

Annexure - VII
FINANCIAL BID

Wages for contract labour – unskilled (Periodicity- Monthly Billing)

S.NO	DESCRIPTION	QUOTE	REMARKS
1	Minimum Wages (Basic Wages +VDA) as applicable to Area (A, B, C) (INR per day) exclusive of GST	Rs.693/- (Not to be quoted)	As per Govt. Guidelines- minimum wages shall be followed. The minimum wages shall be revised as and when the Govt. revises the wages and Puducherry falls under Area-B.
2	EPF Admin Charges (INR per day) exclusive of GST	Rs.2.88/- (Not to be quoted)	As per Govt. Guidelines – Present EPF shall be remitted @0.5% with maximum of Rs.75 per month.
3	Employee Provident Fund (INR per day) exclusive of GST	Rs.69.23/- (Not to be quoted)	@ PF 12%
4	EDLI (per day) (INR per day) exclusive of GST	Rs.2.88/- (Not to be quoted)	@ EDLI 0.50% Maximum of Rs.75 per month
5	ESI (INR per day) exclusive of GST	Rs.22.52/- (Not to be quoted)	As per Govt. Guidelines - ESI shall be remitted. ESI shall be applicable to the eligible workers who are working at the branches/offices under the eligible area of operation of ESI. (Present ESIC employer contribution @ 03.25%)
6	BONUS (per day) (INR per day) exclusive of GST	Rs.57.73/- (Not to be quoted)	Bonus as per new wage code shall be followed.
7	SUB TOTAL (7=1+2+3+4+5+6)	Rs.848.24/- (Not to be quoted)	
8	**Other statutory charges, payments, taxes etc., if any (INR per day) exclusive of GST	To be quoted by vendor	
9	Contractor's service charges including profit margin (Inclusive of GST)	To be quoted by vendor in percentage	(Quote in % Only) Administration/ service charges <u>inclusive of</u> GST portion. Minimum of 3.85%
10	GST	18%	
11	No of Working days in a month	26	
12	Number of resources to be hired	53	
13	Tenure or Duration of Employment (in months)	12	
14	Total amount per year	To be quoted by vendor	Kindly quote the value in Rs. in GeM Total Contract Value: = (Subtotal + **Other statutory charges) x (1.18 + Percentage of Service charge inclusive of GST/100) x Number of working days in a month x Number of Resources to be hired x Tenure or Duration of Employment (in months) (Formula As Per Gem)

Note:

- 1) We abide by the terms and conditions of the bid.
- 2) Quoted rates should be workable and reasonable and should include incidental and all overheads and profits. The worksheet, shown above should be filled carefully. The contractor should furnish Rate Analysis for any item for scrutiny of the rates if required.
- 3) In case the rates quoted are found unreasonable and do not conform to the specifications or stipulations given in the RFP document, the financial bids submitted would be rejected outright and the final decision in this regard will be that of Puducherry Grama Bank.
- 4) Contractor's Administrative charges/Service charges including profit margin should not be below the minimum service charge of 3.85% and such charge should not exceed 7% in any case. Any bid offer with contractor's admin charge/service charge or profit margin less than minimum service charge of 3.85% shall be considered unresponsive.

**SIGNATURE OF THE AUTHORISED
PERSON WITH DESIGNATION &
SEAL**

Illustration for quoting the financial Bid or lumpsum amount in GeM

S.NO	DESCRIPTION	QUOTE DETAILS
1	Minimum Wages (INR per day) exclusive of GST	693
2	EPF Admin Charge (INR per day) exclusive of GST	2.88
3	PROVIDENT FUND (INR per day) exclusive of GST	69.23
4	EDLI (INR per day) exclusive of GST	2.88
5	ESI (INR per day) exclusive of GST	22.52
6	BONUS (INR per day) exclusive of GST	57.73
7	SUB TOTAL (S.no 1 + 2 + 3 + 4 +5 + 6)	848.24
8	**Other statutory charges, payments, taxes etc., if any (INR per day) exclusive of GST	To be quoted
9	Percentage of Service charge inclusive of GST (in %)	To be quoted
10	Number of working days in a month	26
11	Number of resources to be hired	53
12	Tenure or Duration of Employment (in months)	12
13	<p>If a firm/contractor quotes Other statutory charges as Rs.0 and Percentage of Service charge inclusive of GST as 4%, then the bid amount to be quoted per year is as shown below:</p> <p>Total Contract Value: = (Subtotal + **Other statutory charges) x (1.18 + Percentage of Service charge inclusive of GST/100) x Number of working days in a month x Number of Resources to be hired x Tenure or Duration of Employment (in months)</p> <p>Based on above formula. =(848.24 + 0 (Other statutory charges)) x (1.18 + 4/100) x 26 x 53 x 12 =848.24 x (1.18+ 0.04) x 16,536 =848.24 x 1.22 x 16,536 =1,71,12,325.9</p>	<p>1,71,12,325.9</p> <p>To be quoted in GeM portal.</p>
	<p>If a firm/contractor quotes Other statutory charges as Rs.35 per day and Percentage of Service charge inclusive of GST as 5%, then the bid amount to be quoted per year is as shown below:</p> <p>Total Contract Value: = (Subtotal + **Other statutory charges) x (1.18 + Percentage of Service charge inclusive of GST/100) x Number of working days in a month x Number of Resources to be hired x Tenure or Duration of Employment (in months)</p> <p>Based on above formula. = (848.24 + 35 (Other statutory charges)) x (1.18 + 5/100) x 26 x 53 x 12 = 883.24 x (1.18+ 0.05) x 16,536 = 883.24 x 1.23 x 16,536 = 1,79,64,465.67</p>	<p>1,79,64,465.67</p> <p>To be quoted in GeM portal.</p>



RFP 01/2026-27



PUDUCHERRY GRAMA BANK

Scheduled Bank Owned by Government

புதுச்சேரி கிராம வங்கி

அரசுடமை வங்கி

REQUEST FOR PROPOSAL (RFP)

FOR

**PROVIDING HOUSEKEEPING AND MAINTENANCE SERVICES TO
PUDUCHERRY GRAMA BANK OFFICES/BRANCHES**

RFP reference no- 01/2026-27

HRM DEPARTMENT

HEAD OFFICE: 415, Kamaraj salai, Saram, Puducherry 605 013

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REQUEST FOR PROPOSAL

For Supply of manpower for Housekeeping (Sweeping, Cleaning) & Maintenance services at our Branches / Head Office – Requirement - approximate number of required manpower is 53

Puducherry Grama Bank erstwhile 'Puduvai Bharathair Grama Bank' (hereinafter referred to as 'PYGB' and/or 'The Bank' for the sake of brevity and convenience) is a Regional Rural Bank having 48 branches in Puducherry, Karaikal, Yanam and Mahe regions of Puducherry Union Territory and Head Office at Puducherry. The Bank is proposing to outsource Housekeeping (Sweeping, Cleaning) and Maintenance services by engaging contract agencies involved in providing these services for its Branches and Offices. We invite comprehensive proposals (sealed tenders) from the contract agencies for providing the aforesaid services as per the details furnished in this tender (RFP) document. The terms and conditions, format for technical bid and financial bid for providing the services are enclosed.

The Bank invites tenders from eligible and experience Firms/Companies through GeM Portal.

RFP/Tender Reference No	RFP 01/2026-27
Start Date where tenderforms/document are available	From 22.05.2026 At Puducherry Grama Bank, HRM Department, Head Office, Saram, Puducherry or Bank's web site https://pygb.bank.in/tenders/ under Tender section.
Pre Bid Meeting Date and time, Address, Contact Person, telephone number, email address	01.06.2026 at 4.00 p.m. Chief Manager, HRM Dept, Puducherry Grama Bank, Head Office, Puducherry Address: 415, Kamaraj salai, Saram, Puducherry 605 013 Email ID: hrm@pygb.bank.in Pre-bid meeting shall be arranged through VC.

Last date and time for queries	Interested bidders can raise their queries if any on or before 30.05.2026 by 3.00 PM. For clarifications, they have to invariably attend Pre Bid Meeting scheduled through VC on 01.06.2026 at 4.00 PM. Any change in the date will be informed through our website.
Last date and time for submission of Bids	15.06.2026 by 3.00 PM
Opening of Technical Bids (Date, Time and Place)	<p>Technical Bids will be opened on 15.06.2026 by 3.30 PM at PyGB, Head Office, 415 Kamaraj Salai, Saram, Puducherry 605013.</p> <p>Any change in the date will be informed through our website. Representative of bidder may be present during opening of Technical bid. However, Technical bids would be opened even in the absence of any or all the bidder's representatives.</p>
Opening of Financial Bids	<p>After evaluation of technical bids, the date of opening of Financial Bids will be informed to those bidders who qualify in the Technical Bids.</p> <p>Representative of bidder may be present during opening of Financial bid. However, Financial bids would be opened even in the absence of any or all the bidder's representatives.</p>
Earnest Money Deposit	Rs.3,40,000/- (Rupees Three Lakh Forty thousand Only) and should besubmitted along with Technical Bids in the form of DD/Pay order issued by a scheduled commercial bank (other than Puducherry Grama Bank), favoring 'Puducherry Grama Bank' payable at Puducherry.
Estimated Annual Cost	Rs.1,70,00,000/-

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1. The mandatory condition for accepting the bids shall be the previous services rendered by the agency.
 2. The bidder/contractor has to provide their email id, contact number, postal address in the bid documents. Henceforth, all official communication from Bank shall be through email.
 3. The technical bids & financial bids will be opened by the committee constituted by the Bank for this purpose. The decision of the committee will be final and binding upon all the bidders.
 4. **The Bank reserves the right to postpone or altogether cancel or modify the RFP at any stage and the process without assigning any reason/s and without thereby incurring any liability whatsoever.**
 5. No personal enquiry will be entertained.

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GENERAL MANAGER
Puducherry Grama Bank, Head
Office, Saram, Puducherry

PRE- REQUISITE

2 PURPOSE:

RFP (Request for Proposal) for supply of manpower for Housekeeping (Sweeping, Cleaning) & Maintenance services at our Branches / Head Office of Puducherry Grama Bank in 48 branches located in Puducherry, Karaikal, Yanam and Mahe regions of Puducherry U.T and Head Office located in Puducherry.

3 INVITATION:

The bidders desirous of taking up the contract for supply of manpower for Housekeeping (Sweeping, Cleaning) & Maintenance services at our Branches/ Head Office for Puducherry Grama Bank are invited to submit their technical and commercial bids in response to this RFP through GeM. The criteria and the actual process of evaluation and subsequent selection of the successful bidder (L1) will be entirely at Bank's discretion. The Bank does not bind itself to accept the lowest or any tender and reserves the right to accept or reject any or all the tenders, either in whole or in part, without any reasons for doing so. We seek proposal from Bidders who have the necessary experience, capability & expertise to provide Sweeping, Cleaning & Maintenance services adhering to Bank's requirement outlined in this RFP.

