



## **CENTRAL BANK OF INDIA / सेंट्रल बैंक ऑफ़ इंडिया**

### **Zonal Office Delhi / आंचलिक कार्यालय दिल्ली**

invites Tenders/Bids for  
Housekeeping & General cleaning works at  
Central Bank of India's Building "Sorabji Bhawan"  
at Plot No. 4, Block No. 54, D B Gupta Road,  
Karol Bagh, New Delhi-110005

/

द्वारा अपने बैंक के भवन  
४/५४, डी.बी. गुप्ता रोड, करोल बाग, नई दिल्ली  
के हाउसकीपिंग और सामान्य सफाई कार्यों के लिए पात्र निविदाएं  
आमंत्रित किये जा रहे हैं,

**Last date of Tender Submission (अंतिम तिथि): 3.30 PM of 31.01.2022**

Date of Tender opening (Part 1- Technical bid): 4:30 PM of 31.01.2022 or subsequent date under advice to the tenderers.

#### **Contact Details of Independent External Monitor (IEM) -**

Shri Trivikram NathTiwarei, mail ID: [trivikramnt@yahoo.co.in](mailto:trivikramnt@yahoo.co.in)

Shri Jagdip Narayan Singh, mail ID: [jagadipsingh@yahoo.com](mailto:jagadipsingh@yahoo.com)

## NOTICE INVITING TENDER

To,

Reputed firms / companies and contractors in the field of providing housekeeping services.

Dear Sir,

Reg Tender Document for Housekeeping & General Cleaning works at Central Bank of India's building at plot no. 4, block no. 54, D B Gupta road, Karol Bagh, New Delhi-110005.

1. Sealed tender are invited from the reputed firms / companies / contractors in the field of providing housekeeping and general cleaning services at Central Bank of India's building at plot no. 4, block no. 54, D B Gupta road, Karol Bagh, New Delhi-110005. Tender documents may be collected from General Administration Department, Zonal Office, **Central bank of India, Delhi against the non-refundable payment of Rs. 1,000.00 by way of demand draft / pay order in favour of Central Bank of India payable at Delhi. Alternatively the tender can be downloaded from the live tender section of Bank's website [Website – [www.centralbankofindia.co.in](http://www.centralbankofindia.co.in)]** and the tender fee shall be deposited with Bank alongwith Tender document. (Exemption: Submission of valid Micro and Small Enterprises (MSEs) certificate as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department).

### 1.1 **Submission of Tender:**

Due date of submission of Tenders is 31.01.2022 **(last date of submission)** before 3:30 p.m. The tenders are to be submitted in two separate envelopes (1&2) each sealed and clearly identified as to envelope number and contents as indicated below. All the two envelopes shall be contained in a large envelope super scribed "Tender for housekeeping & general cleaning services at Central Bank of India, Sorabji Bhawan, Delhi".

#### 1.1.1 **Envelope No.1 – Technical bid [PART 1]**

Envelope No.1 shall contain Earnest Money Deposit in the form of crossed demand draft of **Rs. 15,000/-** (Rs. Fifteen thousand only) in favour of Central Bank of India, Delhi and Technical bid document each page and correction duly signed by tenderer including tender form duly filled in complete details and description including all data to be supplied by tenderer as specified in the information and instruction of tenderers. This envelope shall be super scribed "Envelope No. 1 – This tender document, all supporting technical, financial etc. documents, EMD & Tender Fees for housekeeping services at Central Bank of India, Sorabji Bhawan, Delhi."

#### 1.1.2 **Envelope No.2 – Price bid [PART 2]**

Envelope No.2 shall contain price bid, each page and correction duly signed by tenderer. This envelope shall be super scribed “Envelope –2 – Price Bid for housekeeping services at Central Bank of India, Sorabji Bhawan, Delhi.”

- 1.2 Sealed tenders as above will be received by the Zonal Office, Central Bank of India, General Administration Department, Sorabji Bhawan, Plot no. 4 Block no. 54, D B Gupta Road, Karol Bagh New Delhi up to 3:30 p.m. on 31.01.2022 (**last date of submission**) and Technical Bid of tender will be opened at 4.30 PM on 31.01.2022 or subsequent date under advice to the tenderers at above mentioned address in presence of tenderers or their authorized representatives who choose to be present. Opening of Price Bids will be informed in advance to technically qualified bidders.
- 1.3 Tenders received late on account of any reason will not be entertained.
- 1.4 The Earnest Money Deposit by Demand Draft payable at Delhi must accompany each tender and the tenders not accompanied by the Earnest Money Deposit and Tender Fees (as applicable) by Demand Draft shall be rejected as NON-RESPONSIVE. (**Exemption:** Submission of valid Micro and Small Enterprises (MSEs) certificate as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department).
- 1.5 Tenders shall remain valid for 120 days after the deadline for submission of bids prescribed. In exceptional / unavoidable circumstances, Bank may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by email). The EMD shall also be suitably extended. A Bidder may refuse the request without forfeiting its EMD. A Bidder granting the request will not be required nor permitted to modify its tender.
- 1.6 Vendors confirming to eligibility criteria mentioned in this tender shall apply for the process. Any question/doubts related to document may be clarified with Bank over phone on 011-42827824 / 825 (10am to 5pm). The tender shall not include any conditions whatsoever. Only unconditional tender will be accepted. Any conditional tender will be liable for rejection.
- 1.7 Any amendments / corrigendum to this tender notice shall be published in Bank's website only. Therefore applicants are requested to visit the Bank's website regarding modifications / corrigendum issued.
- 1.8 The Bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all tenders.

ASST. GENERAL MANAGER-BSD

## Form of Tender

Asst. General Manager-BSD,  
Central Bank of India, Zonal Office, Delhi  
Plot no 4 Block no 5, D B Gupta Road,  
Karol Bagh, New Delhi-110005

Dear Sir,

**Reg Tender Document for Housekeeping & General Cleaning services / works for cleaning of office including workstations, furniture, fixtures, equipment, cabins of officers, counters, partitions, walls, floors, ceiling, common area, washrooms, toilets, lifts, stair cases, etc. at office building premises for initial period of one year, extendable for another two years (1+1) at same price and terms subject to satisfactory performance and review at sole discretion of Bank.**

Having examined the requirements, conditions and schedule of quantities relating to the captioned work and having visited and examined the site of the works and also having acquired the requisite information relating thereto as affecting the tender, We hereby offer to take up the maintenance contract for providing housekeeping services cleaning of office building including workstations, furniture, fixtures, equipment, cabins of officers, counters, partitions, walls, floors, ceiling, common area, washrooms, toilets, lifts, stair cases, etc on all floors including basement, stilt and terrace at the Central Bank of India, Sorabji Bhawan Building, Karol Bagh Delhi premises in accordance with the conditions of the tender and conditions of contract attached hereto.

