



**BANK OF MAHARASHTRA**  
**ZONAL OFFICE, CHENNAI**

**Request for Proposal**  
**for**  
**Providing Housekeeping Services**

**Zonal Manager, Chennai Zone**  
**Bank of Maharashtra, No.4, Sivagnanam Street, Pondy**  
**Bazaar Road, T Nagar, Chennai – 600 017**  
**Phone: 044-2436 4410/2432 7650**

## **NOTICE NO. THE BANKCHE/HR/2021-22**

Bank of Maharashtra, a Government of India Undertaking Enterprise is in need of housekeeping services for its Registered Office/Branches at Various Locations in the state of Tamilnadu and Puducherry. In this context, Bank of Maharashtra proposes to select agency for providing the required Housekeeping Services for a period of one year, extendable every year for a further period of two years on satisfactory performance. Bank of Maharashtra invites Agencies to submit proposals for undertaking the services described in the Tender document.

Interested Agencies can download the Tender from the website [www.bankofmaharashtra.co.in](http://www.bankofmaharashtra.co.in) with free of cost. The Terms of Reference, Qualification Criteria and other terms and conditions are provided in the Tender Document.

The schedule for the bidding process is as follows:-

1. Last date and time for submission of Proposals/ Bids is on or before **3.00PM** on **13.04.2022**.
2. Opening of Technical Proposals/ Bids is at **4.00PM** on **13.04.2022** at Bank of Maharashtra Zonal Office Chennai.

**ZONAL MANAGER, BANK OF MAHARASHTRA**

**No. 4, Sivagnanam Street, Pondy Bazaar Road,  
T Nagar, Chennai: 600017**

**E-mail: [gad\\_che@mahabank.co.in](mailto:gad_che@mahabank.co.in); Website: [www.bankofmaharashtra.co.in](http://www.bankofmaharashtra.co.in)**

## **1. DETAILS OF TENDER:**

1. Proposals should be submitted in English language.
2. Proposals must remain valid for 30 days after the submission date.
3. Agency must submit only one original of the Technical and Financial Proposal.
4. Proposal submission address:

**ZONAL OFFICE, CHENNAI**  
**Bank of Maharashtra, No.4, Sivagnanam Street, Pandy**  
**Bazaar Road, T Nagar,**  
**Chennai – 600 017.**  
**Ph: 044 – 24364410 / 24327650**  
**E-mail: gad\_che@mahabank.co.in; Website:**  
**www.bankofmaharashtra.co.in**

“Selection of agency for providing Housekeeping services to Bank of Maharashtra offices/branches” should be superscribed on the outer Envelope.

5. Proposals must be submitted not later than **13.04.2022 at 03.00 PM.**
6. The Service Provider will ensure to provide the required services to Bank of Maharashtra (Herein after referred to as THE BANK).

The list of branches in the state of Tamilnadu and Puducherry are given below in the **ANNEXURE-V**

7. The Bank reserves the right to seek replacement for any resource in case of non-performance or resource not performing satisfactorily.
8. Housekeeping Services include overall maintenance of the entire office/branch premises on day to day basis with frequent cleaning and mopping of the floor and office area. The materials and labour should be provided by the Service Provider and a comprehensive rate with break up for material and labour should be furnished for the scope of work mentioned herein below. The no. of persons will be decided as per the Bank’s requirement which shall be minimum one per branch. Replacement should be made for any temporary absence of the personnel deputed by the Service Provider. Dedicated person from Service Provider’s team shall be responsible for the service and answerable to the company for maintenance. Any deficiency in service will attract penalty.

The Service Provider shall bring its own personnel / equipment for cleaning and shall be responsible for maintaining these equipment at all time. All costs for purchase/repair/spares/maintenance etc. for these equipment will be borne by the Service Provider. The Service Provider shall be responsible for the safekeeping of these equipment at the work site/location.