4 DISCLAIMER:

This RFP is not an offer by Puducherry Grama Bank, but an invitation to seek response from Contractors/Bidders/Firms/Organizations/Contract Agencies for submission of bids. This RFP does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigation and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. Bank may in its absolute discretion, but without being under any obligation to do so, add all amend or supplement the information in this RFP. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorized official(s) of Puducherry Grama Bank with the selected agency(ies)/ bidder(s)

The Bank reserves the right to accept or reject any Bid/ offer received in part or in full, and to cancel the bidding process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Bank's action. Bank reserves the right to reject any Bid on security and / or other considerations without assigning any reason. Bank reserves the right to cancel the entire Bidding

/ procurement process at any stage without assigning any reason whatsoever.

5 AUTHORISATION LETTER:

The proposal/ bid being submitted would be binding on the agency/ bidder. As such it is necessary that authorized personnel of the firm or organization sign the BID documents. A copy of board resolution or power of attorney showing that the signatory has been duly authorized to sign the RFP documents should be inevitably submitted. Proposals received without the authorisation letter will be liable to be summarily rejected.

6 ELIGIBILITY CRITERIA:

6.1 The bidders/ agencies have to submit the detail documents of eligibility as per **Annexure-III**.

6.2 The bidder/ agency must be a firm/ proprietary/ company registered under companies Act/ Co-operative society **with an experience of at least 05 years in the field of housekeeping and maintenance services and should possess the necessary capacity, expertise and experience in providing similar services to government institutions/organizations equivalent to scale of our Bank.**

6.3 The bidder /agency must be in profits. Last three years audited balance sheets certified by Chartered Accountants shall be produced.

6.4 The bidder /agency should furnish the client list along with previous work orders showing the details of the work carried out which includes name of the client, values and periods of the works executed. Documentary proof in support thereof should be provided.

6.5 The bidder /agency should have the adequate personnel; credible supervisory infrastructure and network to provide the services required at all the places.

6.6 The agency should have:

- Registration certificate under GST, certificate of incorporation issued by ROC, Registration certificate issued by authorized official of Co-operative department (as applicable).
- Registration certificate under Shops and Establishments Act.
- Previous years' Income Tax clearance, PAN and TAN.
- Registration certificate of ESIC, EPF registration no. under EPF & Miscellaneous Provisions Act, 1952, registration under Profession Tax act
- Agency should be enrolled with RLC/ALC under New Labour Codes/ Contract Labour Act 1970 and certificate to that effect should be produced.
- Valid registration certificate under NSIC/MSME for specific grade.

6.7 Technical Specifications (Technical Details) are to be furnished item wise. Please furnish full details, ensuring strict conformity with the specifications in every respect, in order to avoid ambiguity. Relevant Detailed information shall be submitted for each item with the proposal.

6.8 **The agency must have its Head Office/Regional Office/Circle Office in the Union Territory of Puducherry and an office/branch at Puducherry with an authorized representative who will be available on all working days at that place.**

7 EARNEST MONEY DEPOSIT:

Bidder has to submit the Earnest Money Deposit (EMD) of **Rs 3,40,000/- (Rupees Three Lakh Forty thousand only)** which should be submitted in the form of Bank Guarantee (BG)/ Demand Draft favoring Puducherry Grama Bank, Head Office, Puducherry. The EMD should have a validity of 9 months. The EMD should be submitted at the time of Bid submission. Alternatively, bidder can submit EMD in the form of Online transfer to the account mentioned below:

Account No: 91190209

Account Name: DEPOSIT PARKING

IFSC: IDIB0PBG001

Exemption from submission of EMD will be applicable as per CVC/ GeM guidelines on submission of required documents. The bidder should upload the scanned copy of transaction slip/receipt of the Bank with their submitted offer in GeM Bid. If any DD/BPO is submitted as EMD, the same should be drawn in favour of "Puducherry Grama Bank"

The physical documents [Earnest Money Deposit (EMD) and Integrity pact] are requested to be submitted at the following address.

***The General Manager,
Puducherry Grama Bank,
Head Office, No.415,
Kamaraj Salai, Saram,
Puducherry - 605 013.***

The EMD of successful bidder will be discharged and returned upon the bidder signing the contract & furnishing the Performance Security.

The EMD of Unsuccessful bidders will be discharged or returned as promptly as possible but in any case not later than the 30th day after the expiry of the period of bid validity (180 days from the last date of submission of BID) prescribed by the Bank.

If EMD is forfeited for any reason, the concerned bidder will be debarred from further participation for the RFP to be floated by the Bank during next one year, at the sole discretion of the Bank.

The EMD is liable to be forfeited in case of occurrence of any or all of the following events:

- 1) If the bidder withdraws his/her/their bid during the period of bid validity.
And/Or
- 2) If the Bidder makes any statement or encloses any form which turns out to be false /incorrect at any time prior to signing of contract.
OR
- 3) In case of a successful bidder, if the bidder fails:
 - ❖ To sign the Contract within the stipulated time.
And/or
 - ❖ Fails to comply with any terms of tender or work order.

8 EXEMPTION FOR MSME/NSIC REGISTERED BIDDERS:

Firms registered under NSIC/MSME for specific trade etc. are exempted from EMD. Contractor should submit the copy of valid, renewed NSIC/MSME certificate for the specific grade.

9 PRE BID QUERIES, CLARIFICATIONS & AMENDMENTS:

If deemed necessary the Bank may seek clarifications on any aspect from the bidder. However, that would not entitle the bidder to change or cause any change in the substances of the bid already submitted or the price quoted. The bidder may be asked to give presentation for the purpose of clarification of the bid.

The Bidders requiring any clarification on the bidding documents should submit written queries on or before Date: 30.05.2026 at 03:00 pm

Sr No	Tender Clause No	Page No	Query

The Bank will consolidate all the queries and discuss during the pre-bid meeting or publish in the Bank's website. No individual/ one-to-one correspondence shall be made or entertained in this regard. The replies/clarifications of the Bank in response to the queries raised by the bidder/s, and any other clarification / amendments / corrigendum furnished in this regard will become part and parcel of the RFP document and it will be binding on the bidders. It shall be the endeavor of PYGB to sort out all queries as far as possible, however, no reply/response by PYGB, to any one or all of the queries raised by any of the bidders, shall not constitute a valid reason for non-submission of the RFP and no objection shall lie or be entertained on this ground to the RFP process. It is further clarified that such act of 'no reply/response' by the Bank, to any query shall in no case be deemed to mean or interpreted to mean that the version/ understanding of the bidder/s, as reflected in the query, has been accepted by the Bank.

At any time prior to the deadline for submission of bids, Puducherry Grama Bank may modify or alter the bidding document by issuing an amendment/ corrigendum.

Any clarification issued by Puducherry Grama Bank will be in the form of corrigendum and will be available on GeM and Puducherry Grama Bank website – <https://pygb.bank.in/tenders/> under "Tender" section. The amendment will be binding on all bidders. Puducherry Grama Bank, at its discretion may extend the deadline for submission of bids which shall be informed to all through Puducherry Grama Bank website- <https://pygb.bank.in/tenders/> under "Tender" section.

10 SECURITY DEPOSIT/ PERFORMANCE BANK GUARANTEE (BG):

The selected bidders/contractors would be required to submit **Security Deposit/ Performance Bank Guarantee** to the Bank for **an amount equivalent to 3% of annual value of the contract** within 07 days from the receipt of work order and prior to commencement of work under the contract. If the

contractor has submitted security deposit it will not bear any interest. They can also furnish Bank Guarantee (issued only by scheduled commercial bank) for the said amount, which shall be acceptable to Bank and shall be valid for contract period from the date of signing the contract with additional claim period of six months after expiry of validity period or such other extended period as the Bank may decide for due performance of the obligations undertaken by the successful bidder. The percentage of the security deposit is subject to change and can be revised as per the CVC guidelines and Bank's need.

The bank guarantee should be issued by any scheduled commercial bank, other than Puducherry Grama Bank. **A format for BG is attached as per Annexure –V.**

The Security Deposit / Performance Bank Guarantee is required to protect the interest of the Bank against the risk of non-performance by the successful bidder or breach of performance of the conditions of the contract which may warrant invoking of Security Deposit / Bank Guarantee (BG). In addition, if any act of the Contractor results in imposition of Liquidated Damages then the Bank reserves the right to invoke the Performance Bank guarantee or recover from Security Deposit.

11 BIDDING DOCUMENT AND COST OF BIDDING:

The Bidder/Contractor shall bear all costs associated with the preparation and submission of its bid. Bank will not be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

12 CONTENT OF BIDDING DOCUMENT:

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

The Bidder/Contractor is expected to examine all instructions, statements, specifications, terms and conditions in the bidding document. Failure to furnish entire requisite information as required by the bidding documents and/or submission of bid, which is not in accordance with the bidding documents in every respect, will be at the Bidder's risk and may result in outright rejection of the bid. Puducherry Grama Bank has made considerable effort to ensure that accurate information is contained in this RFP and is supplied solely as guidelines for Bidders. Furthermore, during the RFP process, Puducherry Grama Bank is entitled to issue corrigendum to RFP relevant to the Scope of Work.

13 PREPARATION AND SUBMISSION OF BIDS:

Following are the essentials of and necessary accompaniments to the BID document to be submitted:

13.1 The bids prepared by the bidder and all correspondence and documents relating to bid must be made or written in English language.

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

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- 13.3 The bids should be submitted through GeM Portal before last date and time.
- 13.4 BID document (all pages including annexures & corrigendum if any) should be duly signed by authorized signatory with company/firm seal.
- 13.5 The RFP Cost and EMD should be remitted/ deposited as specified in tender.
- 13.6 The BID should be accompanied with A letter on bidder's/Contractor's letter head mentioning therein, the following:
- a) Details of RFP cost and EMD submitted, technical competence and experience of the bidder.
 - b) Certifying that the period of the validity of the bid is 180 days from the last date of submission of bid.
 - c) Confirming that the bidder has quoted for all the items / services mention in the bid in their commercial bid.
 - d) Supporting documents in respect of Eligibility Criteria as mentioned in **Annexure-III**.
- 13.7** Covering letter on bidder's letterhead as mentioned in **Annexure-I**.
- 13.8 Bidder's details as per **Annexure –II** on bidder's letterhead.
- 13.9 Audited balance sheets of profit and loss account statement for last 3 years i.e. 2022-23, 2023-24 and 2024-25 must be enclosed.
- 13.10 Letter of authorization to bid as mentioned in **Annexure-VI** on bidder's letterhead along with a copy of board resolution or power of attorney showing that the signatory has been duly authorized to sign the tender document.
- 13.11** Response to all points of the Technical evaluation format as per **Annexure-IV**.
- 13.12** Bidder should submit financial/ price bid as per **Annexure – VII**
- 13.13 Declaration regarding minimum wages to be paid by the contractor as mentioned in **Annexure-VIII (a)** and certificate as mentioned in **Annexure-VIII (b)** on bidder's letterhead.
- 13.14 Declaration of near relatives of PYGB employees as mentioned in **Annexure-IX** on bidder's letterhead.
- 13.15 Undertaking as mentioned in **Annexure-X** on bidder's letterhead.
- 13.16** Affidavit on a non-judicial stamp paper of Rs.100/- duly notarized declaration as mentioned in **Annexure-XI**.
- 13.17** Details of litigation / arbitration cases resulting from the contracts executed in the last five years or currently under execution as mentioned in **Annexure-XII**.

