= 4+5)	XXX	TDS shall be calculated on Total amount (4+5=6)
8	GST	XXX	As per rates applicable
9	Grand Total (rounded off to nearest rupee) per worker		

We abide by the terms and conditions of the bid.

Date

Signature & Seal of the Tenderer

Place

Name