The Scope of work includes the following:

- A. Providing of housekeeping services as required by Bank of Maharashtra, Chennai Zone with requisite qualifications and experience.
- B. Cleaning of entire office premises including cleaning and mopping of floors at frequent interval with quality cleaning materials
- C. Dusting / polishing of all furniture and equipment
- D. Cleaning of all toilets. Replenishing of soap, hand wash, towels, tissue papers, toilet rolls, freshners / diff users, scented naphthalene balls, urinal mesh etc.
- E. Polishing / vacuum cleaning.
- F. Cleaning walls, staircase, ceilings, internal & external glass surfaces
- G. Cleaning of internal and external windows and doors.
- H. Clearing of gutters/roofs to remove debris (wherever applicable)
- I. Cleaning of Computers, telephone instruments, etc.
- J. Cleaning of sign boards inside and outside the building, offices, exchanges.
- K. Cleaning of tables, chairs, cupboards sofa, file racks, doors and windows.
- L. Maintaining the decorum/cleanliness of the office/branch inside and outside of the building.
- M. Cleaning of premises both inside and outside which is a part of branch such as lobby, veranda, entrance, pathway etc.

The Service Provider will undertake all tasks normally associated with routine office cleaning, to ensure that the offices, toilets, meeting areas, public areas and all other office/branch working areas, furniture and floor spaces are maintained to a high level of general cleanliness and remain presentable and fit for their intended purpose.

Service Provider shall provide labour and all cleaning material and ensure that meets the quality specifications required for the cleaning.

- 9. The tenderer should be a registered legal entity operating within the territory of India.
- 10. The tenderer should have atleast 5 years of experience (as on 31<sup>st</sup> Dec 2021) in the business of supply of manpower on Housekeeping services.
- 11. The tenderer should have annual turnover of more than 200 lakhs during the last 3 years.
- 12. The tenderer should have a full-fledged permanent office in Tamilnadu.
- 13. The tenderer should have valid GST registration certificate and PAN number issued by Income Tax Department.
- 14. The tenderer should not have been blacklisted for supply of any items or services to Bank of Maharashtra or any other Banks/Financial

Institutions/Government agency.

15. The Tender and supporting documents must be submitted in English only.
16. The tender document can be downloaded from [www.bankofmaharashtra.co.in](http://www.bankofmaharashtra.co.in) and <https://bankofmaharashtra.co.in> at free of cost.
17. Any discrepancies, omissions, ambiguities or conflicts in the tender document or any doubts as to their meaning and any request for clarification must be sent through the-mail to [gad\\_che@mahabank.co.in](mailto:gad_che@mahabank.co.in).
18. The Bank whether on its own initiative or as a result of a query, suggestion or comment of an Applicant or a Respondent, may modify the tender document by issuing an addendum or a corrigendum at any time before the opening of the tender. Any such addendum or corrigendum will be uploaded on [www.bankofmaharashtra.co.in](http://www.bankofmaharashtra.co.in) and <https://bankofmaharashtra.co.in> and the same will be binding on all Applicants or Respondents or Tenderers, as the case may be.
19. The Tender should be signed on each page by the Tenderer or by the person who is duly authorized for the same by the Tenderer.
20. The contract is for a period of 1 year from the date of execution of agreement. However the same may be extended upon satisfactory performance for a further period of 2 years with same terms and conditions.
21. Prior to the execution of the agreement, the successful Bidder shall furnish to The Bank a Performance Security in the form of an irrevocable Bank Guarantee for 3% of the accepted value of the tender (incl. GST) from any Scheduled Bank in favour of "**Bank of Maharashtra**" enforceable in Chennai and the effectiveness of performance guarantee shall be within 15 days from the date of our confirmation to the successful bidder after finalization of the contract. The performance guarantee shall be obtained at the expense of the successful bidder.
22. The Bank shall pay the agreed amount on production of monthly bill (in duplicate) for the amount due towards services rendered during the preceding one month. The monthly bill shall include supporting documents towards receipt of payment by the persons employed. The Service Provider may preferably make payment to its staff through bank account maintained with Bank of Maharashtra. No other charges of any kind shall be payable. No advance payment shall be made to the agency. There would be no increase in rates payable to the agency during the contract period. The income-tax as applicable shall be deducted by the Bank from the bill unless exempted by the Income-Tax Department.
23. The Service Provider shall also submit the proof of having deposited the amount of contribution on account of ESI and EPF towards the persons deployed in their respective names before submitting the bill for the subsequent month. In case, the Service Provider fails to do so, The Bank shall recover the same from the dues

of the Service Provider and remit the contribution directly to the concerned authorities in the codes of the Service Provider. Further necessary action as deemed fit will be taken against the contractor.