14 BID PRICES:

The administrative charges /service charges inclusive of tax per annum should be quoted in price bid during the contract period of initial one year and renewable on the same terms and conditions, including profit, lump sum payment towards the cost such as Insurance, personal protective equipment, tools required, all taxes, uniform, duties & statutory levies etc. The Bidder should quote per annum contract cost for Financial Bid.

15 REVEALING OF PRICES:

The rates and/or prices in any form or for any reasons should not be disclosed in the technical or other parts of the bid except in the price bid and failure to do so would result in disqualification and rejection of the bid.

16 VALIDITY OF BIDS:

Bid shall remain valid for period of 180 days from the last date of submission of Bid. A bid valid for shorter period is liable to be rejected. The bidder may be required to give consent for the extension of the period of validity of the bid beyond initial 180 days, if so desired by the Bank in writing or by email. Refusal to grant such consent would result in rejection of bid without forfeiture of the EMD. However any extension of validity of bids will not entitle the bidder to revise / modify the bid document.

17 BID INTEGRITY:

Wilful misrepresentation of any fact within the Bid will lead to the cancellation of the contract without prejudice to other actions that the Bank may take. All the bids with accompanying documents will become property of Puducherry Grama Bank. The notarized integrity pact as provided in ANNEXURE XIII should be submitted along with Technical bid and original document should also be couriered to the Bank.

18 FORMAT, SIGNING AND LAST DATE OF SUBMISSION OF BID:

18.1 All enclosures / supporting documents to be uploaded before last date and time of submission. Non submission of document will be presumed that there is no document for submission and the same will not be allowed to be submitted at later date.

18.2 . The rate quoted shall be in accordance with the wages stipulated under the Minimum Wages Act, 1948 / New Wages Code, 2019.

a. In the event of the tender being submitted by a partnership firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power-of attorney authorizing him to do so, such power of attorney to be produced with the tender, and it must disclose that the firm is duly registered under the Indian Partnership Act 1932, LLP Act by enclosing a copy of the partnership deed duly certified by one partner as true copy.

b. If the Tender is submitted by a Company the same must be signed by a person duly authorized by the Board of Directors of the Company.

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c. The tender for the work shall not be witnessed by Tenderer or Bidder who himself/themselves has/have tendered or who may and has/have tendered for the same work. Failure to observe this condition would render tenders of such Tenderer who are tendering, as well as witnessing the tender, shall be liable to summary rejection.

d. If bid opening date is declared a holiday under NI Act by the Government subsequent to issuance of tender the next working day will be deemed to be the bid opening date. The bids shall be opened on the day, time and location mentioned in the RFP.

18.3 All pages of the Bid document should be serially numbered in the format "Page No. X / Total Pages Y" and shall be signed by the authorized person(s) only. The person(s) signing the bid shall sign all pages of the bid and rubber stamp should be affixed on each page except for an un-amended printed literature. The bidder should submit a copy of board resolution or power of attorney showing that the signatory has been duly authorized to sign the RFP document.

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

18.5 In the event of the target date for the receipt of bids being declared as holiday for the Bank, the bids will be received till the target time on the next working day. The bank may at its discretion extend the bid submission date. The modified target date & time will be notified on the GeM Portal/web site of the Bank.

19 BID CURRENCY:

Prices shall be expressed in Indian Rupees only.

20 LATE SUBMISSION OF BIDS:

Any bid received through courier or hand delivery will be rejected. Bank will not entertain any request regarding the same. The Bid should be submitted through GeM Portal only.

21 MODIFICATIONS AND WITHDRAWAL OF BIDS:

Once bid is submitted no modification is permissible. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of period of bid validity.

22 OPENING AND EVALUATION OF BIDS:

22.1 Preliminary examination:

The bids will be examined by the Bank to determine whether they are complete and whether required bid security has been furnished. A bid determined as not substantially responsive will be rejected. The Bank may, at its discretion waive any minor non conformity or irregularity in a bid which does not constitute a material deviation.

22.2 PROCESS OF SELECTION:

- A. The Tenderer would be shortlisted based on the technical evaluation done as per the eligibility criteria given above. Suitable marks would be awarded to shortlisted Tenderer against each criteria and a sum total of the marks would be taken to form a merit list for finalizing the Tenderer as per Technical Bid rating chart enclosed in GeM bid document
- B. Technical bid will be opened on given date and time as specified in the bid document. No separate communication will be send to this effect to the tenderers.
- C. Financial bid opening will be carried out only for the tenderers finalized by the technical evaluation committee based on pre- qualification criteria.
- D. Final selection of the Tenderer would be based on the combination of marks obtained in the technical evaluation, as well as the final rate quoted by them in financial bid. The division of marks for Technical evaluation and financial evaluation as specified in RFP and Successful Bidder would be declared based on the combined evaluation by the tendering committee. The decision on this taken by the Bank will be final and binding to all Tenderers. Tenders will be evaluated in the following stages:

Stage I Incomplete Offers, i.e., offers not accompanied by the mandatory documents, as specified in this RFP, will be rejected. No document will be accepted at later date i.e. subsequent to opening of technical bid and in case tenderer fails to submit required documents along with technical bid as per RFP the tender is liable to be rejected.

Stage II Offers will be evaluated against the stipulated minimum eligibility criteria based purely on valid proof of documents submitted by the Tenderers. Offers not complying with any of the eligibility criteria will be rejected.

Stage III Short-listed Tenderer(s) from stage II will be evaluated by Technical Bid Scoring chart based on proof documents submitted, site visits (if necessary) by the Bank's officials. The minimum qualifying marks for Technical Bid is 60.

Stge IV Completion of Technical bid evaluation and marking as per Score chart to contribute to 30% of Marks in calculating Lowest quoted Tender (Given below).

Stage V Financial bid of the short-listed Tenderers (who secured minimum 60 marks in the technical evaluation specified above) will be carried out. Financial bid of L1 rate will contribute to 70% of marks in calculating the successful bidder

Stage VI Final selection of the Tenderer(s) would be based on the L1 rates as explained in the RFP. In case of any tie in selection, preference will be given to the Tenderer who scored maximum technical marks; further in case of any tie, the Tenderer with higher Turnover in the last Year (FY-2024-25) will be given the preference for selection.

Stage VII Issue of work orders to the shortlisted bidder.

- E. Wherever Tenderer are submitting consolidated completion certificates, then the Bank may request for supporting documents. Bank's decision in this regard is final and shall be binding on all.

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- F. The breakup of rates of financial bid is to be given only in the format specified in the GeM bid document.
- G. Financial bid of only the technically qualified / shortlisted applicants will be opened on a pre-notified time & date, under intimation to such qualified / shortlisted applicants. Bank reserves rights of accepting/rejecting any and all the bids.
- H. Tenders, who propose any modifications to specifications, any clauses, conditions or any provisions whatsoever in the tender documents shall lead to disqualification.
- I. The Bank does not bind itself to accept the lowest or any other tender, and reserves to itself the right to reject any or all of the tenders received without assigning any reason whatsoever. All tenders in which any of the prescribed conditions are not fulfilled or new conditions are stipulated by the Tenderer or are incomplete in any respect are liable to be rejected.
- J. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the Tenderer who resort to canvassing will be liable for rejection.
- K. The Bank shall issue an Offer letter which will have to be accepted by the Selected Bidder within 7 working days of its receipt

Note: The Bidders should ensure to follow the minimum wages (Central Govt./ State Govt. whichever is higher) Labour act, ESIC, EPF, Insurance and all statutory obligations etc. while quoting the price bid and final price in the price bid.

23 AWARD AND SIGNING OF CONTRACT:

The successful bidder shall be required to enter into a contract with the Bank, within 7 days from the receipt of work order or within such extended period as may be decided by the Bank along with the letter of acceptance, BG and other terms and conditions as may be determined by the Bank to be necessary for the due performance of the work in accordance with the Bid and acceptance thereof. The cost of agreement to be borne by the Contractor.

Copy of board resolution or power of attorney showing that the signatory has been duly authorized to sign the acceptance letter and contract should be submitted.

24 SUBCONTRACTING:

As per scope of the RFP, subcontracting is explicitly prohibited.

25 CANCELLATION/TERMINATION OF CONTRACT:

Puducherry Grama Bank may terminate the contract any time by giving a notice of 30 days prior in writing as per terms of contract. In the event of instances of unsatisfactory service, gross misbehavior, theft, burglary, moral turpitude, misuse of the Bank's premises etc. by the successful bidder (Contractor) or by any employee of the Contractor, the Bank may instantly terminate the contract without any prior notice or showing any reason whatsoever to the successful bidder (Contractor) and the Contractor shall have no claim whatsoever against the Bank or any of its Officers in consequence

of such termination. The Security Deposit/Bank Guarantee kept with Bank, shall automatically stand forfeited under such circumstances without any further correspondence/intimation in the matter. In the event of termination of this Contract for any reason whatsoever, the Bank shall have the right to publicize such termination to caution the customers/public from dealing with the successful bidder (Contractor) or any of its personnel.

26 LIQUIDATED DAMAGE:

If contractor fails to perform services within the technical specifications and scope of work with the requisite quality, minimum qualification of the manpower and within stipulated time schedule, the Bank shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent up to 10% of the monthly bill.

27 STATUTORY AND OTHER REGULATIONS:

The Contractor shall comply with all the statutory obligations of the Government of India/ State Governments/ Municipal Authorities and local authorities applicable and the Bank shall not be liable for any action under the statutes applicable due to non-fulfillment of statutory obligations by the Contractor.

28 SCOPE OF WORK:

Duties of a person to be deployed as sweeper can be divided into three types as below.

28.2 Duties for a sweeper to be performed once in a day:

- Sweeping and moping of the complete area in the premises occupied.
- Dusting of table, chairs and other office furniture.
- Brushing and cleaning of carpets.
- Watering of indoor/outdoor plants.
- Daily removal of waste material.
- Cleaning of water filters, flasks and glasses.
- Cleaning of water coolers and refilling.
- Loading and unloading of materials.
- The work of messenger, pantry and other service assigned to them from time to time by the Bank.
- Cleaning of toilets with appropriate cleaning agents.