Should this tender be accepted, we hereby agree to fulfill the terms and provisions of the said conditions of the contract and work as per the rate accepted by the Bank.

Signature and seal of the contractor / authorised person

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Landline /Mobile No. \_\_\_\_\_

Email ID:

**ANNUAL MAINTENANCE CONTRACT FOR PROVIDING HOUSEKEEPING & GENERAL CLEANING SERVICES / WORKS FOR CLEANING OF OFFICE INCLUDING WORKSTATIONS, FURNITURE, FIXTURES, EQUIPMENT, CABINS OF OFFICERS, COUNTERS, PARTITIONS, WALLS, FLOORS, CEILING, COMMON AREA, WASHROOMS, TOILETS, LIFTS, STAIR CASES, ETC. AT OFFICE BUILDING PREMISES FOR INITIAL PERIOD ONE YEAR, EXTENDABLE FOR ANOTHER TWO YEARS (1+1) AT SAME PRICE AND TERMS SUBJECT TO SATISFACTORY PERFORMANCE AND REVIEW AT SOLE DISCRETION OF BANK.**

## **GENERAL INSTRUCTIONS**

1. Central Bank of India, Zonal Office, Delhi invites tenders from firms/companies for cleaning of office including workstations, furniture, fixtures, equipment, cabins of officers, counters, partitions, walls, floors, ceiling, common area, washrooms, toilets, lifts, stair cases, etc. at office building premises for initial period one year, extendable for another two years subject to satisfactory performance for an initial period of one year (extendable for another two years (1+1) at sole discretion of Bank ) as per laid down contractual obligations. The contract can be extended for another two years (1 + 1) at same price and terms subject to satisfactory performance and review of the house keeping/cleaning services provided and adherence to contractual obligations by the concerned firm/company.

The Bank reserves the right to increase or decrease the number of persons to be deployed by the firm/company before awarding the work or at any time during the currency of contract, if required. **Currently it is mandatory for the firm / contractor to deploy at least three personnel always present at office time.** The Bank also reserves the right to award the work to one firm/company or separately to different firms/ companies.

### **1 Scope of Work i.e. Similar Work**

**Cleaning of office including workstations, cabins, common area, washrooms, toilets, lifts, stair cases etc. at its Office premises shall be done and kept ready before official working hours of Bank.**

High standard cleanliness should be maintained by using ultramodern equipment and materials. The Contractor shall decide the frequency of the cleaning based on the usage of washrooms with the prior approval of the Bank. The normal office working hours would be from 09:30 A.M. to 05:30 P.M. with ½ hour lunch break. The total working time for labours shall be strictly as per Labour laws/statutes.

- 1.1 DETAILS OF THE BUILDING: Building block is comprised of [basement + Stilt + 4 upper floors + terrace].
- 1.2 Cleaning of fans, lighting fixtures exhaust fans etc.
- 1.3 Cleaning of walls, ceilings, curtains, blinds, dirt, stains, etc.
- 1.4 Cleaning of workstations, tables, chairs, cupboards, storage units shelves etc., dusting of office equipment such as computers, printers, etc.
- 1.5 Cleaning of windows, window panes, glasses, grills, doors, ventilators, glazing (interior & exterior) etc at all heights and levels.
- 1.6 Sweeping and mopping of floors in the office premises.

- 1.7 Cleaning of platform and toilet pots, seats/urinal pots, sink, wash basins, tiles, racks, glass mirrors etc.
- 1.8 Thorough sweeping, washing, mopping and scrubbing of floors and wall dado inside the toilets, plumbing and sanitary fittings & fixtures, glazed ventilators etc.
- 1.9 Provide garbage bags in all dustbins
- 1.10 Cleaning of accessories provided in the wash rooms like buckets/mugs/soap cases etc.
- 1.11 To ensure on a daily basis all the equipment in the toilets/washrooms like Taps /Sinks /Geyser/Flush /Shower /Soap container etc. are in working condition and if not report to Care Taker/Estate Cell.
- 1.12 Refilling of liquid soap for hand wash, air fresheners etc. as and when required.
- 1.13 All the cleaning material and equipment to be provided by the service provider/contractor/firm.
- 1.14 The cleaning material used will be of standard quality to avoid damage to CP fixture/ tiles/flooring etc.
- 1.15 The contractor should procure, provide and use following approved/ any other equivalent cleaning material preferably non-toxic & eco-friendly as approved by Bank:
  - 1.15.1 Cleaning material – Harpic / Sanifresh for toilets
  - 1.15.2 Lizol (Perfumed) for floor cleaning.
  - 1.15.3 Domex (Perfumed) for floor cleaning.
  - 1.15.4 Colin for cleaning of window panes /fans/ mirror etc.
  - 1.15.5 Permanent kind of stains inside the washrooms can be cleaned with the help of stain removers like “Easy Off Bang”
  - 1.15.6 Refilling of liquid soap for hand wash (Dettol, Lifebouy or pre-approved equivalent) & air fresheners of approved manufacture.
  - 1.15.7 Use of branded floor cleaning materials for respective floor finishes (Ceramic / vitrified / granite).
- 1.16 Contractor should keep / provide stock of cleaning materials / machines for use to ensure state of the art cleaning such as scrubbing machines / dusters/mops / detergents/ washing powder, rooms, sponges, garbage sacks, polish, phenyl acid, ladder, vacuum cleaner, different types of brushes for dusting, liquid items cleaning, oil stain remover, bleaching liquid, bleaching powder, cleaning acid etc.
- 1.17 There are conference rooms and cafeteria. The interiors and all its accessories such as telephone instruments, light fittings, projectors, TV screens, etc., are to be cleaned thoroughly on a daily basis. As and when meetings are held, before and after the meetings thorough cleaning to be done.
- 1.18 The premises consists of 1 Nos DG set, 1 Electrical Package Substation, electrical panel room, solar panels, sump tanks for Domestic arrangement, water tanks, pump room to facilitate pumping of water from the sump to the overhead tanks and staircases. The maintenance and upkeep of electrical system, equipments, DG Sets, etc. are not covered under this agreement. Only general dusting and cleaning (of outside surface) of said equipments are to be done.
- 1.19 The site also consists of car and scooter parking lots, pathways, garbage dumping area, arrangement for drinking water etc. The clearing of left out eatables, etc., needs to be undertaken by the agency.
- 1.20 Proper disposal of garbage as per the extant norms of authorities / statutes.
- 2 The Firm / Contractor will have to deploy sufficient persons, minimum 3 on all working days and not less than the number specified above for the purpose of cleaning. The Office

