



**PREMISES & ESTATE SECTION  
CIRCLE OFFICE (ANNEXE)  
2<sup>ND</sup> FLOOR, D. NO: 54-15-5, DHOOM BUILDING  
SRINIVASA NAGAR BANK COLONY, VIJAYAWADA - 520 008  
Tel: 0866-2428877  
e-mail: pecovij@canarabank.com**

**LIMITED PRICE BID TENDER**

**REVISED PRICE BID TENDER DOCUMENT FOR SELECTION OF CONTRACTOR  
FOR RENDERING HOUSEKEEPING SERVICES AT VARIOUS OFFICES UNDER  
CANARA BANK CIRCLE OFFICE, VIJAYAWADA FROM TECHNICALLY  
QUALIFIED FIRMS**

**TENDER REFERENCE NO: RFP/P&E/HKP/01A/2019  
DATE OF TENDER ISSUE: 18.03.2020**

## **INDEX**

<b>Sl. No.</b>	<b>Contents</b>	<b>Page</b>
1.	Notice Inviting Tender	3-4
2.	Annexure 4: Details of the building and facilities provided by the bank to the housekeeping contractor	5-8
3.	Revised Price - Bid	9-18

## **NOTICE INVITING TENDER (NIT)**

Canara Bank, Premises & Estate Section, Circle Office, Vijayawada invites sealed revised Price bid tender from technically qualified firms for the work mentioned below:

**1. Name of the work:**

To carry out Housekeeping services at following offices under Canara Bank Circle Office, Vijayawada located within the state of Andhra Pradesh.

1. Circle Office, Vijayawada
  2. Regional Office Kurnool
  3. Regional Office Rajahmundry
  4. Regional Office Tirupati
  5. Regional Office Vijayawada
  6. Regional Office Visakhapatnam
  7. Regional Staff Training College Vijayawada
2. Tenderers who qualified in Stage 1 are eligible for submitting Revised price bid (Stage 3).
3. **Stage 2 (Price Bid) of the earlier tender stays cancelled.**
4. Bank has decided to change certain clauses in Annexure 4 and revised document is attached along with this tender.
5. All other terms and conditions are as per the technical bids submitted and approved by Bank.
6. Interested Tenderer should submit sealed envelope containing Revised Price Bid super scribed “**Revised Price Bid for providing of Housekeeping services at various offices under Canara Bank Circle Office, Vijayawada in Andhra Pradesh/ Price Bid for providing Housekeeping services at various offices under Canara Bank Circle Office, Vijayawada in Andhra Pradesh**” addressed to the Bank clearly indicating Tenderer address and contact details.

**DETAILS OF THE TENDER:**

<b>PARTICULARS</b>	<b>DETAILS</b>
Date of Issue of Tender	18.03.2020
Initial Security Deposit	As per Clause 28 & 29 of General rules and instructions to Tenderer
Period/Validity of Contract	2 years from the date of agreement
Last date and time for submission of the tender	27.03.2020 up to 3.00 PM
Date and time of Opening of the Tender - Revised Price bids	27.03.2020 at 3.30 PM
Place of Tender Opening	Premises & Estate Section Circle Office (Annex) 2 <sup>nd</sup> Floor, D. No: 54-15-5, Dhoom Building Srinivasa Nagar Bank Colony, Vijayawada - 520008
Contact No.	0866-2428877

**Note:**

Tender documents should be handed over to Canara Bank, Premises & Estate Section, Circle Office, Vijayawada before stipulated time on the due date. Any tender submitted after stipulated date and time will not be accepted.

Bid will be opened in the presence of Tenderers or its authorized representatives who choose to attend. In case bid opening day happens to be holiday, the bid will be opened on the next working day of the Bank.

Revised Financial Bids without the relevant documents shall be rejected.

A copy of the tender document could also be downloaded from [www.canarabank.com](http://www.canarabank.com)

**Please note that all the documents along with this tender should be signed and attached along with price bid.**

**Place: Vijayawada**

**Date: 18.03.2020**

**DIVISIONAL MANAGER  
PREMISES & ESTATE SECTION  
CIRCLE OFFICE  
VIJAYAWADA**

<b>ANNEXURE 4</b>
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**DETAILS OF THE BUILDING AND FACILITIES PROVIDED BY THE BANK TO THE  
HOUSEKEEPING CONTRACTOR**