28.3 Duties of a sweeper to be performed once a week:

- Cleaning of Fans, Tube lights, Venetian blinds etc.
- Cleaning of glasses and laminated surfaces.
- Removing the cobwebs from the premises occupied.

28.4 Duties of a sweeper – cum – office boy:

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- Simple binding of books and registers.
- Filing independently letters and other papers in receipt. Filing it as per indications marked there on.
- Assisting in issuing stationery.
- Stack the old records in orderly manner and assisting in giving them out when required.
- Undertaking the whole process of stitching the vouchers viz. sorting, arranging, numbering and tallying the total number of vouchers.
- Dispatch of outward post/local delivery.
- Any other work of such nature entrusted by the Branch/Office from time to time.

In addition to that, the person so deployed through contract agency for housekeeping services are also required to perform other tasks not specified above but allotted to them as per bank's requirement from time to time.

28.5 Scope of work for Contractor :

- Providing persons as per bank's requirement
- Submission of monthly bill
- Payment of persons deployed within 7 days after completion of month
- Regulatory Payments like EPF/ESIC/PT/Bonus/Labour welfare fund if applicable etc. in respect of persons deployed should be made within stipulated time of respective department
- All detail guidelines for scope of work of contractor are specified in Sr.No.28

Schedule of Manpower Required:

The bank proposes to deploy following number of persons at various Branches /Offices of Puducherry Grama Bank across 4 regions of Puducherry U.T for housekeeping and maintenance services.

The list of 4 regions is as follows:

Sr. No.	Name of Region	Number of personnel required	
		Skilled	Unskilled
1	Puducherry	Nil	38
2	Karaikal	Nil	11
3	Yanam	Nil	2
4	Mahe	Nil	2
	Total	Nil	Total 53 across 4 regions of Puducherry U.T

As we have existing resources for the housekeeping works, the Bank is intended to retain the existing 53 resources and details of the same shall be furnished to successful Bidder.

The Bank reserve all the rights to increase or decrease the number of persons required and/or altogether change in the deployment locations.

29 TERMS AND CONDITIONS:

29.2 The payment to the engaged personnel by the contract agency should be in conformity with the provisions of the Minimum Wages Act as per norms laid down by Chief Central Labour Commissioner (Central) and paid at the frequency laid under the law. Minimum Wage consists of Basic Wage and the Special allowance i.e. V.D.A (V.D.A declared every six monthly). The contractor while quoting the Rates must take into account the existing Minimum Wage of Central Govt.

Note: It is to be noted that both the Central Govt. and the State Govt. have notified the rates of the Minimum Wages. The rates of the Minimum Wages whichever is higher will be applicable in respect of the specific 'Scheduled Employment', as declared by the Chief Labour Commissioner (Central) from time to time. At present, Minimum wage rates of both Central Govt. & State Government according to Area notified by the Dy. Chief Commissioner (Central) is applicable.

29.3 Uniform rate of Minimum wages are applicable throughout Puducherry Grama Bank as per the applicable category as Unskilled, contractor must ensure that the applicable Rates of Wages are quoted with the applicable Statutory overheads. Bonus presently at the Applicable rates of Minimum Wages for the scheduled employment to be paid at least 8.33% of the bonus able salary or one month minimum wages payment bonus, leave salary and other items like Uniform/ Safety requirements are to be maintained while quoting the rates/bid including the Service Charges.

29.4 Please note that the rates and the statutory estimated prices must be including of Contractors service charges and the applicable taxes. In other words, a commercial bid to be quoted by the Contractor must cover the Payment of Minimum Wage and all the types of Statutory Liability and the Service Charges quoted by the bidder/s.

29.5 The rate quoted shall be responsive and the same should be inclusive of all statutory obligations such as Minimum Wages, ESI, PF Contributions, wages for leave reserve, service charges, all kinds of taxes etc. Financial bids offering zero commission shall be liable for disqualification.

29.6 Minimum Wages and the Statutory Overheads – Contractors while estimating the amount and the quoted rates, will have to take into consideration the existing applicable rates of Minimum Wage, the nature of job for which the rates are quoted with Statutory Overheads and the Statutory Liability. The minimum wages rates quoted should be as per the rates applicable to the Areas where the deployment is made.

29.7 As regards, increase in Basic wage after revision which normally increases after periodicity of five years the same increased amount on the existing Basic Wage will be reimbursed at actual with Statutory Overheads on increased amount, in respect of the Contract Manpower, which are mentioned in the Work Order /RFP to be engaged. In addition, any statutory increase in contribution, benefits or otherwise (other than Special Allowance or VDA) under any Law/Enactments/Notifications will be reimbursed at actual with statutory overheads.

29.8 Any violation of any of the statutory payment based on any written complaint of any Authority

or Agency representing workers shall attract penalty as decided by Government Department or Puducherry Grama Bank including the cancellation of contract or legal action as per the Laws.

- 29.9 The bidder should have on his own name, a separate/ individual ESI & PF and other Tax No., irrespective of their applicability of Acts as an individual Establishment. The agency should be covered under the EPF & MP Act, ESIC Act and shall extend all the benefits of PF & ESIC to the Contract employees and comply with all other Statutory Regulations, Service Tax rules and Labour Laws. Copies of Registration should be enclosed. A certified copy of monthly PF-ECR, ESI contribution, Profession Tax, etc. from respective websites should be submitted monthly with Wage Register copy and statement of salary paid to workers' account.
- 29.10 The agency must have obtained the applicable Labour Licence from Labour Dept., (Appropriate Authority) for engaging workers.
- 29.11 The Contractor shall give an Undertaking Indemnifying the Puducherry Grama Bank against any sort of payment/ claims which may arise due to any applicable laws of the land whether prospective or with the retrospective effect in respect of the liability that may arise for the Contract period. Puducherry Grama Bank will not be held responsible. Further, the Contractor shall indemnify and keep indemnified Puducherry Grama Bank from and against all actions, claims, demands and liabilities whatsoever under and in respect of the breach of any of the provisions of the contract and/or against any claim, action or demand and liability to any workman/employee of the contractor under any Law of the Land, which the Bank may be required to comply, and all expenses the Bank shall be put to, owing to the Acts of commission and/or omissions whether willful or not on the part of the Contractor. This indemnity shall be in addition to and not in lieu of any indemnity to which the Bank shall be entitled in law. If the Bank is caused or required to pay or reimburse any amounts as may be necessary for the purpose of observance and/or arising due to non-observance of the provisions stipulated in the notifications /bye-laws/Acts /Rules /Regulations including amendments, if any, that are required to be paid or incurred or reimbursed on the part of the Contractor, the Puducherry Grama Bank shall have the right to deduct and recover such amount from any money due to the Contractor on account of running bills.
- 29.12 It is mandatory on the part of Contractor to pay/ quote wages applicable as per Minimum Wages Act but it is to be noted that both the Central Govt. and the State Govt. have notified the rates of the Minimum Wages. The rates of the Minimum Wages whichever is higher will be applicable in respect of the specific 'Scheduled and also it is to be noted that as per Section 23 & 24 of the Indian Contract Act, 1872, an Agreement / Contract is unlawful if it is forbidden by any law or is of such a nature that, if permitted, it would defeat the provisions of any law. Therefore, quoting/ payment of wages below minimum Wages is unlawful.

29.13 The Contractor should follow the following actions while deploying, making payment of wages and other benefit in r/o deployed personnel:

- i) Contractor should, before engaging any person, obtain an application for employment. Based on their application, the contractor should, on his letterhead, give letter of engagement to such applicant for a period ending with the termination of the contract (PI write desirable day). The engagement of the deployed personnel will stand terminated on the date on which the contract shall expire due to efflux of time or due to sooner termination owing to any of terms of contract. Such documents need to be submitted to the Bank for record. Further, Permanent addresses of all deployed persons along with their AADHAAR cards shall be made available by the contractor to the Bank, before deployment.
- ii) The deployed personnel should not be above 60 years of age. The Contractor must produce valid proof the same. Any violation in this regard will be dealt with seriously. Any retired/separated person should not be re-engaged even though he/she may not have reached 60 years of age.
- iii) Engagement of child labour/adolescent is prohibited and any one violating this clause will be black listed and whenever there are violation of the provisions, the Bank will resort to legal action as deemed fit. Person below the age of 18 should not be deployed.
- iv) The persons deployed shall be of good health and moral character, well behaved, obedient, experienced and skillful in their tasks.
- v) The persons deployed shall have to strictly adhere to punctuality with regard to office/branch timings. Late arrivals, early departures and short leaves shall not be permitted in any manner. In case, the persons deployed is absent on a particular day or comes late/leaves early, proportionate deduction for one day will be made from the fees payable to the contractor.
- vi) The persons deployed by the contract agency should not have any adverse background. Any persons deployed by the agency shall neither indulge in criminal act nor should have criminal cases against him/her. The contractor should make adequate enquiries/ due diligence about the character of such persons in this regard and ensure to submit Character Certificate at the time of deployment.
- vii) The written confirmation from the Contractor that he/she have obtained the Police Verification Certificate from the concerned Police Authority in respect of the persons engaged by him/her at Puducherry Grama Bank Branches/Offices.
- viii) Contractor should provide necessary uniform/safety requirements, identity cards to persons at their own cost. The persons engaged by contractor shall compulsorily wear their uniform while on duty and shall always carry his/her Identity Cards.
- ix) Secrecy/confidentiality is the sole identity of the bank. It is the responsibility of the contractor to bring the importance of confidentiality to the notice of deployed personnel

- and train them in such a manner that they would never disclose any kind of information in respect of the Bank and/or in respect any of Bank's customers to any third party.
- x) The Contractor should issue the termination notice to deployed personnel on completion of the term of contract and settle the dues at the end of the contract. It will be the responsibility of the contractor/s to pay the Bonus & Gratuity as the Bank is not responsible for the same.
 - xi) The contractor must take care that all the benefits are extended timely to persons deployed
 - xii) It is advised that the contractor should rotate the personnel, so that at one particular location, the same persons are not continuously engaged.
 - xiii) The contractor shall attend to all emergency calls relating to assigned works promptly and in time bound manner. The cleaning will have to be done as per frequency mentioned in scope of work. If required, the cleaning will have to be done more frequently for proper House Keeping and Facility Management Services including work of messenger, pantry, Care Taker of Bank for which no extra payment shall be paid.
 - xiv) The contractor shall be solely responsible for accommodation, remuneration, acts omissions/commissions of persons deployed at the Bank's Offices/branches.
 - xv) The contractor will ensure that all types of safety measures as advised by Government are taken care of during the performance of work.
 - xvi) The contractor should settle all their legal dues including gratuity, leave salary, if applicable and No Dues Certificate to be produced from the personnel are engaged.
 - xvii) The contractor should visit the site and assess manpower, material, equipment, machinery, etc. strictly as per requirement of site irrespective of the area indicated or any variation thereof. Contractor shall be responsible for the safety and security of all the internal items such as furniture, equipment, fixtures etc. The Bank will recover the cost of any damage to the Bank's property from Security Deposit/Bank Guarantee kept with the bank. The Housekeeping supervisor shall maintain daily log sheets for the work and produce the same along with the bills every month while claiming the payment for the contract.
 - xviii) The Contractor shall pay not less than minimum wages to deployed personnel as notified/revised from time to time as applicable under the Minimum Wages Act, 1948, or and where the rates have been fixed by agreement or settlement, if any, the rates of wages payable shall not be less than the rates so fixed and extend the benefits. In any case, the rate of wage payable shall not be less than the higher of the two rates. Any statutory rise due to amendment in Act on account of Government Directions shall be implemented by the Contractor and amount if any arising out of such amendment shall be reimbursed to the Contractors at actual. The statutory rise shall consist of rise in PF & ESI contribution. Further, which also consist of revision of minimum wages (Basic Wage) and enhancement of limit of Bonus.