- normally remains closed on Sundays and Bank Holidays and if any work is required to be done, the same shall be carried out on those days with prior permission.
- 3 Deduction / Penalty Clause: If daily no. of persons deployed is found to be less than the daily prescribed minimum persons i.e. three, a deduction @ Rs. 500/- per person per day shall be done from the monthly bill. For eg. the deduction for 1 person absent for 1 day and 2 persons absent for 3 days in a month will be Rs. 500 x 7 = Rs. 3500/-.
- 4 Other penalty clauses: Bank reserves the right to terminate and to impose the penalty on service provider to Rs 2000/- per offence/mistake/misconduct on the following:
- (i) Any service provider found in drunken condition/ indulged in bad conduct.
  - (ii) Improper maintenance and defacement of property.
  - (iii) Misbehaviour with Bank's staff and security personnel.
  - (iv) Not following safety and security norms as may be indicated by authorised representative of Bank.
  - (v) Any staff or service provider found without uniform ID card and found creating nuisance on duty.
  - (vi) Staff of service provider in the premises without police verification. Non-submission of police verification by service provider within specific period conveyed by Bank, the competent authority direct the service provider to remove the staff from service immediate effect.
  - (vii) Non compliance of clauses in tender document and agreement executed between the service provider and Bank.
  - (viii) Service provider and his employees staying at Bank's premises after closing hours.
  - (ix) In addition to the above, if there is repeated penalties imposed more than twice to the service provider, an explanation will be sought from him and the same shall be replied within 7 days from the date of issuance. On non-satisfaction of reply, the Competent Authority of the Central Bank of India at its sole discretion will terminate the contract including forfeiting the security deposit / EMD.
6. Blacklist: The Bank reserves its sole right to blacklist the contractor in the event of unsatisfactory performance of contractor or non-compliance of the work order and to inform Regulatory/Govt. Authorities/IBA etc. Decision of Bank in this regard shall be final and binding on the contractor.
7. The applicant should not have been disqualified / debarred / terminated on account of poor or unsatisfactory performance / blacklisted from any of the public sector banks / public sector organizations / government / semi-government organizations including any of the offices / branch of Central Bank of India during last 5 years as on the date of publication of this notice. A suitable declaration to be submitted on the Letter head of the firm duly signed by the Authorized Signatory of Contractor.
8. Details of civil suits or any other litigation, if any that arouse during execution of the contract / work in last 5 years. Based on the details submitted herein, it will be sole discretion of Bank to consider or not-consider the tenderer. – Proforma 3.
9. Relationship: This agreement does not intent to create, constitute or evidence any partnership, joint venture and trust or employer / employee relationship amongst the parties.

## Eligibility Criteria

The tenderers should satisfy the following conditions and are requested to enclose the following documents in Part I for examining their credentials. Opening of Part II (Commercial/Price Bid) will be subject to satisfying the prescribed eligibility criteria:

1. Should have an average annual financial turnover of Rs. 5 Lakhs or above during last five financial years ending 31.03.2021 (for those who have filed the return and get the required audit done) else average Annual financial turnover of the firm for the last 5(five) years ending 31.03.2020. This should be duly audited and certified by Chartered Accountant, if required as per norms. These should be supported by audit statements or tax returns.
2. Applicant should furnish their client list showing the details of similar work (as mentioned in clause 2 of General Instructions) carried out during the last 5 years. The list shall include details such as name of the Client, value of work executed, Date of Start and Finish of the work. The applicant should submit documentary evidence in support of minimum experience of 5 years. Produce the copies of Work orders from clients for executing similar works during the last five years. The contractor/tenderer must have experience of successfully completed similar works (housekeeping) during last 5 years ending 30.11.2021 within the criteria given below (proforma 1):
  - 2.1 Three similar completed works each costing not less than the amount equal to Rs. 3.00 lakh per annum. **OR**
  - 2.2 Two similar completed works each costing not less than the amount equal to Rs. 3.75 lakh per annum. **OR**
  - 2.3 One similar work costing not less than the amount equal to Rs. 6.00 lakh per annum.
- 3 IT returns certificates of last five consecutive years duly certified by a Chartered Accountant.
- 4 Tenderers should have applicable tax registrations (PAN, TIN, GST etc.) supported by documentary evidence.
- 5 Tenderers should have their own office / branch in Delhi-NCR.
- 6 Tendering firms/companies shall be ready to receive the payments through Electronic Clearing Service (ECS)/NEFT.
- 7 Should be a registered firm / company under State Govt. or Central Govt. laws / rules. Good market reputation in the field is preferred.
- 8 Rates quoted by the agency should be in accordance with the Contract Labour Act 1970 / Minimum Wages Act as per current Delhi Gazette / Statues notifications. Tender having quoted rates below the prescribed rates (wages) will be rejected. The rates should be inclusive of all charges except GST. GST as applicable is to be charged extra.



- 9 Should furnish valid solvency certificate issued by the Bank (Applicant's banker), specifically for the purpose of the work for amount Rs 3.00 lakhs.
- 10 Interested Firms / Agencies shall submit the tenders in prescribed form in two parts.
- 10.1 Part-I tender will contain the technical bid documents alongwith all enclosures & EMD, be sealed in one cover, super scribing the name of relevant contract.
- 10.2 Part-II of the tender will contain no conditions but price bid only and be sealed in a separate cover, super scribing the name of relevant contract.
- 10.3 Both these sealed covers should further be sealed in another envelope and addressed to Asst. General Manager (BSD), Central Bank of India, Zonal Office, Plot no 4 Block no 54, D B Gupta Road, Karol Bagh, New Delhi-110005 and submitted to the Bank on or before 3:30 p.m on 31/01/2022 in the manner enumerated in the tender form.

### **Security Deposit –**

The EMD of Rs. 15000/- by means of Demand Draft drawn on any scheduled bank in favour of "CENTRAL BANK OF INDIA" payable at Delhi so submitted at the time of submission of tender will be kept as security deposit with Bank of the bidder to whom work will be entrusted and after due fulfillment of the Contract period or the period it is extended to which will be refunded on expiry of the same. This will be forfeited in case of noncompliance of the terms & conditions of the contract. This amount will not bear any interest. This security deposit shall be refunded to the contractor on expiry of the Contract or the contract extension thus granted. The EMD of unsuccessful bidders shall be returned once tendering process is completed.

