



INDIAN BANK  
Head Office  
Office Manager's Department  
Ground Floor, No: 66, Rajaji Salai, Chennai – 600 001  
Ph:044-2813 4301/4498  
044-2527 8800  
Email: ho.om@indianbank.co.in

**e-Tender for**  
**“Integrated Facility Management Services (IFMS) at Indian**  
**Bank, Head Office Main Building, No: 66, Rajaji Salai, Chennai**  
**– 600 001 & Krest Building, No: 2, Jehangir Street, Chennai –**  
**600 001.**



**TECHNICAL BID**

|                                                     |                                                                     |
|-----------------------------------------------------|---------------------------------------------------------------------|
| e-Tender Reference No.                              | <b>GeM bid Ref. no.GEM/2025/B/6843269</b><br><b>Date:31.10.2025</b> |
| e-Tender Issuance Date                              | <b>31.10.2025</b>                                                   |
| Last Date of request for Queries/<br>Clarifications | <b>07.11.2025, 5:00 PM</b>                                          |
| Date and time of Pre-Bid Meeting                    | <b>10.11.2025, 12:00 PM</b>                                         |
| Last Date for receipt of bids                       | <b>21.11.2025, 3:00 PM</b>                                          |
| Date and time of opening of Technical<br>bids       | <b>21.11.2025, 3:30 PM</b>                                          |
| Date and time of opening of Financial<br>bids       | <b>Will be informed later</b>                                       |



**This e-tender document contains 78 Pages**

BID Ref. No.: GEM/2025/

**HO: OM DEPARTMENT**  
**NO: 66, RAJAJI SALAI,**  
**CHENNAI – 600 001**
**e-Tender for IFMS at Indian Bank**  
**Head Office Main Building & Krest**  
**Building**

Date:

## INDEX

| Sl.No | Particulars                                                                                                                                              | Page No. |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1     | Cover page                                                                                                                                               | 1        |
| 2     | Index                                                                                                                                                    | 2        |
| 3     | Notice Inviting e-Tender                                                                                                                                 | 3-6      |
| 4     | Glossary of Terms                                                                                                                                        | 7        |
| 5     | Instruction to Tenderers                                                                                                                                 | 8-10     |
| 6     | Pre-qualification Criteria/ Documents                                                                                                                    | 11-13    |
| 7     | Important Instructions to Applicants who download the PQ document                                                                                        | 14       |
| 8     | Letter of Transmittal                                                                                                                                    | 15       |
| 9     | Declaration                                                                                                                                              | 16       |
| 10    | FORM A - Financial Information                                                                                                                           | 17       |
| 11    | FORM A1 – Solvency Certificate                                                                                                                           | 18       |
| 12    | FORM B - Details of All works of similar class contract during the last five years                                                                       | 19       |
| 13    | FORM C - Details of other Maintenance/House Keeping Contracts in Hand                                                                                    | 20       |
| 14    | FORM D - Performance Report for Works referred to in FORM B & C                                                                                          | 21       |
| 15    | FORM E - Structure and Organisation                                                                                                                      | 22       |
| 16    | FORM F - Details of Key Technical and Administrative Personnel Employed by the Firm / Company                                                            | 23       |
| 17    | PART-A: General conditions for Integrated Facility Management contract                                                                                   | 24-33    |
| 18    | PART-B: Frequency of Housekeeping jobs at Indian Bank Head Office Main Building and Krest Building                                                       | 34-37    |
| 19    | PART-C: Jobs Requiring Special Attention                                                                                                                 | 38       |
| 20    | PART-D: Schedule of works to be carried out for maintenance of electrical installations, generators etc. at Head Office Main Building and Krest Building | 39-58    |
| 21    | PART-E: Schedule of works to be carried out for maintenance of Near Data Center at 2 <sup>nd</sup> Floor of Head Office Main Building.                   | 59-62    |
| 22    | PART-F: Schedule of works to be carried out for maintenance of Air Conditioners installed in Head Office Main Building and Krest Building.               | 63       |
| 23    | PART-G: Physical Data of Indian Bank, Head Office Main Building and Krest Building.                                                                      | 64       |
| 24    | Annexure-I: Roles and Responsibilities of Crèche Supervisor                                                                                              | 65       |
| 25    | Annexure-II: Deployment of Contract Manpower                                                                                                             | 66       |
| 26    | Annexure-III: Draft Agreement for Integrated Facility Management Contract.                                                                               | 67-71    |
| 27    | Annexure - IV: Bank Guarantee format                                                                                                                     | 72-73    |
| 28    | Annexure-V: Self Declaration - Blacklisting                                                                                                              | 74       |
| 29    | Annexure-VI: List of the Materials/Consumables/Machines                                                                                                  | 75-77    |
| 30    | Annexure-VII: Check List                                                                                                                                 | 78       |

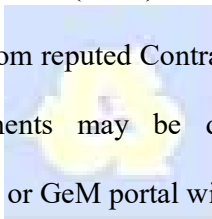
|                                |                                                    |                                                                                                |
|--------------------------------|----------------------------------------------------|------------------------------------------------------------------------------------------------|
| <b>BID Ref. No.: GEM/2025/</b> | <b>HO: OM DEPARTMENT</b>                           | <b>e-Tender for IFMS at Indian Bank<br/>Head Office Main Building &amp; Krest<br/>Building</b> |
| <b>Date:</b>                   | <b>NO: 66, RAJAJI SALAI,<br/>CHENNAI – 600 001</b> |                                                                                                |

## NOTICE INVITING e-TENDER

# INTRODUCTION

Indian Bank Head Office buildings are functioning at No: 66, Rajaji Salai, Chennai 600 001 and (Annex) Krest Building, Jehangir Street, Chennai – 600 001. The combined Plot area is about 1.1 Lakh Sq.ft. These two buildings accommodate around 1200 staff / vendors.