24. The Service Provider shall also submit the proof of having deposited the amount of GST charged by them every month to the GST Authorities along with appropriate returns.
25. The Service Provider, hereby, agrees to maintain all required books of accounts and to provide them to such audit as may be required to be carried out. The Service Provider shall ensure best quality of services and protocols and shall submit a half yearly report in this regard. A comprehensive performance review of Service Provider would be conducted at the end of three years and subsequently the client (THE BANK) would have the right to extend the services for full term or terminate the contract or make necessary changes in scope of work and staffing as required.

## **2. SUBMISSION OF TENDER:**

- Tenders should be submitted in two parts:
  - Part I will cover technical bid and
  - Part II will cover financial bid
- The Original Proposals shall be typed or written in ink and signed by the Authorized Signatory of the Bidder who shall initial each page, in ink. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialed by the person(s) signing the Proposal. The Proposals must be properly signed by the Authorized Signatory.
- The Bidder shall submit one copy of Technical Proposal and one Financial Proposal in original. The Technical and Financial Proposals must necessarily be bound separately and all pages serially numbered.
- The Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL – Proposal for Providing housekeeping services for Bank of Maharashtra office(s)/branch(es), Tamil Nadu and Puducherry".
- The Financial Proposal in a sealed envelope clearly marked "FINANCIAL PROPOSAL – Proposal for Providing housekeeping services for Bank of Maharashtra office(s)/branch(es), Tamil Nadu and Puducherry" and "Do not open with the Technical Proposal". The envelopes containing Technical and Financial Proposals shall be placed in an outer envelope marked "Proposal for Providing housekeeping services for THE BANK office(s)/branch(es), Tamil Nadu and Puducherry" and the submission address shall be superscribed on it.

- The Proposal/ Bid must be deposited in the Tender box kept at the submission address on or before the time and date stated in the Data Sheet. Any Proposal received after the closing time for submission of proposals shall be returned unopened.
- The fee should be quoted in the Financial bid only (Part-II), incase found in Technical bid (Part-I) the tender will be rejected.
- Evaluators of Technical bids shall have no access to the Financial bid until the technical evaluation, including its approval by Competent Authority is obtained.
- From the time the Proposals are opened to the time the Contract is awarded, if any consultant wishes to contact THE BANK on any matter related to its proposal, it should do so in writing at the address/email indicated in the details of tender. Any effort by the firm to influence the Bank in The Bank's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.
- Prior to evaluation of Proposals, The Bank will determine whether each proposal is responsive to the requirements of the RFP at each evaluation stage. The Bank may, at its sole discretion, reject any Proposal that is not responsive here under.
- THE BANK reserves all rights to accept or reject any proposal without assigning any reason.

### **3. EARNEST MONEY DEPOSIT**

An EMD for an amount of Rs.50,000 (Rupee Fifty thousand only) in the form of a Demand Draft payable at Chennai drawn in favour of "Bank of Maharashtra" from any Scheduled bank shall be submitted along with the Original Technical Proposals. Proposals not accompanied by Bid Security will be treated as Non-responsive and will be liable to be rejected summarily. Bid Security of the Successful Bidder will be returned upon receipt of the Performance Security. The Bid Security of the unsuccessful bidders will be returned within two weeks of completion of the selection process. THE BANK is entitled to cause forfeiture of the Bid Security if the Bidder revokes / withdraws the Bid during the period of its validity and / or fails to comply with the conditions of the Letter of Award.

### **4. PRICE OFFER:**

(a) The price bid should be prepared as per **Annexure-I**.

(b) The price bid should be quoted as:

- i. Housekeeping Services cost will quoted based as per the Area/Location

of the centre (A/B/C).

It should be quoted based on the site which includes all the costs related to Manpower, Materials and Equipment. The price quoted by the Tenderer shall remain same for all during the entire period of contract.