OFFICE		ADDRESS	FLOOR	AREA (in SFT)	
<b>CIRCLE OFFICE (CO) VIJAYAWADA</b>	<b>Main Building</b>	54-15-4B, Lakshmi Avenue, 2 <sup>nd</sup> Floor, Srinivasa Nagar Bank Colony, Vijayawada- 520 008	2 <sup>nd</sup> Floor	Built-Up Area	10,000
			Basement	Parking Area	1,000
			Ground Floor	Onsite ATM	100
	<b>Annex Building</b>	D No.54-15-5, 2 <sup>nd</sup> Floor, Dhoom Building, Srinivasa Nagar Bank Colony, Vijayawada - 520 008	2 <sup>nd</sup> Floor	Built-Up Area	4,500
			Basement	Parking Area	500
<b>REGIONAL OFFICE (RO) VIJAYAWADA</b>	<b>* Regional Staff Training College (RSTC) also located in same building 3<sup>rd</sup> &amp; 4<sup>th</sup> Floor</b>	R S No.448/2C, Opp Yelamanchili Complex (Spencers), Prakruti Avenue, Beside Sai Odessey Towers, Vijayawada - 520 008	1 <sup>st</sup> & 2 <sup>nd</sup> Floor (RO)	Built-Up Area	4,500
			3 <sup>rd</sup> & 4 <sup>th</sup> Floor (RSTC)	Built-Up Area	4,500
			Ground Floor	Parking Area	2,500
			<b>*Entire building occupied by Canara Bank including Ground + 4 floors + common area + rooftop</b>		

<b>REGIONAL OFFICE KURNOOL</b>		Shop No.11 to 19A, 3 <sup>rd</sup> Floor, TJ Shopping Mall, Near SBI Circle, Kurnool	<b>3<sup>rd</sup> Floor</b>	<b>Built-Up Area</b>	4,600
			<b>Basement</b>	<b>Parking Area</b>	500
<b>REGIONAL OFFICE RAJAHMUNDRY</b>		D NO.80-31-4, 3 <sup>rd</sup> Floor, Sai Sri Enclave, J N Road, Rajamahendravaram	<b>3<sup>rd</sup> Floor</b>	<b>Built-Up Area</b>	4,600
			<b>Basement</b>	<b>Parking Area</b>	500
<b>REGIONAL OFFICE TIRUPATI</b>	-	D NO.15-2-118 TO 122, SRI Govindaraja Swamy Temple, South Mada Street, Tirupati - 517 501	<b>Ground &amp; 1<sup>st</sup> Floor</b>	<b>Built-Up Area</b>	7,000
			<b>Basement</b>	<b>Parking Area</b>	2,000
<b>REGIONAL OFFICE VISAKHAPATNAM</b>	-	D NO.9-29 15/7, Padmavathi Towers, Balaji Nagar, VIP Road, Siripuram, Visakhapatnam - 530 003	<b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Floor</b>	<b>Built-Up Area</b>	10,000
			<b>Ground Floor</b>	<b>Parking Area</b>	1,000

1. The offices work regularly for six days in a week and on Sundays/public holidays by limited officials. However, the housekeeping works will have to be taken up for all the days. Sundays can be used for extensive cleaning works. The contractor to engage in housekeeping services during **8.00 AM to 4.00 PM** and the entire internal and external premises shall be spic and span before 09.00 AM every day.
2. All the cleaning materials such as brooms, mops, buckets and consumables required for providing the above service has to be procured by the housekeeping agency. Canara Bank will not supply any of the required items nor make additional payment for the said items. All the items used for cleaning should be of approved make as per the ANNEXURE - 5. The same will be verified and authenticated by the Bank official in charge at any point of time.

3. The **contractor** shall bring all the required equipment for **cleaning like machines, vacuum cleaners and other equipment** to be used for the housekeeping and cleaning works. Maintenance of such equipment including the cost of spares is the responsibility of the contractor.
4. As and when unforeseen, miscellaneous work arise the contractor, will have to carry out such work with his existing workers.
5. The **contractor or his authorized representative** should be **available** in the **office building to supervise and control his workers** and take down instructions from the Officer-in-charge of the Bank.
6. The workers and the staff of the contractor working in the premises will have to maintain with proper discipline. The contractor shall provide his workers with proper safety appliances and equipments and Canara Bank shall not be responsible for accidents and injuries caused to his labour during the course of their work.
7. The workers / labourers employed by your company will be checked by Bank's Security personnel if required.
8. The **Facility Manager and supervisors** should be provided with **mobile phones** for communication.
9. All the labourers (male and female) should maintain personal hygiene, nails should be cut, neatly groomed and should maintain strict discipline within the building premises.