Indian Bank proposes to call e-tender for the Integrated Facility Management Services at its Head Office Main Building and (Annex) Krest Building, for which sealed bids through **online mode i.e. Government e-Market (GeM) Portal** are being called for in 2 parts viz. Technical Bid and Financial Bid, from reputed Contractors fulfilling the criteria stipulated in the NIT. The tender documents may be downloaded from Bank's website <https://www.indianbank.in/tender> or GeM portal with Bid Ref. No. **GEM/2025/B/6843269**.



|                         |                                                                 |                                                                                   |
|-------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/ | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                   |                                                                 |                                                                                   |

### Notice Inviting e-Tender

|                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                  |                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Annual Estimated Cost<br>(Exclusive of GST)                                                                                                                                                                                                                                                                    | Rs. 2.32 Crores                                                                                                                                                                                                                                                                                                                  |                                                                            |
| Start date of issue<br>(downloading e-tender)                                                                                                                                                                                                                                                                  | 31.10.2025<br>The documents shall be downloaded from Indian Bank<br>website <a href="https://www.indianbank.in">https://www.indianbank.in</a> or GeM Portal.                                                                                                                                                                     |                                                                            |
| Last date of downloading e-<br>tender                                                                                                                                                                                                                                                                          | 21.11.2025                                                                                                                                                                                                                                                                                                                       |                                                                            |
| Site Visit                                                                                                                                                                                                                                                                                                     | From 31.10.2025 to 20.11.2025 during office hours.<br><br>(Interested bidders are requested to visit the sites before<br>the pre-bid meeting to get to know the details of the scope<br>of the work)                                                                                                                             |                                                                            |
| Last Date of request for<br>Queries/ Clarifications                                                                                                                                                                                                                                                            | 07.11.2025 up-to 05.00 PM<br><br>(Last Date of Receiving request for queries / clarifications<br>before the Pre-bid Meeting)                                                                                                                                                                                                     |                                                                            |
| Pre-Bid Meeting/Venue                                                                                                                                                                                                                                                                                          | 10.11.2025 at 12:00 PM through virtual mode. Bidders<br>having queries may submit their queries along with their<br>details to <a href="mailto:ho.om@indianbank.co.in">ho.om@indianbank.co.in</a> on or before<br>07.11.2025, 5:00 PM.<br><br>Link for virtual pre-bid meeting would be posted in Banks<br>website / GeM portal. |                                                                            |
| Earnest Money Deposit                                                                                                                                                                                                                                                                                          | Rs. 4.65 lakhs can be remitted by way of NEFT/RTGS to<br>Bank's Account as per details given in this e-tender or BG / e-<br>BG as per enclosed format with minimum validity of 150 days                                                                                                                                          |                                                                            |
| Validity of Quoted Rates                                                                                                                                                                                                                                                                                       | 120 Days                                                                                                                                                                                                                                                                                                                         |                                                                            |
| Time & Last Date of<br>submission                                                                                                                                                                                                                                                                              | 21.11.2025 up-to 03:00 PM through online mode only in<br>Government e-Market Place (GeM Portal).                                                                                                                                                                                                                                 |                                                                            |
| Time & Date of opening of<br>Technical Bid                                                                                                                                                                                                                                                                     | 21.11.2025 at 03:30 PM                                                                                                                                                                                                                                                                                                           |                                                                            |
| Time & Date of opening of<br>Financial Bid                                                                                                                                                                                                                                                                     | To be intimated only to the Tenderers qualifying in Technical<br>bids.                                                                                                                                                                                                                                                           |                                                                            |
| Helpline Number for<br>submission of online Bids                                                                                                                                                                                                                                                               | Mr. S. Vaidyamoorthi<br>Senior Manager (E.E) / OM<br>Contact No: 044 -2527 8800<br>Support Email: <a href="mailto:ho.om@indianbank.co.in">ho.om@indianbank.co.in</a>                                                                                                                                                             | Mr. Bubesh Gupta M<br>Chief Manager (Estate)<br>Contact No: 044- 2813 4301 |
| Indian Bank Invites signed and sealed e-tenders from reputed Contractors fulfilling the<br>eligibility criteria stipulated in NIT for providing Integrated Facility Management Services for<br>Indian Bank Head Office Main Building & Krest Building.<br><br>The Tender document can also be downloaded from: |                                                                                                                                                                                                                                                                                                                                  |                                                                            |



|                                  |                                                                 |                                                                                   |
|----------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/<br>Date: | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
|----------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|

Bank's website: <https://www.indianbank.in/tender>

And

Government e- Market Place (GeM) portal: <https://gem.gov.in>

In addition to the above, clarifications, modifications and date of extensions, if any, will be published in the Bank's website and GeM portal only.

- I. The period of contract shall be 3 years; however, the contract will be renewed every year (Max. 2 terms) based on the satisfactory performance of the contractor.
- II. Bank will follow two bidding system. Part-I (TECHNICAL BID) of the bid contains compliance details of the eligibility and terms & conditions set in the Tender document (including annexures) for which proposal/quotation is called for. Bids have to be submitted in online mode only through **Government e- Market Place (GeM Portal)**. Further, Bidders must submit their commercial bid as per the format given in the Tender (as per PRICE BID Part-II) along with the technical bid on the e-procurement (GeM) portal separately. Technical bids submitted by all the bidders will be evaluated and only technically qualified bidders will be called for opening of commercial bids.
- III. Bidders should enroll/ register themselves on Government e- Market Place (GeM) portal before participating in the bidding. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. Except as provided in this Tender, any document sent by any other mode will not be accepted.
- IV. Documents which are to be uploaded online are required to be duly signed by the Authorized Signatory under the seal of the bidder company/ firm in every page. Any correction should be authenticated by the same signatory. If insufficient or false information is furnished and/or if there is any deviation or non-compliance of the stipulated terms and conditions, the bid will be liable for rejection.
- V. The price quoted should be unconditional and should not contain any string attached thereto. Bid, which do not confirm to our eligibility criteria and terms & condition, will be liable for rejection.
- VI. Tenderers are required to submit the bid in 2 parts namely **Technical bid** and **Price bid**. The Technical bid containing the RFP document (along with addendums, if any), Pre-qualification documents are to be submitted through online mode **along with copy of EMD payment receipt / BG / e - BG as per enclosed format with minimum validity of 150 days**. The Financial bid shall be submitted in a separate attachment. Bids not following the above procedure will be liable for rejection.
- VII. **Earnest money** amounting to Rs. 4.65 Lakh (Rupees Four Lakhs and Sixty Five Thousand Only) can be submitted in the form of BG / e - BG as per enclosed format