- xix) The Contractor shall ensure payment of wages to all deployed personnel, engaged by him in connection with the work before the expiry of the 7th day after the last day of wage period in respect of which the wages are paid and shall ensure wage standards, period and provisions (including the workmen on this behalf) prescribed under the Payment of Wages Act, New Labour Codes/ Contract Labour (Regulation and abolition) Act, 1970 and rules framed there under, the Minimum Wages Act and any other applicable laws as mentioned in 31.25
- xx) The Contractor shall ensure timely payment of wages as per the payment of wages act. The Contractor must also keep his wage register available at all times as close to the work site as possible and produce the same for Inspection whenever required by designated Bank's Officials and ensure the monthly payment on or before 7th of every month.
- xxi) The persons must be given weekly off as admissible and three national holidays; 26th January, 15th August and 2nd October as paid holidays and Bank's paid holidays.
- xxii) For health, safety and welfare of workers, Persons have to be covered under the main schemes of the "Pradhan Mantri Social Security Schemes".
- xxiii) The Contractor shall, without fail, cover all the personnel deployed by it on this work with all risk policy, workmen compensation insurance and comprehensive third party insurance etc. Copy of the same will have to be submitted to the Bank before taking up the work.
- xxiv) The contract agency shall obtain adequate Insurance Policy in respect of the personnel engaged for the service towards meeting the liability of compensation arising out of death, injury/ disablement at work etc. and shall regularly and punctually pay each and every premium as and when the same shall become due during the currency of the of the contract. Besides, the contractor shall comply with all relevant labour laws as applicable to the area as existing or as may be mentioned during the contract period and shall indemnify the Bank against all acts of omissions, fault, breaches and or any claim or demand, loss injury and expenses to which the Bank may be party or involved as a result of the contractor's failure to comply the obligations under the relevant act/ law which the contract agency is bound to follow.
- xxv) While finalizing Bill Puducherry Grama Bank, will ascertain that there are neither any complaints pending nor any compliance pending with Govt., investigation / Govt. Authority at the particular moment, in respect of all Annual Contracts. Monthly compliance is already been ensured by the Puducherry Grama Bank while releasing their monthly bills towards ESI/PF/Professional Tax. That, regular ESI/PF/ Professional Tax Compliance has been verified and found in order. It should be supported with Indemnity Bond and NOC of workers if any, so as to indemnify Puducherry Grama Bank from any liability in future. All the records submitted by the contractor with covering letter towards of ESI, PF & Wage register duly verified are to be kept with Puducherry Grama Bank for their records to be

retained as per the Retention Policy for further audit, if any, for at least five years.

xxvi) Contractor has to give monthly undertaking with supportive documents stating that they are complying with all laws applicable for all the persons including persons temporarily engaged at Puducherry Grama Bank Branches/Offices.

29.14 Contractor must obtain valid Labour Licence for employing number of persons as Contract Labour and it should mention the location and the maximum no. of contract labours to be employed/engaged before actual execution of work and copy be forwarded to Puducherry Grama Bank, Head Office, Saram, Puducherry before actual execution of work. The contractor shall not undertake or execute any work through contract labour except under and in accordance with the licence issued on that behalf by the Licensing Officer. The licence may be renewed as per the requirement.

29.15 The Contractor must have his separate Provident Fund Code No., obtained from the Office of the Provident Fund Commissioner. The Contractor shall cover their labours under the said Act under his Code No., and shall deposit regularly in time P.F. Contribution of both shares(Employers/ Employees) @ 12% of wage disbursed to the P.F. Office before due date along with the necessary Administrative Charges. Receipt copies of the challans should be submitted by contractor to the Puducherry Grama Bank, Head Office, Saram, Puducherry every month before 25th of each month. Further, every month the contractor should submit copy of ECR in respect to PF, ESI, Professional Tax & LWF, etc. and documents to be submitted to Bank on completion of work for release of final bills, etc.

29.16 The Contractor must comply with the provisions of the Employee's Provident Fund Act (including Employees' Pension Scheme 1995) as may be applicable and ESI Act as amended from time to time. The Contractor should submit monthly challans of ESI & PF with the Certification that ESI/PF payment made in time in respect of to Puducherry Grama Bank Work Order. The Contractor must have his independent E.S.I. Registration No., under Employees State Insurance Scheme. The contractor shall cover their contract labours under the said Act, under his Code No., and shall deposit regularly ESI Contribution @0.75% towards employees share and @ 3.25% towards employer's share of Gross Wages. Receipt copies of the challans should be submitted to the Puducherry Grama Bank, Head Office, Saram, Puducherry.

29.17 The contractor should also submit the six monthly returns and also should ensure that all workers are getting ESI permanent Cards registered with IMP/Hospital/ Dispensary. The Contractor should submit monthly copy of proof of submission of ESI contributions. The contractor should also submit relevant documents regarding ESI contributions done on completion of work for release of final bills, etc. If the provisions of The Workmen's Compensation Act 1923 are applicable to any contract worker, Contractor has to ensure the compliance of the same.

29.18 The contractor should have registration under Professional Tax and deduct the same from wages of his employees & remit Professional Tax every month to Government treasury in time

and also submit Returns in time.

29.19 Copy of the allotment letters of PF and ESI Code No., separately at the time of award of Contract including work order copy may be forwarded for further compliance to Puducherry Grama Bank, Head Office, Saram, Puducherry in order to show the same to PF & ESI Inspector during their visit/Inspection. In short, the Contractor shall furnish the following information to the Puducherry Grama Bank, Head Office, Saram, Puducherry, within 7 days of the receipt of the Work Order or actual date of commencement of work, whichever is earlier to Puducherry Grama Bank, Head Office, Saram, Puducherry.

- i) Work Order Copy.
- ii) ESI, PF, Profession Tax, GST etc. allotment letter.
- iii) Labour Licence/application in Form No.IV for obtaining Labour Licence to the Bank, if applicable.
- iv) Nature of work and the no. of workers to be engaged from the date of commencement of work.
- v) Bank Guarantee/ Security Deposit.
- vi) Indemnity bond.
- vii) Rate of Wages and the date of payment.

29.20 The Contractor remit ESI, PF Contributions in respect of Persons to be engaged at Puducherry Grama Bank branches/offices and submit the proof of challan copy & ECR copy every month along with wage register copy should maintain monthly ESI/PF Compliance records with them. Monthly bill/regular bills of Contractors should be reimbursed only when it is confirm, after examination that the ESI, PF & minimum wage compliance is made fully by the Contractor in respect of workers engaged by the Contractor under referred Work Order against which bills are raised.

29.21 It may be ensured that the Contractor shall submit all the relevant documents monthly showing compliance of all the relevant Acts, Laws, Rules and Legislations as and when called by Puducherry Grama Bank, whenever there are complaints/ non-compliance noticed.

29.22 The contractor shall pay bonus as prescribed under Payment of Bonus Act, subject to a minimum as per law in the absence of profits.

29.23 During continuance of the Contract, the Contractor shall comply and abide at all times with all existing labour enactments and rules made there under, regulations, notifications and bye laws of the State or Central Government or local authority and any other labour laws (including rules) regulations, bye laws that may be passed or notification that may be issued under any labour law in future either by the State or Central Government or the local authority.

29.24 Any obligation, financial or otherwise imposed under any statutory enactment, rules and regulations which is prospectively declared (giving retrospective effect) there under shall be the sole responsibility of the Contractor.

29.25 Some of the major laws applicable and the compliance of which is to be made are given below

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(the list is inclusive and not exhaustive):

- i) The Code on Wages, 2019 (Minimum Wages Act, 1948, Payment of Wages Act, 1936 and Payment of Bonus Act, 1965)
- ii) The industrial Relations Code, 2020
- iii) The Code on Social Security, 2020 (Employees Provident Fund & Misc.Provisions Act, 1952, Employees State Insurance Act, 1948, Workmen's Compensation Act, 1923, Payment of Gratuity Act, 1972, Maternity Benefit Act, 1961)
- iv) The Occupational Safety, Health and Working Conditions Code, 2020 (Contract Labour (R&A) Act, 1970)
- v) Professional Tax Act. Etc

29.26 Contractor shall keep adequate no. of strength and contractors' services shall be available as and when required during the emergency.

29.27 The contractor shall comply with all the applicable Labour Laws and the Rules/Orders issued there under from time to time. The contractor should show all his records/monthly returns to the Puducherry Grama Bank, Head Office, Saram, Puducherry to ensure strict compliance at proper time. If contractor fails to do so, it shall be deemed to be a breach of the contract and Puducherry Grama Bank may in its discretion cancel the contract.

29.28 The Contractor shall keep and maintain all records as are required under the New Labour Codes/ Contract Labour (Regulation and Abolition) Act, 1970, Shops & Establishment Act, the Payment of Wages Act and or any other applicable law and shall furnish all information, report(s) and return(s) as are required to be furnished to the concerned authorities.

29.29 Puducherry Grama Bank shall be entitled at all times to carry out check(s) or inspection (s) of the Contractor's records and accounts to ensure that the provisions of the Labour Laws and Regulations are being observed by the contractor and that the workmen are not denied the rights and benefits to which they are entitled under such provisions, any violation shall constitute a ground for termination of the contract.

29.30 The Wage Book, Muster Roll, ESI Register and other required documents to be maintained under different laws shall be preserved properly by the contractor. One set of photocopies of the same duly certified by Puducherry Grama Bank, Head Office, Saram, Puducherry at the time of obtaining clearance for release of final bill to avoid any further problem with regard to past liability of the said contractor for the said period. Puducherry Grama Bank, Head Office, Saram, Puducherry will preserve records of the contractors like Work Orders, Bills and certified Wage Register copy, ESIC and PF Challans etc. for the retention period as per the policy to show as and when required to Investigation Agency.