### **Opening of tender**

Part-I of the tenders will be opened at 4.30 PM on 31/01/2022 or subsequent date under advice to the tenderers in the presence of the tenderers or authorized representative of the tenderers who choose to be present. Part-II of the tender of only those tenderers who after evaluation of the documents meet the requirement of the Bank's specifications, eligibility will be opened on the same date or subsequent date under advice to the tenderers.

The tender form must be filled in **English or Hindi** and all entries must be made by hand and written in ink. If any of the documents is missing or unsigned, the tender may be considered invalid by the Bank at its discretion.

Rates should be quoted on per month basis both in figures and words in columns specified. All erasures and alterations made while filling the tender must be authenticated by initials of the tenderer. Overwriting of figures is not permitted.

Failure to comply with either of these conditions will render the tender void at the Bank's option. No advice whatsoever, especially on change in rate, specifications after opening of Part II of the tender, will be entertained.

Each of the Tender Documents should be signed by the person or persons submitting the tender in token of his/their having acquainted himself/ themselves with the conditions of contract, etc. as laid down. Any tender with any of the documents not so signed will be rejected.

The tender submitted on behalf of the firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract or by a person holding the power of attorney in the case of a company. Otherwise the tender may be rejected by the Bank.

The Central Bank of India does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.

If awarded, the Contractor shall not assign the sub-contract as a whole. No sub-contract as a whole is permissible. Further, he shall not sublet any / limited portion of the contract except with the prior written consent of the Bank. In case of breach of these conditions, the Bank may serve a notice in writing on the Contractor; rescinding the contract, with other consequences such as penalty, forfeiture of EMD etc.

The tenderer must obtain for himself on his own responsibility and at his own expense all the information which may be necessary for the purpose of making the tender and for entering into a contract and must inspect the site of the work, acquaint himself with all local conditions, means of access to the work, nature of the work and all matters appertaining thereto.

The tenderer should submit the reports on past performance of his firm/company from his clients and bankers along with the Part I of the tender. If any tenderer is not found to possess the required eligibility for participating in the tendering process at any point of time and/or his performance reports received from his clients and/or his bankers are found not satisfactory, the Bank reserves the right to reject his offer even after opening of the tender. The Bank is not bound to assign any reason for rejecting the tender.

After prima facie scrutiny, if any of the contractors is found not satisfying the required eligibility criteria, the tender submitted by him will not be processed further.

Tenders shall remain valid for 120 days after the deadline for submission of bids. In exceptional / unavoidable circumstances, Bank may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by email). The EMD shall also be suitably extended. A Bidder may refuse the request without forfeiting its EMD. A Bidder granting the request will not be required nor permitted to modify its tender.

The tenderer must use only the tender forms prescribed by the Bank and downloaded from the site to fill in the rates. Any addition/alteration in the text of the tender form made by the tenderer shall not be valid and shall be treated as null and void.

The charges quoted will cover the cost of manpower deployed, material used and machinery/equipment deployed for efficient rendering of services and shall be payable on monthly basis subject to submission of invoice. The payment thereon will be made after the same is duly certified by the Bank's Officers that the services have been provided satisfactorily and after deducting all statutory dues/taxes, etc.

The quoted charges will be firm and not subject to labour conditions/revision in wages for the contract period, exchange variations or any other condition whatsoever. The firm/ agency will be bound to pay statutory minimum wages to the workforce employed by him / them, therefore rate should be quoted keeping this in mind. Tenders having 'quoted rates' below the minimum wages are bound to be rejected.

The quoted charges shall also include Insurance charges, all taxes, Excise duty, Octroi and any other tax and duty or other levy whether existing or future, levied by the Central Government or any State or Local Authority, if applicable, **except GST. GST as applicable shall be charged extra.**

The successful bidder/contractor shall depute required numbers of workers and supervisors to render the cleaning services. The successful bidder/contractor shall commence the work after furnishing to the Bank the following documents, as applicable

- i. Labour License
- ii. Provident Fund code Number
- iii. E S I Code Number – Insurance Policy
- iv. Registration Number
- v. Maintenance Register of workers

The successful bidder/contractor shall

1. ensure that he/she deploys only adult, trained and competent persons who are physically fit and are not suffering from any chronic or contagious diseases for carrying out the maintenance works.
2. be responsible for and arrange to bear costs of such equipment, materials and other paraphernalia as considered necessary by the Bank for effectively rendering the services.
3. be responsible and liable for payment of salaries, statutory minimum wages and other legal dues to the persons who are employed by him/her for the purpose of rendering the services required by the Bank under this tender. Written records for having made these payments will be submitted to the Bank, if so desired, for its verification.
4. maintain neatly, completely and legibly registers, records, reports and returns for inspection by various authorities at short notice.
5. provide information as required in respect of all his employees to enable the Bank to monitor compliance of P.F., ESI, etc., as applicable and if so desired by Bank
6. ensure that all persons employed by him/her, for the purposes of rendering the services required by the Bank, are insured with Government of India recognized insurance companies, for which no extra payment will be made by the Bank. The contractor shall be responsible for any injury or damages to any persons, animals or any other things employed / used by him/her.
7. ensure that his/her employees, while on the premises of Bank or while carrying out their obligations, observe the standards of cleanliness, decorum, security, safety, good behavior and general discipline laid down by the Bank or its authorized agents and the Bank shall be the sole judge as to whether or not the contractor and /or his employees have observed the same.
8. personally and exclusively supervise or employ sufficient supervisory personnel, exclusively to supervise the work of his/her employees so as to ensure that the services rendered are carried out to the satisfaction of the Bank.

9. ensure that no employee of the contractor will enter or remain on the Bank's premises beyond the specified time limits unless absolutely necessary for fulfilling contractors obligations and with Bank's permission.
10. be liable for any damage caused to the Bank or its premises or any part thereof or to any fixtures or fittings thereof or to any property of the Bank and therein by any act, omission, default or negligence of the contractor or his employees or agents.
11. provide identity cards to his/her employees or agents who shall be doing the subjected job at the Bank's premises. All the employees and agents should display the identity card in their person for all the times they are working in Bank's premises.
12. provide distinct uniform to his/her employees or agents different from the Bank's employees. The uniform should have logo of the contractor's firm/company and should be kept neat, tidy and in a wearable condition.
13. obtain Police Verification Report on character and antecedents of its personnel and other details relating to age, educational qualification, name and permanent address to be provided under this contract along with their passport size photographs before engaging them for duty in the Bank's premises. Only able bodied, physically fit, well trained, literate, disciplined and honest personnel preferably between the age of 21 and 45 years shall be deployed.
14. The cleaning material used will be of standard quality to avoid damage to CP fixture/tiles/flooring etc.