**10. METHOD OF CLEANING:**

- A. All the floors sweeping should be done manually /mechanically.
- B. Cleaning of carpets should be done mechanically.
- C. Chairs/Sofa or fabric upholsteries should be cleaned mechanically.
- D. Tables, Storage units, fans, etc., should be cleaned manually.
- E. Light fittings should be cleaned manually/mechanically.

11. The contractor is required to engage the following categories of workers daily for the subject work during the shift:

S. No	Category	Requirement / Timings of shift
1	Housekeepers (Full time) required on all bank working days (Male/Female as required by the Bank)	12 Nos. (From 08.00 AM to 04.00 PM)

Building	CO VJY	CO Annex VJY	RSTC VJY	RO VJY	RO KNL	RO RJY	RO TPT	RO VSP	TOTAL
TOTAL	3	1	1	1	1	1	2	2	12

**Note:**

- Housekeeping services are to be carried out on all the six days in the week except Sundays and national/state holidays as per NI act.

**12. The work will be split between L1 and L2 in the ratio 3:1 if L2 agrees for L1 rate. L1 & L2 will be decided based on the total amount quoted in price bid. If L2 is not agreeing for L1 rate, L3 and L4 will be considered subsequently. If no other vendor up to L4 is agreeing for L1 rate, 100% work will be assigned to L1.**

**FACILITIES PROVIDED BY THE BANK TO THE HOUSEKEEPING CONTRACTOR**

A store room for accommodating machines and cleaning materials will be provided free of cost.

Free supply of water for carrying out housekeeping services will be provided. The contractor has to take the utmost care in utilization of water.

**Tenderers may inspect the site to ascertain the site conditions, constraints and any other information required for making the offer.**



## **BID DOCUMENT**

**REVISED PRICE BID**

I, Shri/Smt. \_\_\_\_\_ have gone through the general rules and instructions provided by the Canara Bank, Circle Office and amount quoting the price for the items mentioned below. I undertake to supply at the rates mentioned hereunder, if the contract is awarded.

**For Circle Office Main Vijayawada**

S. N O.	YEAR	CATEGORY OF LABOUR	QTY (NOS.)	DURATION OF SHIFT	COST /LABOUR /YEAR (INR)	TOTAL COST (INR)
1	1 <sup>st</sup>	Housekeepers (Full time)	3	08:00AM to 04:00PM		
		Consumables	LS	Per annum	----	
		Service charges	LS	Per annum	----	
				Total per annum (Exclusive of GST) (A)	----	
2	2 <sup>nd</sup>	Housekeepers (Full time)	3	08:00AM to 04:00PM		
		Consumables	LS	Per annum	----	
		Service charges	LS	Per annum	----	
				Total per annum (Exclusive of GST) (B)	----	

## For Circle Office Annex Vijayawada

S. N O.	YEAR	CATEGORY OF LABOUR	QTY (NOS.)	DURATION OF SHIFT	COST /LABOUR /YEAR (INR)	TOTAL COST (INR)
3	1 <sup>st</sup>	Housekeepers (Full time)	1	08:00AM to 04:00PM		
		Consumables	LS	Per annum	----	
		Service charges	LS	Per annum	----	
				Total per annum (Exclusive of GST) (C)	----	
4	2 <sup>nd</sup>	Housekeepers (Full time)	1	08:00AM to 04:00PM		
		Consumables	LS	Per annum	----	
		Service charges	LS	Per annum	----	
				Total per annum (Exclusive of GST) (D)	----	

## For RSTC Vijayawada

S. N O.	YEAR	CATEGORY OF LABOUR	QTY (NOS.)	DURATION OF SHIFT	COST /LABOUR /YEAR (INR)	TOTAL COST (INR)
5	1 <sup>st</sup>	Housekeepers (Full time)	1	08:00AM to 04:00PM (2 Nos)		
		Consumables	LS	Per annum	----	
		Service charges	LS	Per annum	----	
				Total per annum (Exclusive of GST) (E)	----	
6	2 <sup>nd</sup>	Housekeepers (Full time)	1	08:00AM to 04:00PM		
		Consumables	LS	Per annum	----	
		Service charges	LS	Per annum	----	
				Total per annum (Exclusive of GST) (F)	----	

## For Regional Office Vijayawada

S. N O.	YEAR	CATEGORY OF LABOUR	QTY (NOS.)	DURATION OF SHIFT	COST /LABOUR /YEAR (INR)	TOTAL COST (INR)
7	1 <sup>st</sup>	Housekeepers (Full time)	1	08:00AM to 04:00PM		
		Consumables	LS	Per annum	----	
		Service charges	LS	Per annum	----	
				Total per annum (Exclusive of GST) (G)	----	
8	2 <sup>nd</sup>	Housekeepers (Full time)	1	08:00AM to 04:00PM		
		Consumables	LS	Per annum	----	
		Service charges	LS	Per annum	----	
				Total per annum (Exclusive of GST) (H)	----	