29.31 The contractor and deployed persons shall open account with Puducherry Grama Bank. The monthly bill payments shall be credited directly to the account of the contractor maintained with

our bank subject to production of copies of PF, ESIC, PT, tax paid challans & other statutory payments. The eligible amount of wages will later be transferred to respective workers' saving accounts maintained with our bank by debiting the account of contractor invariably. While making such payment the Bank shall make the following deductions.

29.31.1 Income-tax or any other tax deduction at source as per the Government rules.

29.31.2 The amount equivalent to any damages / loss etc. caused to the Bank by the workmen / employees of the contract agency.

29.31.3 The Bank reserves right to correct arithmetical errors or other errors shall be acceptable to and binding upon the contractor.

29.32 The Contractor shall ensure that the person or persons appointed or to be appointed by them for service in the Bank's premises do not suffer from any legal disqualification for service by reason of his age or any law and status in force from time to time or any other reason whatsoever. The Contractor shall be required to produce verification certificate of such person from competent authority at his cost.

29.33 The contract shall, for a period of one year, be subject to review after every three months. The contract may be renewed for further period of two year (one year at each time), subject to rendering satisfactory services by the contractor during the preceding period of contract on mutually agreed terms and conditions.

29.34 Puducherry Grama Bank may terminate the contract any time by giving the Contractor a notice in writing as per terms of contract. In the event of instances of unsatisfactory service, gross misbehavior, theft, burglary, moral turpitude, misuse of the Bank's premises etc. by the Contractor or by any staff of the Contractor. Such termination of contract may be done instantly without any prior notice or showing any reason whatsoever to the Contractor and the Contractor shall have no claim whatsoever against the Bank or any of its Officers in consequence of such termination. The Security Deposit/Bank Guarantee kept with Bank, shall automatically stand forfeited under such circumstances without any further correspondence/intimation in the matter. In the event of termination of this Contract for any reason whatsoever, the Bank shall have the right to publicize such termination to caution the customers/public from dealing with the Contractor or any of its workers. Upon termination, the contractor shall only be entitled to be paid for the work actually performed up to the date of termination, as per the terms and conditions of the contract.

29.35 In case of non-fulfillment of Contractual terms and conditions as stipulated in RFP / Work Order in addition to statutory compliance, the Puducherry Grama Bank, Head Office, Saram, Puducherry, will deduct the appropriate amount as penalty out of the bills submitted by the contractor. The decision in this regard taken by the Bank will be final and binding on the contractor and no discussion/correspondence shall be entertained in this regard.

29.36 After the acceptance of the Work Order and the Wage Agreement Terms if applicable, the

contractor shall have no further claim for any extra payment of whatsoever nature for the compliance of the terms stipulated herein.

- 29.37 Bank reserve the right to modify /alter or cancel any part/full job/work order without assigning any reason therefor.
- 29.38 Any contract labour problem arising out of contract terms will have to be sorted out and settled by the contractor, Puducherry Grama Bank will not own any responsibility in this regard of whatsoever nature.
- 29.39 The Contractor shall give a declaration that he/she himself/herself or no near relatives of his/her is in permanent/temporary employment with the bank at present. Here, near relatives would mean members of a HUF/ spouse/ the one related to other in the manner as father, mother, son(s), and son's wife (daughter-in-laws), daughter(s), husband (son-in-law), brother(s), and brother's wife, sister(s), and sister's husband (brother-in-law).
- 29.40 The Contractor shall pay a security deposit/ submit performance bank guarantee for amount equivalent to 3% of annual value of the contract to the bank within 07 days from the receipt of work order and prior to commencement of service under the contract. This security deposit shall not bear any interest. They can also furnish Bank Guarantee (issued only by scheduled commercial bank) for the said amount, which shall be acceptable to Bank and shall have validity period of 15 months or such other extended period as the Bank may decide for due performance of the obligations undertaken by the successful bidder. The percentage of the security deposit is subject to change and can be revised as per the CVC guidelines and Bank's need.
- 29.41 The Bank reserves the right to split the tender and procure services from other sources during the tender process, as per the terms and conditions of tender.
- 29.42 The successful Contractor shall be required to enter into a contract with the Bank, within 7 days from the receipt of work order or within such extended period as may be decided by the Bank along with the letter of acceptance, Security Deposit/Bank Guarantee and other terms and conditions as may be determined by the Bank to be necessary for the due performance of the work in accordance with the Bid and acceptance thereof. The cost of agreement to be borne by the Contractor.
- 29.43 The Bank reserves the right to reject any particular person deployed under the contract with the Bank without assigning any reason. In case the Contractor fails to take action against the defaulter, the Bank reserves the right to take suitable/legal action against the Contractor and the person concerned. The professional fee and all other expenses will be recovered from the Contractor.
- 29.44 Persons deployed should be made aware of the fact by contractor that this is purely a contract work and it does not entitle them to seek employment / job opportunity for the Bank at any point of time.
- 29.45 Performance of the Contract shall be made by the contractor strictly in accordance with the time

schedule specified by the Bank. Time is the essence of Contract. Any delay by the contractor in the performance of its contractual obligations, which the Bank in its sole discretion may adjudge, shall render the contractor liable to any or all the following sanctions:

29.45.1 Forfeiture of its EMD / Security Deposit / performance guarantee /performance security

29.45.2 Imposition of liquidated damages / penalty

29.45.3 Termination of the Contract for default

29.46 In case the contractor has any other business relationship with the Bank, no right of set-off, counter-claim and cross-claim and /or otherwise will be available to the contractor. However, the Bank shall have such rights against the contractor.

29.47 That the contractor is not involved in any major litigation and no litigation or investigation is threatened against the contractor. That the existing or threatened litigations or investigations do not have an impact of affecting or compromising the performance and delivery of services under the Contract.

29.48 That the contractor confirms that there has not and shall not occur any execution, amendment or modification of any agreement/contract without the prior written consent of the Bank, which may directly or indirectly have a bearing on the contract or services.

29.49 The contractor shall not claim any benefit/waiver from Govt. agency and after awarding contract; successful bidder should submit affidavit of the same.

29.50 Every contractor shall in respect of each work on which he engages Contract Labour shall be required to maintain following Registers/ Records under New Labour Codes/ Contract Labour (R&A) Act & Minimum Wages Act.

29.50.1 Muster Roll OR Muster-Cum-Wage Register

29.50.2 Register of Wages

29.50.3 Register of Deductions

29.50.4 Register of Overtime

29.50.5 Register of Fines

29.50.6 Register of Advances

29.50.7 Issue Wage Slips to the workers at least a day prior to the disbursement of Wages

29.50.8 Issue of Employment Card /Identity Card

29.51 No Party has any authority to bind the other party in any manner whatsoever, except as agreed under the terms of the contract.

29.52 All employees/personnel/representatives/agents etc., engaged by the contractor for performing its obligations under the contract will be in sole employment of the contractor and the contractor shall be solely responsible for their wages, statutory payments etc.

29.53 The contractor shall not make or permit to be made a public announcement or media release about any aspect of the Contract without the permission of the bank.

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29.54 Before the end of the Contract, the existing Contractor/s must give 1 months' notice since the contract is going to end.

29.55 All liabilities on legal aspects of contractor's labour lies with the contractor himself.

30 ARBITRATION:

All disputes and differences of any kind whatsoever arising out of or in connection with the work order shall be within exclusive jurisdiction of the courts in Puducherry. Either of the party may, at its option, refer the dispute arising out of the work order for arbitration under Puducherry Jurisdiction. In such event, the arbitrator may be appointed by both the parties with consensus. In case of disagreement on the name of the Arbitrator to be appointed, each party will appoint an arbitrator and the decision of the arbitrator(s) shall be final. The arbitration proceedings shall be governed by the provisions of Indian Arbitration Act.

BID COVERING LETTER

(To be submitted by the bidder/agency along with bid documents)

Ref. No.:

Place:

Date:/... /2026

To,
General Manager,
Puducherry Grama Bank,
Head Office, 415, Kamaraj salai,
Saram, Puducherry 605 013.

Dear Sir,

Having examined the Request for Proposal (RFP/tender): _____, 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/tender 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 submit the security deposit /Bank Guarantee of schedule commercial Bank (Acceptable to the Bank) for amount equivalent to 3% of annual value of the contract to the bank within 07 days from receipt of work order and prior to commencement of service under the contract for the due performance of the Contract, in the form prescribed by the Bank and we undertake to execute a contract at our cost. This security deposit shall not bear any interest. The BG to be submitted shall be valid for contract period from the date of signing the contract with additional claim period of six months after expiry of validity period or such other extended period as the Bank may decide for due performance of the obligations undertaken by the successful bidder.

We agree to abide by this bid for a period of 180 days from the last date of submission of Bid and the Bid 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 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".

We understand that you are not bound to accept the lowest or any bid received by you, and you may reject all or any bid without assigning any reason or giving any explanation whatsoever.

I/we read and understood all conditions and requirements of Puducherry Grama Bank, Head Office, Saram, Puducherry for providing sweeping, cleaning & maintenance services.

Dated this..... Day of..... 2026

**SIGNATURE OF THE AUTHORISED PERSON
WITH DESIGNATION & SEAL**

BIDDER DETAILS

Annexure-II

Sr No	PARTICULARS	TO BE FILLED BY THE PARTICIPANT		
1	Full Name of the Firm/ Company			
2	Constitution	Proprietorship /Partnership/Company/Society		
	Registrations, deeds, bylaws to be submitted			
3	Complete Address			
	Telephone No./Mobile No.			
	Fax			
	e-mail			
	Website URL, if any			
4	Details: Proprietor/Managing Partner/Managing Director	Name:		
		Address:		
		Mob. No./Phone No.:		
		e-mail:		
5	Authorised person to sign & act on behalf of the agency (Enclose Authorisation Letter)	Name:		
		Designation:		
		Address:		
		Mob. No./Phone No.:		
	e-mail:			
6	Profit as on	31.03.2023	Rs.	
		31.03.2024	Rs.	
		31.03.2025	Rs.	
Attach documentary proof like IT Returns, Audited Balance sheets etc.				
7	Date of establishment / incorporation / commencement of business			
	Experience (at least for 05 years)			
	No. of Personnel engaged	(We confirm that no minors are employed by ourfirms)		
	Enclose – MOA, AOA, Partnership deed, Certificate of Registration & Renewal (whichever is applicable)			
	Name of the previous clients	Details of works carried	Value of work order	Period of work
	1.			
2.				