- (c) The price should be neatly and legibly written both in figures and words.
- (d) In case of discrepancy between the prices quoted in words and figures lower of the two shall be considered.
- (e) The rate approved shall be applicable to all the persons deployed also in future after the execution of contract with the successful bidder on account of expansion of our branches/offices as per the Branch Expansion Policy of our Head Office.
- (f) The rate must be in compliance with the requirement of labour legislation such as minimum wages act, contract labour act, norms of EPF, ESI etc. for housekeeping services.

**5. AWARD OF CONTRACT:**

- (a) The tenderer who has quoted lowest percentage of salary as service charges will be declared as L1 subject to compliance of statutory conditions and called for price negotiations.
- (b) Upon finalization of price, THE BANK will issue the Letter of Acceptance (LoA) to the L1 bidder.

**6. PERIOD OF CONTRACT:**

The contract is for a period of 1 year from the date of execution of agreement. However the same may be extended upon satisfactory performance for a further period of 2 years with same terms and conditions.

**7. PENALTY:**

- (a) Suitable penalty will be imposed towards the poor performance of the work.
- (b) The house keepers should be present at the work spots during working hours.
- (c) The house keepers should maintain the entire office premises neat, clean and hygienic. Failing which suitable penalty will be imposed and deducted from the bill of the successful tenderer.
- (d) Persons involved in malpractice / negligence of duty / impersonation / not completing the assigned task in time should be replaced within one day of notification failing which a penalty of 1 month approved cost for such persons / positions will be levied. Further, any financial losses / claims in connection with



the malpractice / negligence of duty / impersonation / not completing the assigned task have to be borne by the tenderer.

- (e) In the event of the successful Tenderer failing to observe any of the conditions of the work as set out herein or execute the work in good and workmen like manner and to the satisfaction of the Bank, the Bank reserves the right to recover all the amounts of compensation on account of loss to the Bank's property or penalty imposed on the Contractor on account of any lapse noticed, from the amount of security deposit of the Contractor.

Decision of the Bank about the quantum of loss, compensation and/ or penalty imposed on the Contractor shall be final.

If arrangement for housekeeping are not made on any day a proportionate deduction will be made from the monthly bill.

**8. TERMINATION OF CONTRACT:**

THE BANK reserves right to terminate the contract at any time during the validity period on account of non-fulfillment of contract or any of the reasons.

**9. GENERAL CONDITIONS:**

1. The Service Provider should not sub-contract the work to others.
2. No labour or any other government law/ regulation to be violated, e.g. Child Labour, Minimum Wages Act, Payment of Wages Act Etc.
3. The Service Provider shall have a site supervisor/s who would be responsible for monitoring the services and shall inform THE BANK's representative before starting and after completing the job on a daily basis during the cleaning cycle.
4. The Service Provider shall ensure that the manpower used are trained and experienced and are adhering to safety standards and are in uniform and maintain good health and hygiene.
5. The Service Provider shall be responsible for any loss or damage to Company property due to negligence of the Service Provider team & will have to pay the repair / replacement cost.
6. The Service Provider shall redo the cleaning / housekeeping activity that is done unsatisfactorily at no additional cost
7. The Service Provider shall ensure that the people deployed are in good health, punctual, disciplined and vigilant in performance of their duty.
8. The Service Provider shall engage medically and physically fit persons and they shall be duty bound to display the same at the time of providing the service.
9. The people deployed by the Service Provider shall be the employees of the Service

Provider for all intent and purpose and in no case, shall a relationship of employer and employee between the said persons and the THE BANK accrue implicitly or explicitly.

10. The persons so deployed shall remain under the control and supervision of the Service Provider and he/she shall be liable for payment for their wages etc. and all other dues which the Service Provider is liable to pay under various labour regulations and other statutory provisions.

11. Any loss or damage to property or person due to security negligence or breach shall be recoverable from the Service Provider.

12. Housekeeping staffs deployed by the Firm should have minimum qualification of 8th Pass and MUST BE IN THE AGE GROUP AS ALLOWED BY THE LOCAL/CENTRAL GOVERNMENT.

13. The agency shall ensure that all its personnel are aware of protocols relating to COVID Pandemic and shall have to follow the procedures and personal hygiene in this regard.