|                         |                                                                 |                                                                                   |
|-------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/ | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                   |                                                                 |                                                                                   |

with minimum validity of 150 days or remitted through NEFT/RTGS to our account as per details given below:

**Current Account No: 432438421**

**Name of the Account: HO Expenditure Dept**

**Branch: Royapettah Branch.**

**Address of the Branch: 62, Gaudia Mutt Road, Royapettah, Chennai – 14.**

**IFSC Code No.: IDIB000R021**

- VIII. EMD amount will not carry interest. Conditional e-tenders, late e-tenders, e-tenders without proof of EMD or EMD not submitted with Technical Bids, will be summarily rejected. Any e-tender received late or not meeting all the e-tender conditions / Bids not signed are liable to be rejected.
- IX. Bank is not bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
- X. Bank reserves the right to terminate the services of the contractor at any point of time by giving three-month notice, if the services are not found to be satisfactory.
- XI. Submission of e-tender by a tenderer implies that he has read this notice and other contract / e-tender documents and has made himself aware of the scope, specifications, conditions, liabilities and duties bearing on the execution of the contract.
- XII. The bidders are requested to visit the sites, before quoting their rates for the work.
- XIII. Clarifications, if any, pertaining to this e-tender may be referred to Indian Bank Head Office, Office Manager's Department by mail on [ho.om@indianbank.co.in](mailto:ho.om@indianbank.co.in) or on telephone no. **044- 2527 8800 / 2813 4301 / 2813 4498**
- XIV. Time wherever mentioned in this Tender is as per Indian Standard Time. The above dates and timelines are tentative and subject to change without any prior notice or intimation. If a holiday is declared on the dates fixed for submission of bids, opening of bids (Technical or Commercial), the same shall stand revised to the next working day at the specified time and place unless communicated otherwise.

Note: Indian Bank does not take responsibility of any bid/offer damaged/lost in transit/delivered at incorrect address prior to its receipt at the Bank's designated office.

Chennai,

Date: **31.10.2025**

ASSISTANT GENERAL MANAGER  
Premises, Expenditure and Estate Dept  
INDIAN BANK  
CORPORATE OFFICE

|                                |                              |                                              |
|--------------------------------|------------------------------|----------------------------------------------|
| <b>BID Ref. No.:</b> GEM/2025/ | <b>HO: OM DEPARTMENT</b>     | <b>e-Tender for IFMS at Indian Bank</b>      |
| <b>Date:</b>                   | <b>NO: 66, RAJAJI SALAI,</b> | <b>Head Office Main Building &amp; Krest</b> |
|                                | <b>CHENNAI – 600 001</b>     | <b>Building</b>                              |

## **GLOSSARY OF TERMS**

i) Following terms are used in the document interchangeably to mean:

1. Bank refers to “Indian Bank (IB)” having its Head Office at No: 66, Rajaji Salai, Chennai – 01 & (Annex) Krest Building at No: 2, Jehangir Street, Chennai – 01.
2. Tender, RFP (Request for Proposal) means this tender documents including Corrigendum, addendums, future correspondence etc.
3. Recipient, Respondent, Tenderer, Bidder, Applicant means the respondent to the Tender document.
4. Proposal, Bid / Bids means “Response to the Tender Document” prepared by the Bidder and submitted to “Bank”.
5. Selected bidder and the Bank shall be individually referred to as “party” and collectively as “parties”. The terms, Successful bidder and the Bank are also referred as Contractor / Service provider and Purchaser respectively.
6. Unless contrary to the context or meaning thereof, Contract or agreement wherever appearing in this Tender shall mean the contract to be executed between the Bank and the successful bidder.
7. Unless the context otherwise requires, reference to one gender includes a reference to the other, words importing the singular include the plural and words denoting natural persons include artificial legal persons and vice versa.

## **Confidentiality:**

*This document is meant for the specific use by the Bidder/s to participate in the current tendering process. This document in its entirety is subject to Copyright Laws. Indian Bank expects the Bidders or any person acting on behalf of the Bidders to strictly adhere to the instructions given in the document and maintain confidentiality of information. **The Bidder/s do hereby undertake that they shall hold the information received by them under this RFP process or the contract “in trust” and they shall maintain utmost confidentiality of such information. The Bidders have to agree and undertake that (a) They shall maintain and use the information only for the purpose as permitted by the Bank (b) To strictly allow disclosure of such information to its employees, agents and representatives on “need to know” basis only and to ensure confidentiality of such information disclosed to them. The Bidders will be held responsible for any misuse of information contained in this document or obtained from the Bank during course of Tender process, and liable to be prosecuted by the Bank in the event such breach of confidentiality obligation is brought to the notice of the Bank. By downloading the document, the interested parties are subject to confidentiality clauses.***

|                                                                                                                                                                                      |                                                    |                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|------------------------------------------------------------------------------------------------|
|   <b>Indian Bank</b> |                                                    |                                                                                                |
|  <b>ALLAHABAD</b>                                                                                   |                                                    |                                                                                                |
| <b>BID Ref. No.: GEM/2025/</b>                                                                                                                                                       | <b>HO: OM DEPARTMENT</b>                           | <b>e-Tender for IFMS at Indian Bank<br/>Head Office Main Building &amp; Krest<br/>Building</b> |
| <b>Date:</b>                                                                                                                                                                         | <b>NO: 66, RAJAJI SALAI,<br/>CHENNAI – 600 001</b> |                                                                                                |