	3.			
	4.			
	5.			
Copies of previous work orders should be enclosed				
8	Top three completed annual housekeeping and maintenance contract (contract period from 01/04/2020 to 31/03/2025). The experience certificate with completed contract value duly issued by the client to be enclosed as evidence.			
	Sr	Description	Details	
	Completed Annual Contract-1			
	1.	Client Name and Address		
	2.	Annual Contract Value (completed)		
	3.	Duration of Contract	From:	To
	4.	Client Representative Name		
	5.	Contact No (Landline/Mobile No)		
	6.	e-mail ID		
	Completed Annual Contract-2			
	1.	Client Name and Address		
	2.	Annual Contract Value (completed)		
	3.	Duration of Contract		
	4.	Client Representative Name		
	5.	Contact No (Landline/Mobile No)		
	6.	e-mail ID		
	Completed Annual Contract-3			
	1.	Client Name and Address		
	2.	Annual Contract Value (completed)		
	3.	Duration of Contract		
	4.	Client Representative Name		
	5.	Contact No (Landline/Mobile No)		
	6.	e-mail ID		
9	PAN No.			

	GST No.	
10	Reg. no. under Shops & Est. Act. /Gram Panchayat to commence the business	
11	New Labour Code/Contract Labour Act registration no. (Regulation & Abolition Act 1970, if applicable)	
	Date of registration	
	ALC/CLC (Central Govt). Certificate of registration and up to date Renewal certificates shall be enclosed	
12	Details of EMD	D.D. No.:
		Issue Date:
		Issuing Bank:
		Branch:
13	ESIC registration no. with date	
	Cert. of ROC with no. & date (if applicable)	
	EPF registration no. with date	
	Profession Tax registration no. with date	
	GST registration no. with date	
	Copies of Certificates and renewals shall be enclosed	
14	Address of the office in Puducherry (If not available an assurance letter to open Office at Puducherry)	
15	Contact Person available at office in Puducherry	Name:
		Mob. No./Phone No.:
16	For remaining terms and conditions enclose a separate sheet	

I/We confirm that provisions of The Code on Wages,2019/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 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 OF THE AUTHORISED PERSON
WITH DESIGNATION & SEAL**

ELIGIBILITY CRITERIA

The bidders/agencies meeting the following criteria are eligible to submit their bids along with supporting documents. If the bid is not accompanied by all the required documents supporting eligibility criteria, the same would be rejected;

Sr No	Eligibility criteria	Documents to be submitted
1	The bidder must be a Firm / Proprietary / Company registered under Companies Act with experience of minimum 05 years for providing Housekeeping and Maintenance services	i) In case of Proprietary copy of GST registration certificate, ii) In case of firms Copy of the firm registration Certificate iii) In case of company copy of certificate of incorporation issued by Registrar of companies and full address of registered office.
2	Handled minimum 3(Three) completed annual contracts in Housekeeping and Maintenance with each contract having value of not less than Rs.68 lakhs . OR Handled minimum 2(Two) completed annual contracts in Housekeeping and Maintenance with each contract having value of not less than Rs.85 lakhs . OR Handled minimum 1(One) completed annual contracts in Housekeeping and Maintenance with each contract having value of not less than Rs.136 lakhs	Copy of the work order and work completion certificates issued by the Banks specifying the below criteria's for the works carried out during the period from 01/04/2020 to 31/03/2025. 1. Scope of work. 2. Contract value. 3. No. of staff deployed by the contractor for the contract. 4. Period of the contract for completed. 5. Monthly payment Note: (i) Renewal of annual contracts shall be considered as a single contract. (ii) Copy of agreement is enclosed.
3	The bidder/agency should have a minimum average annual turnover of Rs.68 lakhs for the previous three years (as on 31-03-2025). Audited/Certified Balance Sheet (by Chartered Accountant) for the years 2022-23, 2023-24 and Audited Balance sheet for 2024-25, establishing the turnover criteria should be submitted. The bidder/agency must be in profits for last three years.	Copy of the audited P&L Account and Balance Sheet duly Certified by the Chartered Accountant.
4	The Bidder/ agency should have its Head	Address Proof of the firm should be

	Office/Regional Office/Circle Office in the U.T of Puducherry and an Office/Branch at Puducherry with an authorized representative who will be available on all working days at that place. In case there is no Office/Branch at Puducherry the bidder/ agency should furnish an assurance letter accepting to open an Office /Branch at Puducherry be able to open office at Puducherry with an authorized representative within one month from date of award of contract.	submitted along with Registration under Shops and Establishment Act.
5	Agency/Bidder should be enrolled with RLC/ALC under Occupational Safety, Health & Working Conditions Code, 2020/ Contract Labour Act 1970 and certificate to that effect should be produced.	Copy of valid labour licence under contract Labour (regulation and Abolition) Act, 1970.
6	Registered with ESI, EPF, GST, PT, Etc authorities and must be in possession of Permanent Account No (PAN)	Copy of valid registration certificate of ESI, EPF, GST, PT and PAN Should be submitted.

A copy of the Documentary evidence must be furnished against each of the above criteria along with an index. All documents must be signed by the authorized signatory of the bidder/agency. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be highlighted.

**SIGNATURE OF THE AUTHORISED PERSON
WITH DESIGNATION & SEAL**

TECHNICAL BID EVALUATION

Annexure-IV

The bidder should fill the table below and submit documentary evidence for all the particulars mentioned hereunder;

Sr	Particulars	Marks	Points Awarded	Documents Attached [Yes/No].If Yes, state the Nature of document(s).
1	Average annual turnover of the Company as per Audited Balance Sheets as on 31st March 2023, 2024 and 2025			A Certificate from the Chartered Accountant with CA's registration number with seal & sign clearly specifying the stake of Housekeeping & General cleaning services along with Copy of the Audited Financial Statement for FY 2022-23, 2023-24 and 2024-25
	>1.70 crores	20		
	>1.36 crores but <=1.70 crores	16		
	>1.02 crores but <=1.36 crores	12		
	>0.68 crores but <=1.02 crores	8		
	>0.34 crores but <=0.68 crores	4		
2	No. of Employees on payroll in Housekeeping maintenance Services as on 31/03/2025	0		
	>125	20		
	>100 but <=125	16		
	>75 but <=100	12		
	>50 but <=75	8		
	<=50	4		
3	Number of years of experience in housekeeping, maintenance services	0		Supporting document to prove the same in customer's letterhead duly signed and with company's seal.
	>= 10 years	20		
	>=8 but <10 years	16		
	>=5 but <8 years	12		
4	Latest ISO Certification	0		Attach Relevant Certificates.
	Available	4		
	Not Available	0		

5	Whether the Bidder had provided services in	0		Attach Relevant Documents.
	Govt./PSU +Private	10		
	Govt./PSU	6		
	Private	4		
6	Constitution	0		Attach Relevant Documents.
	Public Ltd.	10		
	Private Ltd.	8		
	Partnership	6		
	Others	4		
7	Value of single largest annual contract in the past five years (_____) in housekeeping, maintenance services	0		Attach Relevant Documents.
	>136 Lakh	10		
	>68 Lakh but <=136 Lakh	8		
	<=68 Lakh	6		
8	Complaint registration and Response methodology	0		Attach Relevant Documents.
	Online (electronic, web-based) system available with the Contractor	6		
	Manual system available with the Contractor	2		
	No system used by the Contractor	0		
	Total Marks	100		

Technical Bid Evaluation: Max marks 100

Minimum marks required for qualifying in the Technical bid evaluation: 60 Marks.

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

**SIGNATURE OF THE AUTHORISED PERSON
WITH DESIGNATION & SEAL**

**PERFORMANCE BANK GUARANTEE
(ON A NON-JUDICIAL STAMP PAPER)**

To
Puducherry Grama Bank,
HRM Department,
Head Office:Saram,
Puducherry- 605013

Bank Guarantee No. : _____
Amount of Guarantee : Rs. _____/-
Guarantee Valid up to : _____
Last date of lodgment of claim: _____

This deed of guarantee is executed on this _____ Day of _____ 20 by {Name of the Bank issuing guarantee} a body corporate, constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act 1970, having its Head office at (H.O. Address) and one of the Branch offices at (Branch address) (hereinafter referred to as the '**Guarantor Bank**', which expression unless it be repugnant to the context or meaning thereof shall include its successors and assigns) in favour of **Puducherry Grama Bank**, having its Head Office at 415, Kamaraj salai, Saram, Puducherry 605013 (hereinafter referred to as "**Beneficiary Bank**", which expression shall unless it be repugnant to the context or meaning thereof shall include its successors and assigns), for an amount not exceeding Rs. _____/- (Rs. _____ only) at the request of M/s _____ (with address).

Whereas engagement letter no. _____ PO/LOI _____ dated _____ 20 (hereinafter called the "**Contract**") for Rs. _____/- (Rs. _____ only) placed by the Beneficiary Bank on M/s _____, having its Head Office at _____ and a branch office at _____ hereinafter referred to as '**Contractor**') stands accepted by the contractor, and in terms of the said contract the contractor have to _____ (Name of the Project) _____ as per the engagement letter referred hereinabove.

And whereas to ensure due performance to the satisfaction of the beneficiary Bank, of the services provided under the said contract and in terms thereof by the contractor as aforesaid, the Guarantor Bank at the request of the contractor has agreed to give guarantee as hereinafter provided.

NOW THIS GUARANTEE WITNESSETH AS FOLLOWS:-

In consideration of Puducherry Grama Bank, the beneficiary bank, having issued engagement letter No. _____ PO/LOI _____ dated _____ 20 for Rs. _____/-

(Rs. _____ only) on M/s _____, having its Head Office at _____ for _____ (Name of the Project) _____ as per the engagement letter referred hereinabove, we, <Issuing Bank Name> do hereby undertake as under:

- a) To indemnify and keep indemnified the beneficiary bank for the losses and damages that may be caused to or suffered by the beneficiary bank in the event of non-performance of whatever nature on the part of the contractor in discharging their contractual obligations under the said contract by the contractor against the above referred engagement letter and undertake this guarantee not exceeding Rs. _____/- (Rs. _____ only) without demur and without Beneficiary Bank needing to prove or to assign reasons for the demand so made for the sum specified therein and mere written claim or demand of the Beneficiary Bank shall be conclusive and binding on the guarantor Bank as to the amount specified under these presents.
- b) The guarantee herein contained shall remain in full force and effect till discharged by the beneficiary bank or up to _____ months _____, which is earlier.
- c) This guarantee shall not in any way be affected by the change in the constitution of the contractor or of guarantor bank nor shall be affected by the change in the constitution, amalgamation, absorption or reconstruction of the beneficiary bank or otherwise but shall ensure for and be available to and enforceable by the absorbing amalgamated or reconstructed Company of the beneficiary bank.
- d) To pay to the beneficiary Bank any money so demanded notwithstanding any dispute or disputes raised by the contractor in any suit or proceeding before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal.
- e) We, _____ (indicate the name of Guarantor Bank with address) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Beneficiary Bank in writing, and the guarantee shall remain in full force and continuing till all dues claimed are paid

Notwithstanding anything contained herein:

- a) The Bank's Liabilitynot exceed Rs. (Rupees _____).
- b) This Bank Guarantee shall be valid up to _____.
- c) Bank is liable to pay guaranteed amount or part thereof under this Bank Guarantee only and only if beneficiary serve upon as a written claim or demand on or before _____ (date of expiry of the Guarantee).
- d) *The Bank issuing such guarantee will not be liable under such guarantee to the beneficiary after the expiry of the claim period of one year, regardless of period of limitation under the Limitation Act, 1963.***

IN WITNESS WHEREOF the Bank has put its seal the day and year first hereinabove written.