14. Any obligation and/or formalities which are required to be fulfilled under the Contract Labour (Regulation & Abolition) Act, 1970 as amended from time to time or any other Act for the purpose of entering into and/or execution of this contract shall be carried out by the contractor at his own expenses etc, and the contractor shall report the compliance there of to the Zonal Manager of Bank of Maharashtra Chennai Zone. The tenderer shall be liable for violation of any provisions of the said Act or any other Act.

15. In case of any unfortunate incidents, THE BANK will not be held liable for any compensation etc. The medical expenses, compensation etc., should be borne only by the tenderer.

16. In case, of strike, combination of workmen or natural calamity of any kind, fire accidents, or circumstances beyond the control of the Bank causing stoppage of their work, without penalty, Bank shall have the absolute right during such stoppage to get the work done from elsewhere.

17. In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified, the Bank shall have the power to terminate the contract without prior notice. Penalties for non-fulfillment of the contract will be recovered from the security deposit in such case.

18. In the course of discussion and instruction, THE BANK may disclose information of confidential and proprietary nature relating to its products, know how, to the Tenderer. Such information shall be considered as confidential should not be divulged to any parties.

**10. ARBITRATIONS:**

The bids and any contract resulting there from shall be governed by and construed according to the Indian Laws. All disputes or differences arising between the parties as to the effect, validity or interpretation of this any provision of RFP/Contract/agreement or as to their rights, duties or liabilities shall be resolved amicably between the parties, failing which such disputes shall be settled by a sole arbitrator appointed by Bank under the Arbitration & Conciliation Act, 1996. The award of arbitrator shall be reasoned award and shall be final and binding on the Parties. Seat of Arbitration proceedings shall be Pune and the arbitration proceedings shall be conducted in English.

**11. FORCE MAJEURE:**

If at any time, during the continuance of this contract, the performance in whole or in part, by either party or any obligation under this contract shall be prevented or delayed by reasons beyond control – FORCE MAJEURE – neither party shall, by reasons of such events be entitled to terminate this contract, nor shall either parties have any claim for damages against the other in respect of such nonperformance or delay in performance.

The force majeure shall include war or hostility, or acts of the public enmity, or civil commotion, or sabotage, or fire, or floods, or explosions, or epidemics, or quarantine, or restrictions, or strike, or lockouts or acts of God (herein after referred to as eventuality).

Provided such force majeure provisions apply only if notice of happening of any such eventuality is given by either party claiming concession to the other within 21 days from the date of occurrence thereof, and

Provided activities under the contract that were interrupted under the force majeure event are resumed as soon as practicable after such event comes to an end, or cease to exist, and the decision of the Bank as to whether the activities have been so resumed or not shall be final and conclusive and provided further that if the performance in whole or part of, any obligation under this contract is prevented or delayed by reasons, for any such events for a period exceeding 60 days, either party may at his option terminate the contract.

We agree to the above terms and conditions.

**SIGNATURE OF THE TENDERER WITH DATE:**

**NAME IN BLOCK LETTERS:**

**DESIGNATION:**

**ADDRESS:**

## ANNEXURE-I

### Price Bid

For providing Housekeeping Services

| <b>Sl. No.</b> | <b>Description of Work</b>  | <b>Price per unskilled housekeeping person (inclusive of EPF, ESI, Agency Charges &amp; Applicable GST) As per minimum wages notified by the Office of Regional Labour Commissioner (Central)</b> |  |  |
|----------------|---|---|--|--|
| 1              | Housekeeping Services (Which includes manpower, materials, equipment) | Area A  |  |  |
|                |   | Area B  |  |  |
|                |   | Area C  |  |  |

#### **Note:**

- Materials details and Material cost breakup needs to be attached with the price bid.
- The tenderer should quote the amount towards Goods and Service tax (GST) in the appropriate columns in terms of percentage (%). If not quoted, it will be considered that the rate quoted is inclusive of GST. Total Amount will be taken for the price bid evaluation.
- The rate must be in connection with the minimum wages norms of the central government for housekeeping services.