### **INSTRUCTION TO TENDERERS**

- 1) The Tenderer should quote the rates in the proper form of the e-tender only on GeM Portal; else e-tenders will be rejected at any stage of the contract.
- 2) The Schedule of quantities given in the e-tender documents are meant to indicate the broad scope of the works and to provide uniform basis for bidding.
- 3) All e-tenders wherein any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected. The acceptance of a e-tender will rest with Indian Bank which does not bind itself to accept the lowest e-tender, and reserves to itself the authority to reject any or all of the e-tenders received without assigning any reason.
- 4) The e-tender shall be a lumpsum contract covering all charges/ expenses as stipulated in the bid document. The lowest e-tender (L1) will be selected based on the total amount of the Integrated Facility Management charges quoted for one month and this shall be the accepted value of the work.
- 5) The Contractor shall give a list of his relatives working with Indian Bank along with their designations and addresses.
- 6) The conditions for Integrated Facility Management Services are given in Part A. The Contractors may inspect the buildings on working days from **04.11.2025 to 12.11.2025 between 10.00 a.m. & 5.00 p.m.** with the prior permission from the department concerned.
- 7) The Tenderer, whose e-tender is accepted will be required to furnish all the relevant documents **within 14 days** from the date of communication of the award of contract,
- 8) The return of EMD of remaining bidders who were unsuccessful in the e-tender process will be done within a reasonable time from the date of acceptance of e-tender/e-tenders by the L1 bidder.
- 9) **The EMD of Tenderer whose e-tender is accepted, shall be forfeited in case he does not submit the Performance Guarantee within the stipulated period.**  
A **Performance Guarantee** (refundable after completion of contract period) in the form of Bank Guarantee with a minimum validity of Contract period + 1 month or can be remitted through **NEFT/RTGS** for an amount equivalent to 5% of the annual value of the contract (Or) Rs.12.00 Lakh, whichever is higher to our account as per details given below:

**Current Account No: 432438421, IFSC Code No.: IDIB000R021**

**Name of the Account: HO Expenditure Dept, Branch: Royapettah Branch.**

**Address of the Branch: 62, Gaudia Mutt Road, Royapettah, Chennai – 14.**



|                                                                                                                            |                                                                 |                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <div style="text-align: center;">  </div> |                                                                 |                                                                                   |
| BID Ref. No.: GEM/2025/                                                                                                    | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                                                                                                                      |                                                                 |                                                                                   |

- 10) The Tenderer shall be bound to perform the work during the contract period at the rates and amounts quoted.
- 11) On acceptance of the e-tender, the name of the authorized representative of the Contractor who would be responsible for taking instructions from the Bank shall be communicated to the Bank.
- 12) In case the contract is awarded, the awardee Contractor has to enter into an agreement with the Bank within 14 days as per the draft enclosed to the e-tender document.
- 13) GST or any other tax on material or on finished works as applicable at state & central of this contract shall be payable by the Contractor and the Bank will not entertain any claim whatsoever in this respect. Tenderers should have applicable tax registrations GST, PAN, TIN etc. supported by documentary evidences.
- 14) The contractor shall be responsible for all labour laws and statutory requirements, insurances, medical treatment to any illness, injury in or outside premises etc pertaining to his employees and shall be responsible against any claim on this account.
- 15) The contractor must produce latest income tax clearance certificate along with this e-tender.
- 16) Income tax deductions will be made as per the prevailing rates from the contractor's on account bills. At present the percentage of TDS deduction is 2% & GST – TDS is 2%. However, the same will be deducted as per Govt. guidelines issued from time to time
- 17) No mobilization advance or secured advance is to be allowed to the contractor.
- 18) The contractor will be governed by the relevant laws of Govt of India. All payments due to the contractor under the contract will be made in Indian rupee currency.
- 19) No former employee of Indian Bank is allowed to work as a Contractor or as an employee of the Contractor within One year of his retirement / resignation from the Bank's service, without previous permission of the Bank. The Contractor has to give a declaration to this effect. This contract is liable to be cancelled if either the Contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Bank as aforesaid before submission of the e-tender or engagement in the Contractor's service.
- 20) The e-tender shall remain valid for acceptance for a period of **120 days** from the date of its opening. If any Contractor withdraws his e-tender before the said period, then the Bank shall be at liberty to forfeit the Earnest Money Deposit.





|                         |                                                                 |                                                                                   |
|-------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/ | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                   |                                                                 |                                                                                   |