Signed, sealed and delivered by Mr.....
For and on behalf of the Guarantor Do so and
to affix the seal of the Bank, in the presence of



LETTER OF AUTHORISATION TO BID

No.

Dated: / /2026

To,
General Manager,
Puducherry Grama Bank,
Head Office,
415, Kamaraj salai,
Saram, Puducherry 431 010

Dear Sir,

Sub: Letter of Authorisation to bid for Puducherry Grama Bank’s RFP floated for Sweeping, Cleaning& Maintenance requirements.

We M/s.....(Name and address of the contractor) hereby authorize (Name, cadre and Address of Agents), as our Authorized 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..... 2026

Yours faithfully,

**SIGNATURE OF THE AUTHORISED PERSON
WITH DESIGNATION & SEAL**

(Note: This letter of authority should be on the letterhead of the principal contractor/ agency/ organization 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. Copy of board resolution or power of attorney showing that the signatory has been duly authorized to sign the acceptance letter and contract should be submitted)

Declaration regarding minimum wages to be paid by the contractor to contract labour

(This is to enable the PYGB to satisfy themselves of the intention of the contractor to adhere to The Code on Wages,2019/ Minimum Wages Act. etc.)

Wages per day of Contract Labour proposed to be paid by the contractor excluding employer's contribution of EPF but including employee contribution of EPF etc.

1) For Area A

Rs (in figures)

Rs (in words)

2) For Area B

Rs (in figures)

Rs (in words)

3) For Area C

Rs (in figures)

Rs (in words)

Place:

Date:

**SIGNATURE OF THE AUTHORISED PERSON
WITH DESIGNATION & SEAL**

Name in block letters:

Address:

CERTIFICATE

Certified that we have remitted the monthly subscription of Employees Provident Fund & Employees State Insurance to the workers employed by me in _____ for Cleaning, Sweeping and Maintenance work for the month Year

Office in which subscription remitted	Bill No. & Date	EPF	ESI	Others

(Note: Attach the respective document challan for the verification)

**SIGNATURE OF THE AUTHORISED PERSON
WITH DESIGNATION & SEAL**

Name in block letters:

Address:

Annexure - VIII (c)

CERTIFICATE FOR COMPLYING WITH ALL THE APPLICABLE LABOUR LAWS AND THE RULES/ORDERS

Certified that we I/We shall comply with all the applicable Labour Laws and the Rules/Orders issued there under from time to time. I/We should Submit all his records/monthly returns to the Puducherry Grama Bank, Head Office, Saram, Puducherry to ensure strict compliance at proper time. If I/We fails to do so, failure will be a breach of the contract and Puducherry Grama Bank may in its discretion cancel the contract.

Some of the major laws applicable and the compliance is to be made are given below (the list is inclusive and not exhaustive):

- i) The Code on Wages, 2019 (Minimum Wages Act, 1948, Payment of Wages Act, 1936 and Payment of Bonus Act, 1965)
- ii) The industrial Relations Code, 2020
- iii) The Code on Social Security, 2020 (Employees Provident Fund & Misc.Provisions Act, 1952, Employees State Insurance Act, 1948, Workmen's Compensation Act, 1923, Payment of Gratuity Act, 1972, Maternity Benefit Act, 1961)
- iv) The Occupational Safety, Health and Working Conditions Code, 2020 (Contract Labour (R&A) Act, 1970)
- v) Professional Tax Act. Etc

**SIGNATURE OF THE AUTHORISED PERSON
WITH DESIGNATION & SEAL**

Name in block letters:

Address:

DECLARATION OF NEAR RELATIVES OF PYGB EMPLOYEES

I/We.....S/o/D/o.....
.....residing at..... hereby certify that none of our relatives as defined in the Tender Document is/are employed in Puducherry Grama Bank as per details given in the Tender Document. In case at any stage, it is found that the information given by me is false/incorrect, Puducherry Grama Bank shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

[The near relatives are members of a Hindu Undivided Family/Husband and Wife/the one related to other in the manner as father, mother, son(s), and son's wife (daughter – in – laws), daughter(s), husband (son-in-law), brother(s) and brother's wife, sister(s) and sister's husband (brother-in-law)]

Place:

Date:

**SIGNATURE OF THE AUTHORISED PERSON
WITH DESIGNATION & SEAL**

Name in block letters:

Address:



UNDERTAKING

We hereby certify that we have gone through the RFP Document and we have fully understood the conditions herein. We hereby assure that we will comply with the conditions and submit monthly compliance statements regarding minimum and other Labour related statutory formalities like PF, ESI, PT, LWF, bonus etc.

Place:

Date:

**SIGNATURE OF THE AUTHORISED PERSON
WITH DESIGNATION & SEAL**

Name in block letters:

Address:

AFFIDAVIT ON A NON JUDICIAL STAMP PAPER OF RS.100/-DULY NOTARIZED DECLARATION

I, _____ sole proprietor/ partner/ authorized signatory of M/s. _____ sole proprietorship/ partnership firm/ public/ private limited company, having its principal place of business/ registered office at (Full Address) do hereby solemnly affirm and declare as under:-

That I am the sole proprietor of M/s _____

OR

That ours is partnership firm having partners as under:-

Full Name of partners.

(a)

(b)

(c)

(d)

OR

That ours is a private limited/public limited company incorporated in terms of the provisions of the Companies Act,1956/Companies Act,2013.

(Delete which is not applicable while typing affidavit)

If proprietorship, a registration certificate for the same/if partnership Firm, partnership deed is to be enclosed, if private limited/public limited company, Certificate of incorporation and Memorandum & Articles of association to be submitted. All the partners/ directors should sign the affidavit or the person authorized by all the partners or one of the Directors duly authorized by Board Resolution in case of Company can sign with authority letter from all the partners/or Board Resolution in case of Company is to be enclosed.

That I hereby confirm and declare that my/our firm/company M/s..... is not blacklisted/delisted or debarred or on Holiday list with any company of Private/Public Ltd. or Government Company/Govt. depts. from participating in the tender as on date.

I know that to swear a false affidavit is a crime under the law and with such knowledge only I have swear this Affidavit.

(Signature of the Proprietor/ Managing Partner/Director with Seal)



RFP 01/2026-27

DEPONENT

Verified at on that the contents of this affidavit are true and correct and no part of this is false and nothing material has been concealed or falsely stated therein.

(Signature of the Proprietor/ Managing Partner/ Director with Seal)

DEPONENT

(Signature & Seal of Notary)

DETAILS OF LITIGATION / ARBITRATION CASES RESULTING FROM THE CONTRACTS EXECUTED IN THE LAST FIVE YEARS OR CURRENTLY UNDER EXECUTION

Sr No	Award for or against applicant	Year	Name of client	Cause of litigation and matter of dispute	Disputed Amount	Actual Awarded Amount

Note: 1) information has to filled up in this format only

2) Indicate other points, if any to show your technical competence to indicate any important in your favour.

**SIGNATURE OF THE AUTHORISED PERSON
WITH DESIGNATION & SEAL**

Name in block letters:

Address:

INTEGRITY PACT

Puducherry Grama Bank, a body corporate constituted under the Regional Rural Bank Act 1976 and having its Head office at No 415, Kamaraj Salai, Saram, Puducherry-605013, hereinafter referred to as “The Principal”, which expression shall mean and include unless the context otherwise requires, its successors in office and assigns of the First Part.

M/s. _____ having its registered office at _____ hereinafter referred to as “The Bidder/Contractor”, expression shall mean and include unless the context otherwise requires, successors and permitted assigns of the Second part.

PREAMBLE

The Principal intends to award, under laid down organizational procedures, contract/s for..... The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relations with its Bidder(s) and/or Contractor(s).

1) Commitments of the Principal

A) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:

- a) No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- b) The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
- c) The Principal will exclude from the process all known prejudiced person.

B) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the BNS Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

2) Commitments of the Bidder(s) / Contractor(s)

A) The Bidder(s)/Contractor(s) commit themselves to take all measures necessary to prevent corruption during any stage of bid process/contract. The Bidder(s)/Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution.

- a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer promise or give to any of the Principal’s employees involved in the tender process or the execution of the contract or to any third person any material or the other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
- b) The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- c) The Bidder(s)/ Contractor(s) will not commit any offence under the relevant BNS Act; further the Bidder(s)/Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposal and business details, including information contained or transmitted electronically.

- d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any, Similarly the Bidder(s)/Contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only.
- e) The Bidder(s)/Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- f) Bidder(s)/Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.
- B) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

3) Disqualification from tender process and exclusion from future contracts.

If the Bidder(s)/Contractor(s) before award or during execution has committed a transgression through a violation of Clause 2, above or in any other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per the procedure mentioned in the "Guidelines on Banning of business dealings".

4) Compensation for Damages

- A) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Clause 3, the Principal is entitled to demand and recover the damages equivalent to earnest Money Deposit/Bid Security.
- B) If the Principal has terminated the contract according to Section 3, or the Principal is entitled to terminate the contract according to Clause 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the contract value or the amount equivalent to Performance Bank Guarantee.

5) Previous transgression

- A) The Bidder declares that no previous transgression occurred in the last three years immediate before signing of this integrity pact with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprises or central/state government department in India that could justify his exclusion from the tender process.
- B) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in" Guidelines on Banning of business dealing".

6) Equal treatment of all Bidders/Contractors/Subcontractors

- A) In case of Sub-contracting, the Principal Contractor shall take the responsibility of the adoption of integrity Pact by the Sub-contractor.
- B) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.
- C) The Principal will disqualify from the tender process all the Bidders who do not sign this Pact or violate its provisions.

7) Criminal charges against violating Bidder(s)/ Contractor(s)/ Subcontractor(s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Sub contractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

8) Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion future business dealings. If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged. determined by CHAIRMAN, Puducherry Grama Bank.



9) Other provisions

- A) This Contract is subject to Indian Law. Place of performance and jurisdiction is the "Place of award of work".
- B) The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of to the extant law in force relating to any civil or criminal proceedings.
- C) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- D) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- E) Should one or several provisions of this Contract turn out to be valid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- F) In the event of any contradiction between the Integrity Pact and its Annexures, the Clause in the Integrity Pact will prevail.

(For and on Behalf of Principal)

(For and on Behalf of Bidder/ Contractor)

Official Seal

Date :

Place :

Official Seal

Date :

Place :

Witness

Name:

Address

Witness

Name :

Address