Signature of the  
Facility Management Service Provider with  
seal

Place:

Date:

## ANNEXURE II

|     |  |  |
|-----|--|--|
| 1.  | Name of the Tenderer   |  |
| 2.  | Registered Office Address  |  |
| 3.  | Telephone Number   |  |
| 4.  | Details of EMD   | Details of cost of Tender document   |
|     | (i). Amount  | (i). Amount  |
|     | (ii). Draft No.  | (ii). Draft No.  |
|     | (iii). Date  | (iii). Date  |
|     | (iv). Issuing Bank   | (iv). Issuing Bank   |
| 5.  | Fax  |  |
| 6.  | Email  |  |
| 7.  | Website, if any  |  |
| 8.  | Contact Person   | Name:<br>Designation:<br>Phone:<br>Mobile:<br>Email:                         |
| 9.  | Date of Incorporation  |  |
| 10. | Legal Status   | Partnership / LLP / Pvt. Limited / Public Limited others (Pl.mention)        |
| 11. | Addresses of Offices located in Tamil Nadu/Puducherry along with phone number, fax and email.  | (Please enclose as separate sheet incase more than one office in Tamil Nadu) |
| 12. | Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to be attached in this regard.) |  |
| 13. | GST Registration Number  |  |
| 14. | PAN Number   |  |
| 15. | EPF Registration Number  |  |

|     |  |  |
|-----|--|--|
| 16. | ESI<br>Registration<br>Number  |  |
| 17. | Experience in<br>dealing with<br>Govt.<br>Departments<br>(Indicate the<br>names of the<br>Departments<br>and years of<br>dealing with<br>those<br>Departments<br>and attach<br>copies of<br>contracts<br>orders placed<br>on the<br>agency.) |  |

Signature of the tenderer

Full Name & address of tenderer/firm

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Telephone No. /  
Mobile no.

For contact

(Dated Signature of Tenderer with stamp of the firm)

**ANNEXURE-III**

**CERTIFICATE**

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

Certified that M/s. ....../the firm/company or its partners/shareholders had not been blacklisted by Bank of Maharashtra (THE BANK), or by any Government Agencies.

**SIGNATURE OF THE TENDERER  
(With seal and address)**

**ANNEXURE – IV**

**FORM - C**

**UNDERTAKING**

**Sub: NOTICE INVITING OPEN TENDER TO PROVIDE “HOUSEKEEPING SERVICES” FOR ENTIRE OFFICES OF TAMILNADU AND PUDUCHERRY OF OUR BANK**

I / We undertake that I/we have carefully studied all the general and specific terms and conditions of tender and understood them and shall abide by them.

I/ We further undertake that the informations given by us while offering this tender are true and correct in all respect and I/we hold the responsibility for the same.

Dated at .....

(Dated Signature of Tenderer with stamp of the firm)



## ANNEXURE – V

| Sr. No. | Branch Code | Branch Name                       |
|---------|-------------|-----------------------------------|
| 1       | 300         | Broadway, Chennai                 |
| 2       | 354         | Coimbatore                        |
| 3       | 373         | Madurai                           |
| 4       | 375         | Salem                             |
| 5       | 388         | Tiruchirapalli                    |
| 6       | 394         | Tuticorin                         |
| 7       | 400         | Mount Road, Chennai               |
| 8       | 450         | T Nagar, Chennai                  |
| 9       | 458         | Pondicherry                       |
| 10      | 479         | Tirupur                           |
| 11      | 571         | Besant Nagar                      |
| 12      | 676         | Ashok Nagar                       |
| 13      | 1167        | Shenoy Nagar                      |
| 14      | 1184        | Namakkal                          |
| 15      | 1198        | Sivakasi                          |
| 16      | 1204        | Mylapore, Chennai                 |
| 17      | 1205        | Neelangarai, Chennai              |
| 18      | 1206        | Valmikinagar, Chennai             |
| 19      | 1218        | Service Branch, Broadway, Chennai |
| 20      | 1264        | Nagercoil                         |
| 21      | 1273        | Erode                             |
| 22      | 1406        | Karur                             |
| 23      | 1418        | Tambaram, Chengalpattu            |
| 24      | 1524        | Hosur                             |
| 25      | 1535        | Ambattur, Chennai                 |
| 26      | 1603        | Ambur                             |
| 27      | 1604        | Tirunelveli                       |
| 28      | 1639        | Rajagambiram                      |
| 29      | 1771        | Tanjavur                          |
| 30      | 1772        | A Kalappur                        |
| 31      | 1844        | Vellore                           |
| 32      | 1975        | Cuddalore                         |
| 33      | 1983        | Theni                             |
| 34      | 1984        | Dindigul                          |
| 35      | 1987        | Chengalpattu                      |
| 36      | 2038        | Kelambakkam, Chengalpattu         |
| 37      | 2039        | Pudukkottai                       |