- 21) It will be obligatory on the part of the Tenderer to sign on all pages of the e-tender documents for all the component parts and that after the work is awarded, he will have to enter into an agreement for each component with the competent authority in the Bank as given in **Annexure IV** on a duly stamped paper.
- 22) Canvassing in connection with e-tender is prohibited and the e-tenders submitted by the Contractors who resort to canvassing will be liable for rejection.
- 23) The rates quoted shall be inclusive of all taxes, duties, levies etc except GST. The applicable GST will be paid extra by the Bank as per the extant Government guidelines. However, in case of any revision in the tax structure during the currency of the contract, the contractor can raise the bill for the increased tax component, with necessary proof for the same.
- 24) The contractor has to make the payment to their Workers engaged for the above work on or before 8<sup>th</sup> day of the succeeding month during working hours on working day and the payment shall not be less than the MINIMUM WAGES stipulated by the Ministry of Labour, Government of India, or Government of Tamilnadu whichever is higher as applicable for the entire work force, from time to time
- 25) The contractors are requested to quote for Integrated Facility Management Services for Indian Bank Head Office and Krest Building on lump-sum basis per month as listed in Technical bid **(Part A to Part G)**
- 26) Though Contract is called for three years, the contract will be renewed every year depending upon the satisfactory service of the agency/contractor (Max 2 terms). Bank will make an increase of 5% on the quoted amount for 2<sup>nd</sup> year and further 5% increase for the 3<sup>rd</sup> year on the quoted amount. Bank also reserves the right to terminate the contract and go for fresh e-tender during the currency of contract.
- 27) No enhancement over and above the quoted rate shall be allowed on any account except the enhancement as per the contract for the 2<sup>nd</sup> & 3<sup>rd</sup> year. In case, there is a revision in Minimum Wages (Basic+DA) by more than 5% notified by the competent authority during the currency of the contract period, the contractor can approach the bank for the difference in Minimum Wages above 5% in case of 2<sup>nd</sup> year & 3<sup>rd</sup> year of contract. The contractor can claim for difference with sufficient proof for the increase as per Annexure-I of Price Bid. However, for 3<sup>rd</sup> year the difference will be calculated by taking reference as 1<sup>st</sup> year contract value and accumulated yearly increase i.e. 10%.
- 28) Where the context so requires, words imparting the singular only also include the plural and vice versa. Any reference to masculine gender shall whenever required include feminine gender and transgender.



BID Ref. No.: GEM/2025/

HO: OM DEPARTMENT

e-Tender for IFMS at Indian Bank

Date:

NO: 66, RAJAJI SALAI,  
CHENNAI – 600 001Head Office Main Building & Krest  
Building**PRE-QUALIFICATION CRITERIA/ DOCUMENTS**

Indian Bank intends to pre-qualify contractors who have the requisite qualifying experience in Integrated Facility Management works as specified below:

- 1) Work Experience during the last **07** years ending 31.03.2025 in carrying out similar works and who fulfill the following pre-qualification criteria.
  - a) Three similar\* completed works each costing not less than Rs. 0.92 Crore each per annum  
(OR)
  - b) Two similar\* completed works each costing not less than Rs. 1.16 Crore each per annum  
(OR)
  - c) One similar\* completed work costing not less than Rs. 1.85 Crore each per annum

\*Similar completed work shall mean carrying out **Mechanized / Semi-Mechanized** Integrated Facility Management work (excluding Service Tax/GST), includes housekeeping and maintenance of buildings, plumbing, sanitary and electrical maintenance including substation maintenance, air conditioning work maintenance including AC operation, carpentry works etc. in any State / Central Government/ Public Sector Undertakings/Statutory bodies/reputed Business/Software parks in single contract. **Attested copies of Work Order, Completion Certificate/performance certificate issued by the clients of the Tenderer should be enclosed, in support of their experience (Form-D).**

- 2) The proprietary Concern / Firm in partnership / Limited Company or Corporation should be registered / incorporated in India (Certificate of incorporate to be submitted).
- 3) The proprietary Concern / Firm in partnership / Limited Company or Corporation should have been a profit (before tax) making during the last 3 years ending 31.03.2025. If the audited balance sheet for FY 2024-25 is not available, Tenderers may also submit the same for FY 2021-22.
- 4) The Tenderer should be registered and have valid GST number obtained from competent authority. (Copy to be submitted)
- 5) Should be an income tax assessee (copy of PAN to be submitted).
- 6) Should have an office at Chennai (**Telephone No. and address to be furnished**) with at-least **250** people on its roll of which at least **125** should be on permanent roll based at Chennai. The staff to be deployed to Indian Bank should include technical, administrative personnel and others as follows (Min requirement) for proper execution of contract:



|                         |                                                                 |                                                                                   |
|-------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/ | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                   |                                                                 |                                                                                   |

| Sl. No                                        | Description of Manpower                                                                  | Minimum Qualification*                                                                                                        | Category       | Head Count |
|-----------------------------------------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------|------------|
| 1                                             | Facility / Technical Manager                                                             | BE with 10 years of experience (or) Diploma with 15 years of experience                                                       | Highly Skilled | 1          |
| 2                                             | Supervisor (House Keeping) (1 Male + 1 Female)                                           | 10 Years of experience in the field                                                                                           | Semi-Skilled   | 2          |
| 3                                             | Supervisor* (crèche) (Female)                                                            | Graduation with 2 years of experience in child care sector with basic computer knowledge certificate                          | Semi-Skilled   | 1          |
| 4                                             | Supervisor (Electrical) with 'C' license – O&M of all Electrical installations at site   | Diploma with Electrical 'C' License & 10 years of experience in H.T field                                                     | Highly Skilled | 1          |
| 5.                                            | Supervisor (Electrical) with 'C' license (Near Data Center (O&M), IBMS, CCTV, PAS etc.,) | Degree / Diploma with Electrical 'C' License & 10 years of experience. Out of which, 5 years of experience in Data Center O&M | Highly Skilled | 1          |
| 6                                             | House Keepers                                                                            | -                                                                                                                             | Unskilled      | 33         |
| 7                                             | Electricians (O&M of all Electrical installations at HO: MB, Krest Building              | 'B' License Holder & 10 years of experience in the field                                                                      | Skilled        | 6          |
| 8                                             | Electrical Operators (Near Data Center (O&M), IBMS, CCTV, PAS etc.,)                     | Diploma / Degree & 3 years of experience in Data Center O&M                                                                   | Highly Skilled | 5          |
| 9                                             | Carpenter                                                                                | ITI with 2 years of experience in the field                                                                                   | Skilled        | 1          |
| 10                                            | AC mechanics / operators                                                                 | ITI – AC Operator with 2 years of experience in the field.                                                                    | Skilled        | 2          |
| 11                                            | Plumbers/ pump operators                                                                 | ITI with 2 years of experience in the field                                                                                   | Skilled        | 2          |
| 12                                            | Lift operator                                                                            | Electrical 'B' License Holder                                                                                                 | Skilled        | 1          |
| <b>Total – Manpower quantity – Head count</b> |                                                                                          |                                                                                                                               |                | <b>56</b>  |

\*Proofs to be submitted to the Bank.