The Bank will not provide accommodation to the contractor in the Bank's premises except for storing of materials / tools and equipment.

In the event of termination of the contract for any reason whatsoever, the contractor or persons employed by him or his agents shall not be entitled for any sum or sums whatsoever from the Bank by way of compensation, damages or otherwise.

The contractor shall ensure payment of minimum wages to the workmen employed by him/her and shall maintain a register of wages and shall issue a wage slip to every workman employed by him/her and obtain their signature or thumb impression on the wage slips. In addition, he/she will provide essential amenities like drinking water, first aid facility etc. to the employees as per Contract Labour Act 1970. The agency / contractor will give undertaking on Non Judicial Stamp Paper of applicable value before the award of work that he undertakes to actually pay wages to all the labour of all descriptions to be engaged by him/her for completion of that particular job/work at the rate which is not less than the one prescribed under minimum wages under the Contract Labour(Regulation & Abolition) Act as per Delhi Gazette / statues notifications and also keep the Principal Employer indemnified against all the actions that may be initiated against the Principal Employer by the Statutory Authorities for his failure to pay such wages and provide the essential amenities.

The contractor shall obtain a license as contemplated under Contract Labour Act 1970 or any other law as applicable, failing which he alone would be responsible for actions/ proceedings ensuing thereto. The Bank shall not be held responsible for acts, commissions or omissions of the contractor and shall in no way be made liable to the labourers engaged by him/her in terms of this contract.

The contractor shall indemnify and keep indemnified the Bank against all losses and claims, damages or compensation for breach of any provision of the Payment of Wages Act, 1936, Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition) Act, 1970 or any other

labour law/statute in force in this regard. The contractor alone shall be responsible for liabilities, if any, in this regard.

The contractor shall abide by all local and other acts, rules and regulations applicable for carrying out this kind of activity.

The contract could be considered for further renewal on the same price and terms and conditions provided the Bank finds the services of the Contractor satisfactory and if the Bank so desires. The decision of the Bank in this regard shall be final.

The successful contractor shall execute an Agreement with the Bank in this regard in the enclosed format, in duplicate, on receipt of intimation from the Bank of the acceptance of his/her tenders.

The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure / systems/ equipment etc. which may come to the possession or knowledge of the Contractor during the course of discharging contractual obligations in connection with this agreement, to any third party, and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The Contractor shall indemnify the Employer for any loss suffered by him as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Employer shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect to his/her employees to ensure that the obligations of non- disclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

The Quantity of work (BoQ) prescribed in the Price Bid is only indicative and payment shall be done as per actual quantum of work executed after carrying out required deductions.

The intending tenderers are advised to inspect the site with the prior permission from the Bank and ascertain the exactness of the area to be maintained and the work to be executed before quoting their rates.

I/We hereby declare that I/We have read and understood all the above instructions/conditions and the same will remain binding upon me/us in case the above mentioned Annual Cleaning Contract is entrusted to me/us.

I/we also note that this letter will form part of the contract document and that the contents of this letter shall be supplemental to the conditions in the tender and not in derogation thereof except to the extent specifically provided herein.

Signature and seal of contractor/s

Date : \_\_\_\_\_

Place: \_\_\_\_\_

## Articles of Agreement

This Agreement made on this \_\_\_\_\_ day of \_\_\_\_\_ XXXX between Central Bank of India, having its CENTRAL BANK OF INDIA, having its Head Office/ Registered Office at Chander Mukhi, Nariman Point, Mumbai, and Zonal Office at Plot no 4, Block no. 54, D B Gupta Road, Karol Bagh, New Delhi (hereinafter referred to as the "**Bank**") which expression shall, unless it is repugnant to the context or meaning thereof be deemed to include its affiliates, successors and assigns of the ONE part and

M/s \_\_\_\_\_, having its Office at \_\_\_\_\_

\_\_\_\_\_ (hereinafter referred to as the "**Contractor**") which expression shall, unless it is repugnant to the context or meaning thereof, be deemed to include his heirs, representatives, administrators and assigns of the OTHER part, wherein M/s .....declared as successful bidder.

Whereas the contractor is carrying on the business of providing personnel for and housekeeping, cleaning services and has adequate experience in such jobs for rendering such services.

And whereas the Bank is desirous of availing services of the contractor for the purposes as indicated in its Letter No. \_\_\_\_\_ dated \_\_\_\_\_

And whereas the parties are desirous of recording the terms and conditions under or upon which the said services are to be rendered by the contractor.

### **NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS**

1. This agreement will be assumed to have come into effect from dd/mm/yyyy and will remain in force up to dd/mm/yyyy or until it is terminated as per the terms hereinafter contained.
2. The quoted charges of Rs. \_\_\_\_\_ per month covering the cost of manpower deployed, material and machinery/equipment etc. used, for efficient rendering of services as per the terms and conditions mentioned in this tender document shall be payable on monthly basis subject to submission of invoice. The payment thereon will be made after the same is duly certified by the Bank's officials to the effect that the services have been provided satisfactorily and after deducting all statutory dues/taxes, etc.
3. The above charges are firm and not subject to labour conditions, exchange variations etc. or any other conditions whatsoever.
4. The above charges also include all taxes, Insurance charges and any other tax and duty or other levy, whether existing or levied in future by the Central Government or any State Government or any Local Authority, **except GST. GST as applicable shall be charged extra.**
5. All requisite cleaning articles/equipment and material will be provided by the contractor.
6. The contractor shall be responsible for providing services on regular basis as per the terms and conditions of the tender.

## **7. The detailed scope of work will be as under:**

Cleaning of office including workstations, cabins, common area, washrooms, toilets, lifts, stair cases at its Office premises shall be done and kept ready before official working hours of Bank.

High standard cleanliness should be maintained by using ultramodern equipment and materials. The Contractor shall decide the frequency of the cleaning based on the usage of washrooms with the prior approval of the Bank. The normal office working hours would be from 09:30 A.M. to 05:30 P.M. with ½ hour lunch break. The total working time for labours shall be strictly as per Labour laws/statutes.