|    |      |                       |
|----|------|-----------------------|
| 38 | 2040 | Perambalur            |
| 39 | 2058 | Tiruvannamalai        |
| 40 | 2059 | Marthandam            |
| 41 | 2108 | Dharmapuri            |
| 42 | 2109 | Thiruvarur            |
| 43 | 2118 | Madhavaram, Chennai   |
| 44 | 2142 | Villupuram            |
| 45 | 2134 | Ramanathapuram        |
| 46 | 2147 | Porur, Chennai        |
| 47 | 5530 | Zonal Office, Chennai |

\*\* Persons deployed in the Branch(es) that are opened in future as per the Branch Expansion Policy of our Bank during the contract period of service shall also be covered on the same rate approved with the successful bidder.

## **Disclaimer**

Information contained in this Tender document and/or subsequently provided to Bidders, whether verbally and/or in documentary form by or on behalf of Bank of Maharashtra Chennai Zone or any of its employees or advisors (collectively referred to as "THE BANK Representatives"), is provided to the Bidders on the terms and conditions set out in this Tender document and any other terms and conditions subject to which such information is provided. This tender document is not an agreement and is not an offer or invitation by THE BANK to any other party. The purpose of this tender document is to provide interested parties with information to enable formulation of their proposal.

This Tender document does not purport to contain all the information each Bidder may require. The Bidders should conduct their own due diligence, investigations and analysis and should check the accuracy, reliability and completeness of the information in this Tender document and obtain independent advice from appropriate sources. THE BANK Representatives make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the Tender document and concerned with any matter deemed to form part of the Tender document, award of the assignment, the information and any other information supplied by or on behalf of THE BANK or otherwise arising in any way from selection process.

THE BANK may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender document from time-to-time, and will intimate only through the authorized website of THE BANK. THE BANK reserves the right to accept or reject any or all proposals without giving any reasons. Bidding process shall be governed by Laws of India and Courts at the State of Tamil Nadu and Puducherry will have jurisdiction over matter concerning and arising out of this Tender document.

**FORM - A**

**CHECK LIST OF DOCUMENTS ENCLOSED**

| S.No. | Documents to be submitted   | Submitted | Not submitted | Remarks |
|-------|---|-----------|---------------|---------|
| 1.    | Copy of Registration of firms   |           |               |         |
| 2.    | Copy of Registration certificate of EPF   |           |               |         |
| 3.    | Copy of Registration Certificate of ESI   |           |               |         |
| 4.    | Copy of Labour license  |           |               |         |
| 5.    | Copy of Income Tax Return for last 3 years  |           |               |         |
| 6.    | Copy of Service Tax Registration  |           |               |         |
| 7.    | Copy of ISO 9001-2008 Certificate   |           |               |         |
| 8.    | GST Registration Copy   |           |               |         |
| 9.    | Copy of PAN/TAN Card  |           |               |         |
| 10.   | List of clients indicating quantum of work executed with them   |           |               |         |
| 11.   | Proof of experience   |           |               |         |
| 12.   | Details of EMD deposited  |           |               |         |
| 13.   | Copy of VAT clearance Certificate.  |           |               |         |
| 14.   | Last 2 years audited statement from Chartered Accountant  |           |               |         |
| 15.   | Rate quoted complies with the Minimum Wages Act of Govt. of India(Central Govt) with all other statutory provisions |           |               |         |

Signature of Bidder Seal of Establishment

Full Name of Bidder with address & Date