- 7) The Tenderer must have an annual **turnover of Rs. 69.62 Lakhs** (Rupees Sixty-Nine Lakhs and Sixty-Two Thousand only) each during the last three years.
- 8) Should possess valid, ESI, PF, Registration Certificate (Remittance challans for the past 6 months should be enclosed along with the technical bid).
- 9) The Tenderer should provide a Banker's **Solvency Certificate for Rs. 0.92 Crores** (Rupees Ninety-Two Lakhs only) issued by a scheduled Bank **on or after 01.04.2025**.

**10)** The bidder should hold valid EA/ESA grade license issued by the Electrical Licensing board of Tamil Nadu for carrying out HT & LT maintenance works. The copy of the license with expiry date shall be submitted along with tender. If a valid electrical license is not available under the same name, the bidder should submit the license from another electrical contractor along with the written consent from them to use their license for the work.



|                                                                                   |                                                                 |                                                                                   |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
|  |                                                                 |                                                                                   |
| BID Ref. No.: GEM/2025/                                                           | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                                                                             |                                                                 |                                                                                   |

**NOTE:**

- 1) The agency should submit a list of their above employees as per format in **Annexure III.**
- 2) Valid ISO certification for Mechanized / Semi-Mechanized Housekeeping services, if available, may be mentioned and self-attested copies of certificates to be enclosed.
- 3) Pre-qualification criteria as stated above shall be scrutinized against supporting documents.
- 4) The Tenderer would be liable for disqualification if it is found at any stage of the bid process that
  - a. Misleading or false representations have been made or deliberately suppressed any relevant information in the forms, statements and enclosures required in the pre-qualification document.
  - b. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses, etc.
- 5) Those who are technically qualified after opening of Technical Bids, will be short listed and their commercial bids only opened. Applicants who do not satisfy the above conditions will not be considered.
- 6) Bank reserves the right to reject any or all applications without assigning any reason whatsoever.



|                                                                                                                            |                                                                 |                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <div style="text-align: center;">  </div> |                                                                 |                                                                                   |
| BID Ref. No.: GEM/2025/                                                                                                    | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                                                                                                                      |                                                                 |                                                                                   |

### **IMPORTANT INSTRUCTIONS TO APPLICANTS**

The applicants who have downloaded the PQ from the web/GeM, should read the following important instructions carefully before submitting the PQ documents: -

- 1) The applicants should see carefully & ensure that the **complete PQ document** contains **78 pages** in total which includes 6 forms (A-F).
- 2) The printout of PQ document should be taken on 'A4' size paper only & the printer settings etc. are such that document is printed as appearing in the web & there is no change in formatting, number of pages etc.
- 3) The applicant should ensure that no page in the down-loaded PQ document is missing.
- 4) The applicant should ensure that all pages in the down-loaded PQ document are legible, clear & are printed /scanned / uploaded in a good quality.
- 5) **The applicant should ensure that every page of the down-loaded PQ document is signed by applicant with stamp (seal).**
- 6) The applicant should ensure that the down-loaded PQ document is properly scanned and sealed before uploading/submitted the same.
- 7) In case of any correction / addition / alteration / omission in the PQ document by the applicant, it shall be treated as non – authenticated and is not acceptable and the PQ documents with conditions will be summarily rejected.
- 8) The applicant shall furnish a declaration to the effect that no addition deletion / corrections has been made in the PQ document submitted and it is identical to the PQ document appearing on Website/ online portal.
- 9) The applicant should read carefully & sign the declaration before submitting the PQ document.
- 10) In case of any doubt in the downloaded PQ document, the same should be got clarified from Head Office, Office Manager's Department of Indian Bank functioning at No. 66, Rajaji Salai, Chennai – 600 001, Ph No: 044 2527 8800/ 2813 4301 / 2813 4498 before submitting the PQ document.
- 11) In case of any doubt in the Downloading/uploading e-tender/PQ documents on online portal i.e. GeM, the same should be got clarified from GeM Customer Care.





|                         |                                                                 |                                                                                   |
|-------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/ | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                   |                                                                 |                                                                                   |

### **LETTER OF TRANSMITTAL**

(In the Contractor's Letter Head)

To

Assistant General Manager,  
Indian Bank, Corporate Office,  
Premises, Expenditure & Estate Department,  
No. 254-260, Avvai Shanmugam Salai,  
Royapettah, Chennai - 600014.

**Sub: e - Tender document for Integrated Facility Management Services contract for Indian Bank Head Office Main Building located at No: 66, Rajaji Salai, Chennai – 600 001 and (Annex) Krest Building located at No: 2, Jehangir Street, Chennai – 600 001.**

Sir,

Having examined the details given in pre-qualification document for the above work, I/we hereby submit the PQ documents (downloaded from web) and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms A to F and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I/We also authorize Officials of Indian Bank to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I/We also submit prescribed declaration in respect of downloaded PQ document. (Applicable only in case of application on downloaded PQ document)
5. I/We submit the following certificates in support of our suitability, technical know-how & capability for having successfully completed the following works

| Sl. No. | Name of Work | Certificate from |
|---------|--------------|------------------|
|         |              |                  |
|         |              |                  |
|         |              |                  |

Enclosures:

Seal of applicant

Date of submission

Signature(s) of applicant(s)





BID Ref. No.: GEM/2025/

HO: OM DEPARTMENT

e-Tender for IFMS at Indian Bank

Date:

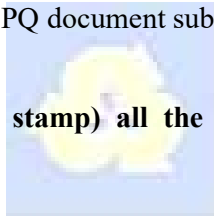
NO: 66, RAJAJI SALAI,  
CHENNAI – 600 001Head Office Main Building & Krest  
Building**DECLARATION**