- 7.1 DETAILS OF THE BUILDING: Building block is comprised of [basement + Stilt + 4 upper floors + terrace].
- 7.2 Cleaning of fans, lighting fixtures exhaust fans etc.
- 7.3 Cleaning of walls, ceilings, curtains, blinds, dirt, stains, etc.
- 7.4 Cleaning of workstations, tables, chairs, cupboards, storage units shelves etc., dusting of office equipment such as computers, printers, etc.
- 7.5 Cleaning of windows, window panes, glasses, grills, doors, ventilators, glazing (interior & exterior) etc. at all heights and levels.
- 7.6 Sweeping and mopping of floors in the office premises.
- 7.7 Cleaning of platform and toilet pots, seats/urinal pots, sink, wash basins, tiles, racks, glass mirrors etc.
- 7.8 Thorough sweeping, washing, mopping and scrubbing of floors and wall dado inside the toilets, plumbing and sanitary fittings & fixtures, glazed ventilators etc.
- 7.9 Provide garbage bags in all dustbins
- 7.10 Cleaning of accessories provided in the wash rooms like buckets/mugs/soap cases etc.
- 7.11 To ensure on a daily basis all the equipment in the toilets/washrooms like Taps /Sinks /Geyser/Flush /Shower /Soap container etc. are in working condition and if not report to Care Taker/Estate Cell. Complaints regarding civil, electrical, plumbing etc. observed in the toilets, wash rooms etc. must be resolved by reporting to Care Taker/AMC persons /Estate Cell.
- 7.12 Refilling of liquid soap for hand wash (make-Dettol, lifebuoy or pre-approved equivalent), air fresheners etc. as and when required.
- 7.13 All the cleaning material and equipment to be provided by the service provider/contractor/firm.
- 7.14 The cleaning material used will be of standard quality to avoid damage to CP fixture/tiles/flooring etc.
- 7.15 The contractor should procure, provide and use following approved/ any other equivalent cleaning material preferably non-toxic & eco-friendly as approved by Bank:
  - 7.15.1 Cleaning material – Harpic / Sanifresh for toilets
  - 7.15.2 Lizol (Perfumed) for floor cleaning.
  - 7.15.3 Domex (Perfumed) for floor cleaning.
  - 7.15.4 Colin for cleaning of window panes /fans/ mirror etc.
  - 7.15.5 Permanent kind of stains inside the washrooms can be cleaned with the help of stain removers like “Easy Off Bang”
  - 7.15.6 Use of branded floor cleaning materials for respective floor finishes (Ceramic / vitrified / granite).
- 7.16 Contractor should keep / provide stock of cleaning materials / machines for use to ensure state of the art cleaning such as scrubbing machines/ dusters/ mops/ detergents/ washing

- powder, brooms, sponges, garbage sacks, polish, phenyl acid, ladder, vacuum cleaner, different types of brushes for dusting, liquid items cleaning, oil stain remover, bleaching liquid, bleaching powder, cleaning acid etc.
- 7.17 Proper disposal of garbage as per the extant norms of authorities.
- 7.18 There are conference rooms and cafeteria. The interiors and all its accessories such as telephone instruments, light fittings, projectors, TV screens, etc., are to be cleaned thoroughly on a daily basis. As and when meetings are held, before and after the meetings thorough cleaning to be done.
- 7.19 The premises consists of 1 Nos DG set, 1 Electrical Package Substation, electrical panel room, sump tanks for Domestic arrangement, water tanks, pump room to facilitate pumping of water from the sump to the overhead tanks and staircases. The maintenance and upkeep of electrical system, equipments, DG Sets, etc. are not covered under this agreement. Only general dusting and cleaning (of outside surface) of said equipments are to be done.
- 7.20 The site also consists of car and scooter parking lots, pathways, garbage dumping area, arrangement for drinking water etc. The clearing of left out eatables, etc., needs to be undertaken by the agency.
- 7.21 The Contractor will have to deploy sufficient persons, minimum 3 on all working days (not less than the number specified above for the purpose of cleaning. The Office normally remains closed on Sundays and Bank Holidays and if any work is required to be done, the same shall be carried out on those days with prior permission.
- 7.22 Deduction / Penalty Clause: If daily no. of persons deployed is found to be less than the daily prescribed minimum persons i.e. three, a deduction @ Rs. 500/- per person per day shall be done. For eg. the deduction for 1 person absent for 1 day and 2 persons absent for 3 days in a month will be Rs. 500 x 7 = Rs. 3500/-.
- 7.23 Other penalty clauses: Bank reserves the right to terminate and to impose the penalty on service provider to Rs 2000/- per offence/mistake/misconduct on the following:
- (i) Any service provider found in drunken condition/ indulged in bad conduct.
  - (ii) Improper maintenance and defacement of property.
  - (iii) Misbehaviour with Bank's staff and security personnel.
  - (iv) Not following safety and security norms as may be indicated by authorised representative of Bank.
  - (v) Any staff or service provider found without uniform ID card and found creating nuisance on duty.
  - (vi) Staff of service provider in the premises without police verification. Non-submission of police verification by service provider within specific period conveyed by Bank, the competent authority direct the service provider to remove the staff from service immediate effect.
  - (vii) Non-compliance of clauses in tender document and agreement executed between the service provider and Bank.
  - (viii) Service provider and his employees staying at Bank's premises after closing hours.
  - (x) In addition to the above, if there is repeated penalties imposed more than twice to the service provider, an explanation will be sought from him and the same shall be replied within 7 days from the date of issuance. On non-satisfaction of reply, the Competent Authority of the Central Bank of India at its sole discretion will terminate the contract including forfeiting the security deposit / EMD.