## For Regional Office Kurnool

S. N O.	YEAR	CATEGORY OF LABOUR	QTY (NOS.)	DURATION OF SHIFT	COST /LABOUR /YEAR (INR)	TOTAL COST (INR)
9	1 <sup>st</sup>	Housekeepers (Full time)	1	08:00AM to 04:00PM		
		Consumables	LS	Per annum	----	
		Service charges	LS	Per annum	----	
				Total per annum (Exclusive of GST) (I)	----	
10	2 <sup>nd</sup>	Housekeepers (Full time)	1	08:00AM to 04:00PM		
		Consumables	LS	Per annum	----	
		Service charges	LS	Per annum	----	
				Total per annum (Exclusive of GST) (J)	----	

## For Regional Office Rajahmundry

S. N O.	YEAR	CATEGORY OF LABOUR	QTY (NOS.)	DURATION OF SHIFT	COST /LABOUR /YEAR (INR)	TOTAL COST (INR)
11	1 <sup>st</sup>	Housekeepers (Full time)	1	08:00AM to 04:00PM	----	
		Consumables	LS	Per annum	----	
		Service charges	LS	Per annum	----	
				Total per annum (Exclusive of GST) (K)		
12	2 <sup>nd</sup>	Housekeepers (Full time)	1	08:00AM to 04:00PM	----	
		Consumables	LS	Per annum	----	
		Service charges	LS	Per annum		
				Total per annum (Exclusive of GST) (L)		

## For Regional Office Tirupati

S. N O.	YEAR	CATEGORY OF LABOUR	QTY (NOS.)	DURATION OF SHIFT	COST /LABOUR /YEAR (INR)	TOTAL COST (INR)
13	1 <sup>st</sup>	Housekeepers (Full time)	2	08:00AM to 04:00PM		
		Consumables	LS	Per annum	----	
		Service charges	LS	Per annum	----	
				Total per annum (Exclusive of GST) (M)	----	
14	2 <sup>nd</sup>	Housekeepers (Full time)	2	08:00AM to 04:00PM		
		Consumables	LS	Per annum	----	
		Service charges	LS	Per annum	----	
				Total per annum (Exclusive of GST) (N)	----	



## For Regional Office Visakhapatnam

S. N O.	YEAR	CATEGORY OF LABOUR	QTY (NOS.)	DURATION OF SHIFT	COST /LABOUR /YEAR (INR)	TOTAL COST (INR)
15	1 <sup>st</sup>	Housekeepers (Full time)	2	08:00AM to 04:00PM		
		Consumables	LS	Per annum	----	
		Service charges	LS	Per annum	----	
				Total per annum (Exclusive of GST) (O)	----	
16	2 <sup>nd</sup>	Housekeepers (Full time)	2	08:00AM to 04:00PM		
		Consumables	LS	Per annum	----	
		Service charges	LS	Per annum	----	
				Total per annum (Exclusive of GST) (P)	----	

<b>GROSS TOTAL AMOUNT FOR TWO YEARS FOR ALL THE OFFICES (EXCLUSIVE OF ALL TAXES) - (A + B + C + D + E + F + G + H + I + J + K + L + M + N + O + P)</b>	<b>₹.....</b>
<b>Amount in Words Rupees:</b>  .....  .....	

**Note:-**

1. The tenderer shall quote the rates exclusive of all taxes and inclusive of all expenses/cess/taxes other than GST of all types of Work force/ Manpower (by following Labour Laws scrupulously as per government guidelines) and expenses pertaining to the cleaning materials and no claim for enhancement of quoted rates on any account shall be considered.
2. The amount per labour per year should be guided by the minimum wages (Basic + DA) specified by the central government including contributions to ESI, PF and any other statutory provisions. The rates quoted for subsequent years shall be arrived by the vendor taking into consideration of variations in Dearness allowance.
3. The price quoted by the Tenderer will be applicable for 2 years however the contract agreement will be renewed on yearly basis based on the satisfactory performance. The lowest tenderer will be arrived after combining the rate quoted for two years. Work will be splitted between L1 & L2 in the ratio 3:1, if L2 agrees for L1 rate. If L2 is not agreeing for L1 rate, L3 and L4 will be considered subsequently. If no other vendor up to L4 is agreeing for L1 rate, 100% work will be assigned to L1.

Place:  
Date:

SIGNATURE OF THE APPLICANT  
NAME & DESIGNATION  
SEAL OF ORGANIZATION