(In the Contractor's Letter Head)

**(TO BE GIVEN BY THE APPLICANT WHO HAVE DOWNLOADED THE  
PQ DOCUMENT FROM THE WEB/ ONLINE PORTAL)**

It is to certify that

- 1) I / We have submitted the PQ document in the proforma as **down-loaded directly from the web site/online portal & there is no change in formatting, number of pages etc.**
- 2) I / We have submitted PQ document which **are same / identical** as available in the website/online portal.
- 3.) I / We have **not made any modification / corrections / additions etc** in the PQ documents downloaded from web/ online portal by me / us.
- 4) I / We have checked that **no page is missing** and all pages as per the index are available & that all pages of PQ document submitted by us are **clear & legible.**
- 5) I / We have **signed (with stamp) all the pages** of the PQ document before submitting the same.
- 6) I / We have submitted the cost of PQ document.
- 7) I /We have read carefully & understood the instructions to all the applicants & to the applicants who have down-loaded the PQ document from the web.
- 8) In case at any stage later, it is found that there is difference in our downloaded PQ documents from the original, BANK shall have the absolute right to take any action as deemed fit without any prior intimation to me / us.



Dated:

Signature(s) of applicant(s)



BID Ref. No.: GEM/2025/

HO: OM DEPARTMENT

e-Tender for IFMS at Indian Bank

Date:

NO: 66, RAJAJI SALAI,  
CHENNAI – 600 001

Head Office Main Building & Krest  
Building

FORM 'A'

**FINANCIAL INFORMATION**

Name of bidder: .....

Financial Analysis-Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last five years duly submitted by the applicant to the Income Tax Department (Copies to be attached) and duly certified by the Chartered Accountant mentioning the membership number issued by ICAI along with the full address.

1. Gross Annual Turnover for last three years ending 31.03.2025

| Financial Year                                    | Annual Turn Over in Indian Rupees ( or equivalent to Indian Rupees) as per Audited Balance Sheet |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------|
| 2022-23                                           | Rs.                                                                                              |
| 2023-24                                           | Rs.                                                                                              |
| 2024-25                                           | Rs.                                                                                              |
| Average Annual Turnover over the past three years | Rs.                                                                                              |

2. Profit / Loss for last Five years ending 31.03.2025

| Financial Information in Rs. Equivalent                                 | For year 2021-22 | For year 2022-23 | For year 2023-24 | For year 2024-25 |
|-------------------------------------------------------------------------|------------------|------------------|------------------|------------------|
| 1. Total Assets                                                         |                  |                  |                  |                  |
| 2. Current Assets                                                       |                  |                  |                  |                  |
| 3. Total Liabilities                                                    |                  |                  |                  |                  |
| 4. Current Liabilities                                                  |                  |                  |                  |                  |
| 5. Net working capital(2-4)                                             |                  |                  |                  |                  |
| 6. Current Ratio                                                        |                  |                  |                  |                  |
| 7. ACID Test Ratio                                                      |                  |                  |                  |                  |
| 8. Profit before Tax                                                    |                  |                  |                  |                  |
| 9. Profit after Tax                                                     |                  |                  |                  |                  |
| 10. Net Worth                                                           |                  |                  |                  |                  |
| 11. Solvency as mentioned in the Certificate duly certified by the Bank |                  |                  |                  |                  |

Note: Copies of relevant balance sheets, P&L statements, notes to accounts shall be submitted along with the bid.

Signature of Chartered Accountant with Seal

FRN Number-----

Signature of Bidder.

UDIN Number----

**Please note: The Company should have been a profit making one during the last 3 years ending 31.03.2025. If the audited balance sheet for FY 2024-25 is not available, Tenderers may also submit the same for FY 2021-22.**

|                         |                                                                 |                                                                                   |
|-------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/ | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                   |                                                                 |                                                                                   |

**FORM 'A1'**

**FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK  
SOLVENCY CERTIFICATE  
(Should be obtained for a period after 01-04-2025)**

Dated:

To

-----  
-----

This is to certify that to the best of our knowledge and information that M/s./.....  
.....having marginally noted address, a Customer of our bank are/is  
respectable and can be treated as good for any engagement up-to a limit of Rs.  
..... (Rupees.....).

This certificate is issued without any guarantee or responsibility on the bank or any of the  
officers.

(Signature) For the Bank

**NOTE:**

(1) Bankers certificates should be on letter head of the Bank, addressed to tendering  
authority.

BID Ref. No.: GEM/2025/

HO: OM DEPARTMENT  
NO: 66, RAJAJI SALAI,  
CHENNAI – 600 001

e-Tender for IFMS at Indian Bank  
Head Office Main Building & Krest  
Building

Date:

FORM 'B'

DETAILS OF ALL WORKS OF SIMILAR CLASS CONTRACTS DURING THE LAST SEVEN YEARS  
ENDED 31.03.2025

| Sl | Name of<br>no Organization<br>& location | Contact person<br>any | Area of<br>premises and<br>other details | Scope of<br>work | Cost of<br>Contract<br>(Rs. in<br>lakh) | Date of<br>commenceme<br>nt as per<br>contract | Period of<br>contract | Whether<br>renewed during<br>subsequent<br>periods | Litigation/<br>Arbitration<br>pending / In informa<br>tion | Any<br>other<br>informa<br>tion |
|----|------------------------------------------|-----------------------|------------------------------------------|------------------|-----------------------------------------|------------------------------------------------|-----------------------|----------------------------------------------------|------------------------------------------------------------|---------------------------------|
| 1  | 2                                        | 3                     | 4                                        | 5                | 6                                       | 7                                              | 8                     | 9                                                  | 10                                                         | 11                              |
|    |                                          |                       |                                          |                  |                                         |                                                |                       |                                                    |                                                            |                                 |



PLEASE NOTE : Details pertaining to the Maintenance (Civil, Electrical, AC and allied works) and Housekeeping services /  
contracts works to be furnished.