## 8. SERVICES TO BE RENDERED BY CONTRACTOR



The contractor shall:

- 8.1 ensure that he/she deploys only adult, trained and competent persons who are physically fit and are not suffering from any chronic or contagious diseases for carrying out the maintenance works.
- 8.2 be responsible for and arrange to bear costs of such equipment, materials and other paraphernalia as considered necessary by the Bank for effectively rendering the services.
- 8.3 be responsible and liable for payment of salaries, statutory minimum wages and other legal dues to the persons who are employed by him/her for the purpose of rendering the services required by the Bank under this tender. Written records for having made these payments will be submitted to the Bank, if so desired, for its verification.
- 8.4 maintain neatly, completely and legibly registers, records, reports and returns for inspection by various authorities at short notice.
- 8.5 provide information as required in respect of all his employees to enable the Bank to monitor compliance of P.F., ESI, etc. if so desired.
- 8.6 ensure that all persons employed by him/her, for the purposes for rendering the services required by the Bank, are insured with Government of India recognized insurance companies, for which no extra payment will be made by the Bank. The contractor shall be responsible for any injury or damages to any persons, animals or any other things employed / used by him/her.
- 8.7 ensure that his/her employees, while on the premises of Bank or while carrying out their obligations, observe the standards of cleanliness, decorum, security, safety, good behavior and general discipline laid down by the Bank or its authorized agents and the Bank shall be the sole judge as to whether or not the contractor and /or his employees have observed the same.
- 8.8 personally and exclusively supervise or employ sufficient supervisory personnel, exclusively to supervise the work of his/her employees so as to ensure that the services rendered are carried out to the satisfaction of the Bank.
- 8.9 ensure that no employee of the contractor will enter or remain on the Bank's premises beyond the specified time limits unless absolutely necessary for fulfilling contractor's obligations and with Bank's permission.
- 8.10 be liable for any damage caused to the Bank or its premises or any part thereof or to any fixtures or fittings thereof or to any property of the Bank and therein by any act, omission, default or negligence of the contractor or his employees or agents.
- 8.11 provide identity cards to his/her employees or agents who shall be doing the subject job at the Bank's premises. All the employees and agents should display the identity card in their person for all the times they are working in Bank's premises.
- 8.12 provide distinct uniform to his/her employees or agents different from the Bank's employees. The uniform should have logo of the contractor's firm/company and should be kept neat, tidy and in a wearable condition.
- 8.13 obtain Police Verification Report on character and antecedents of its personnel and other details relating to age, educational qualification, name and permanent address to be provided under this contract along with their passport size photographs before engaging them for duty in the Bank's premises. Only able bodied, physically fit, well trained, literate, disciplined and honest personnel preferably between the age of 21 and 45 years shall be deployed.
- 8.14 The cleaning material used will be of standard quality to avoid damage to CP fixture/ tiles/flooring etc.

## 9. STAMP DUTY

The contractor shall bear the stamp duty on the original of this agreement, which shall be executed in duplicate. The Bank shall retain the original and the Contractor shall retain the duplicate.

10. The contractor shall ensure payment of minimum wages to the workmen employed by him/her and shall maintain a register of wages and shall issue a wage slip to every workman employed by him/her and obtain their signature or thumb impression on the wage slips. In addition, he/she will provide essential amenities like drinking water, first aid facility etc. to the employees as per Contract Labour Act 1970. The agency/contractor will give undertaking on Non Judicial Stamp Paper of applicable value before the award of work that he undertakes to actually pay wages to all the labour of all descriptions to be engaged by him/her for completion of that particular job/work at the rate which is not less than the one prescribed under minimum wages under the Contract Labour(Regulation & Abolition) Act and also keep the Principal Employer indemnified against all the actions that may be initiated against the Principal Employer by the Statutory Authorities for his failure to pay such wages and provide the essential amenities.
11. The contractor shall obtain a license as contemplated under Contract Labour Act 1970 or any other law as applicable, failing which he alone would be responsible for actions/proceedings ensuing thereto. The Bank shall not be held responsible for acts, commissions or omissions of the contractor and shall in no way be made liable to the labourers engaged by him/her in terms of this contract.
12. The contractor shall indemnify and keep indemnified the Bank against all losses and claims, damages or compensation for breach of any provision of the Payment of Wages Act, 1936, Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition) Act, 1970 or any other labour law/statute in force in this regard. The contractor alone shall be responsible for liabilities, if any, in this regard.
13. The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure / systems/ equipment etc., which may come to the possession or knowledge of the Contractor during the course of discharging contractual obligations in connection with this agreement, to any third party, and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The Contractor shall indemnify the Employer for any loss suffered by him as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Employer shall be entitled to claim damages and pursue legal remedies.
14. The Contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.
15. The contractor shall abide by all local and other acts, rules and regulations applicable for carrying out this kind of activity. If awarded, the Contractor shall not assign the sub-contract as a whole. No sub-contract as a whole is permissible. Further, he shall not sublet any / limited portion of the contract except with the prior written consent of the Bank. In case of breach of these conditions, the Bank may serve a notice in writing on the

Contractor; rescinding the contract, with other consequences such as penalty, forfeiture of EMD etc.

**16 TERMINATION OF AGREEMENT**

Without prejudice to what is contained hereinabove, the Bank shall at its sole and absolute discretion, be entitled to terminate this agreement forthwith by written notice of one month with or without assigning any reason and without payment of any compensation, if any.

- 16.1 in the opinion of the Bank (which shall not be called in question by the contractor and shall be binding on the contractor) the contractor fails or refuses to implement this agreement to the Bank's satisfaction and/or
- 16.2 the contractor commits a breach of any terms and conditions of this agreement and/or
- 16.3 the contractor is adjudged an insolvent or a compromise is entered by him with his creditors or if distress or execution or other process is levied upon or receiver is appointed for any part of the assets or property of contractor and/or
- 16.4 for any reason whatsoever, the contractor becomes disentitled in law to perform his obligations under this agreement and/or
- 16.5 There is any variation in the ownership/partnership or management of the contractor or his business without the prior approval in writing of the Bank to such variation.
- 17 In the event of termination of this agreement for any reason whatsoever, the contractor/or persons employed by him or his agents shall not be entitled for any sum or sums whatsoever from the Bank by way of compensation, damages or otherwise.

**18 ARBITRATION**

If any dispute, difference or question, at any time, arises between the parties as to the construction of this Agreement or concerning anything herein contained or arising out of this Agreement or as to the rights, liabilities and duties of the said parties and binding, the same shall be referred to arbitration under the provisions of Arbitration and Conciliation Act, 1996 or any statutory modification thereof and the decisions of the Arbitrator/Panel of Arbitrators shall be final and binding on both the parties. Further such disputes, difference or questions, if any, shall be deemed to have arisen at Delhi and only courts in Delhi shall have jurisdiction to determine the same.

Signed and delivered by

Shri \_\_\_\_\_ (sign and seal of the company)  
(Contractor)

Witnesses

- 1.
- 2.

Signed and delivered for and on behalf of Central Bank of India, Delhi  
(sign and seal of the Bank)

Shri \_\_\_\_\_  
duly authorized officer in the presence of

- 1.
- 2.

### Information to be furnished by the applicants

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                              |                                                                             |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------------------------------------------------------|
| 1  | Name of the Organisation                                                                                                                                                                                                                                                                                                                                                                                                                        |                              |                                                                             |
| 2  | Address with telephone no. and e-mail address if any.                                                                                                                                                                                                                                                                                                                                                                                           | Postal address               |                                                                             |
|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Telephone nos. / mobile nos. |                                                                             |
|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                 | E-mail address               |                                                                             |
| 3  | Year of establishment                                                                                                                                                                                                                                                                                                                                                                                                                           |                              |                                                                             |
| 4  | Status of the firm (Enclose copy)                                                                                                                                                                                                                                                                                                                                                                                                               |                              | Proprietorship / partnership / limited / trust / any other (please specify) |
| 5  | Name of Directors/ Partners / Proprietor                                                                                                                                                                                                                                                                                                                                                                                                        |                              | i)<br><br>ii)<br><br>iii)                                                   |
| 6  | Name and address of Bankers                                                                                                                                                                                                                                                                                                                                                                                                                     |                              | i)<br><br>ii)<br><br>iii)                                                   |
| 7  | Name of major Projects<br><b>(i)</b> at least 1(one) work costing not less than the amount equal to 80% of the category applied for or <b>(ii)</b> at least 2(two) similar works costing not less than the amount equal to 50% of the category applied for or <b>(iii)</b> at least 3(three) similar works costing not less than the amount equal to 40% of the upper limit in the category applied.<br>(Details to be furnished in proforma 1) |                              | i)<br><br>ii)<br><br>iii)                                                   |
| 8  | Important major projects on which the firm is engaged at present and their estimated cost, stage of work viz. planning and construction, the full address of clients shall be indicated against each project.                                                                                                                                                                                                                                   |                              | i)<br><br>ii)                                                               |
| 12 | If you are registered in Panel of other Organisation/ Statutory bodies such CPWD, PWD, MES, Banks, etc, furnish their name, Category and date of registration.                                                                                                                                                                                                                                                                                  |                              | i)<br><br>ii)<br><br>iii)                                                   |

# DETAILS OF DIRECTORS / PARTENERS

| Sr. no. | Name of partners / directors | Official designation | Address / phone / fax / e-mail |
|---------|------------------------------|----------------------|--------------------------------|
| 1.      |                              |                      |                                |
| 2.      |                              |                      |                                |
| 3.      |                              |                      |                                |
| 4.      |                              |                      |                                |

Name & Relation, if any, with the staff member of Central Bank of India. -

### DETAILS OF REGISTRATION

| Sr. no | Name of organisation / department                                                            | Registration no. | Date / year of registration | Enclosed proof |  |
|--------|----------------------------------------------------------------------------------------------|------------------|-----------------------------|----------------|--|
|        |                                                                                              |                  |                             |                |  |
| 1.     | Registrar of firms and societies                                                             |                  |                             |                |  |
| 2.     | Income tax department (mention PAN no. with copy of latest income tax clearance certificate) |                  |                             |                |  |
| 3      | GST registration                                                                             |                  |                             |                |  |
| 4.     | Details of EPF account and registration                                                      |                  |                             |                |  |

### FINANCIAL STATUS

| Sr. no | Financial year                                                                    | Turnover of the firm (in Rs. lacs) | Profit / loss | Enclosed certified copies of audited balance sheets / chartered accountant's certificate. |    |
|--------|-----------------------------------------------------------------------------------|------------------------------------|---------------|-------------------------------------------------------------------------------------------|----|
|        |                                                                                   |                                    |               | Yes                                                                                       | No |
| 1      | 2015 – 2016                                                                       |                                    |               |                                                                                           |    |
| 2      | 2016 – 2017                                                                       |                                    |               |                                                                                           |    |
| 3      | 2017 – 2018                                                                       |                                    |               |                                                                                           |    |
| 4      | 2018 – 2019                                                                       |                                    |               |                                                                                           |    |
| 5      | 2019 – 2020                                                                       |                                    |               |                                                                                           |    |
| 6      | 2020 – 2021 (for those who have filed the return and get the required audit done) |                                    |               |                                                                                           |    |

Furnish copies of audited Balance Sheet and Profit & loss account (audited) for the last five years.

PROFORMA –1  
PARTICULARS IN RESPECT OF WORK EXECUTED

| Sr. No | Name of the work / project executed with address | Short description of work executed | Name and address of owner and consultant | Value of work executed | Stipulated time of completion | Date of commencement | Date of completion | Any other relevant information |
|--------|--------------------------------------------------|------------------------------------|------------------------------------------|------------------------|-------------------------------|----------------------|--------------------|--------------------------------|
| 1      |                                                  |                                    |                                          |                        |                               |                      |                    |                                |
| 2      |                                                  |                                    |                                          |                        |                               |                      |                    |                                |
| 3      |                                                  |                                    |                                          |                        |                               |                      |                    |                                |
| 4      |                                                  |                                    |                                          |                        |                               |                      |                    |                                |

Signature of the Applicant

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**Note** The contractor shall mention only those works executed during last 5 years which fulfills the eligibility criteria on this page. The list is to substantiated with the **documentary evidence such as work order and completion certificates** in absence of which the application is liable to be rejected.  
Other works should be mentioned on separate sheet.

PROFORMA - 2  
LIST OF KEY PERSONAL PERMANANTLY EMPLOYED

| Sr. no. | Name | Designation | Qualification | Experience | Years with the Firm | Any other information |
|---------|------|-------------|---------------|------------|---------------------|-----------------------|
| 1       |      |             |               |            |                     |                       |
| 2       |      |             |               |            |                     |                       |
| 3       |      |             |               |            |                     |                       |
| 4       |      |             |               |            |                     |                       |
| 5       |      |             |               |            |                     |                       |

Signature of the Applicant

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PROFORMA –3  
PARTICULARS OF CIVIL SUITS OR ANY OTHER LITIGATION, IF ANY IN LAST 5 YEARS

| Sr. No | Name of the work/ project executed with address | Short description of work executed | Name and address of employer/owner | Date of Work order | Date of Completion of Work | Value of Work Executed | Relevant information regarding civil suits with its present stage. |
|--------|-------------------------------------------------|------------------------------------|------------------------------------|--------------------|----------------------------|------------------------|--------------------------------------------------------------------|
| 1      |                                                 |                                    |                                    |                    |                            |                        |                                                                    |
| 2      |                                                 |                                    |                                    |                    |                            |                        |                                                                    |
| 3      |                                                 |                                    |                                    |                    |                            |                        |                                                                    |

Signature of the Applicant

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Use separate sheet ,if required.