Note : additional information about similar works , if any , may be submitted on separate sheet.

Signature of Applicant(s)



BID Ref. No.: GEM/2025/

HO: OM DEPARTMENT

e-Tender for IFMS at Indian Bank  
Head Office Main Building & Krest  
Building

Date:

NO: 66, RAJAJI SALAI,  
CHENNAI – 600 001

| FORM C                                                                              |                                 | DETAILS OF OTHER MAINTENANCE / HOUSE KEEPING CONTRACTS IN HAND AS ON 31.03.2025 |                                    |                             |                  |                                  |                    |                                                            |                       |  |  |
|-------------------------------------------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------|------------------------------------|-----------------------------|------------------|----------------------------------|--------------------|------------------------------------------------------------|-----------------------|--|--|
| S                                                                                   | Name of Organization & location | Contact person for reference, if any                                            | Area of premises and other details | Scope of work (Rs. in lakh) | Cost of Contract | Date of commencement of contract | Period of contract | Litigation/ Arbitration pending / In progress with details | Any other information |  |  |
| 1                                                                                   | 2                               | 3                                                                               | 4                                  | 5                           | 6                | 7                                | 8                  | 9                                                          | 10                    |  |  |
|  |                                 |                                                                                 |                                    |                             |                  |                                  |                    |                                                            |                       |  |  |
| <p>Signature of Applicant(s)</p>                                                    |                                 |                                                                                 |                                    |                             |                  |                                  |                    |                                                            |                       |  |  |



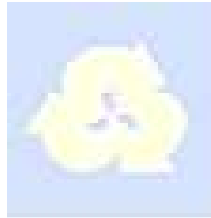
|                                                    |                                                                                      |                                                                                                            |
|----------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>BID Ref. No.: GEM/2025/</b><br><br><b>Date:</b> | <b>HO: OM DEPARTMENT</b><br><b>NO: 66, RAJAJI SALAI,</b><br><b>CHENNAI – 600 001</b> | <b>e-Tender for IFMS at Indian Bank</b><br><b>Head Office Main Building &amp; Krest</b><br><b>Building</b> |
|                                                    |                                                                                      |                                                                                                            |

**FORM ‘D’**

**PERFORMANCE REPORT FOR WORKS REFERRED TO IN FORM ‘B’& ‘C’**

1. Name of the work & Location.
  2. Contract cost
  3. Contract period (From/ to)
  4. Performance report based on Quality of Work,  
Time Management, Technical competency  
and Resourcefulness
  5. Litigation / Arbitration details, if any
- : Very Good / Good / Fair /  
Not satisfactory

**DATE:**



**Authorized Signatory:**

|                                |                                                    |                                                       |
|--------------------------------|----------------------------------------------------|-------------------------------------------------------|
| <b>BID Ref. No.: GEM/2025/</b> | <b>HO: OM DEPARTMENT</b>                           | <b>e-Tender for IFMS at Indian Bank</b>               |
| <b>Date:</b>                   | <b>NO: 66, RAJAJI SALAI,<br/>CHENNAI – 600 001</b> | <b>Head Office Main Building &amp; Krest Building</b> |

**FORM 'E'**

## STRUCTURE AND ORGANISATION

1. Name and address of the applicant
2. Telephone No./Fax No/E-Mail address.
3. Legal Status (attach copies of original Document defining the legal status)
  - a) A proprietary Concern
  - b) A Firm in partnership
  - c) A Limited Company or Corporation.
4. Particulars of registration with various Government bodies (Attach attested photo-copy)
  - a) Registration Number.
  - b) Organization / Place of registration
5. Names and Titles of Directors and officers with designation to be concerned with this work with Designation of individuals authorized to act for the organization.
6. Has the applicant or any constituent partner in case of partnership firm/ Company, ever abandoned the awarded work before its completion? If so, give the name of the project and give reasons thereof.
7. Has the applicant or any constituent partner in case of partnership firm / Company, ever been debarred / black listed for tendering in any organization at any time? If so, give details:
8. Has the applicant or any constituent partner in case of partnership Firm or any Director in case of a Company or any criminal proceedings presently pending, ever been convicted by a court of law? If so, give details.
9. In which field of Housekeeping / maintenance works, you can claim specialization and interest
10. Any other information considered necessary but not included above.

**SIGNATURE OF APPLICANT(S)**



BID Ref. No.: GEM/2025/

HO: OM DEPARTMENT

e-Tender for IFMS at Indian Bank  
Head Office Main Building & Krest  
Building

Date:

NO: 66, RAJAJI SALAI,  
CHENNAI – 600 001

| <p style="text-align: center;"><b>FORM F</b><br/><b>DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED BY THE FIRM / COMPANY</b></p>                                                       |             |              |       |               |                         |                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------|-------|---------------|-------------------------|--------------------------------------------|
| SL NO                                                                                                                                                                                                  | Designation | Total Number | Names | Qualification | Professional Experience | Length of continuous service with employer |
| 1                                                                                                                                                                                                      | 2           | 3            | 4     | 5             | 6                       | 7                                          |
| <p style="text-align: center;">Note : additional information about Technical personnel , if any , may be submitted on separate sheet.</p> <p style="text-align: center;">Signature of Applicant(s)</p> |             |              |       |               |                         |                                            |



|                                                                                   |                                                                 |                                                                                   |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
|  |                                                                 |                                                                                   |
| BID Ref. No.: GEM/2025/                                                           | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                                                                             |                                                                 |                                                                                   |

**PART-A: GENERAL CONDITIONS FOR INTEGRATED  
FACILITY MANAGEMENT CONTRACT AT INDIAN BANK HEAD OFFICE  
MAIN BUILDING & KREST BUILDING**

1. The Contractor agrees and undertakes to render the Integrated Facility Management service for Indian Bank Head Office Main Building and Krest Building Chennai as per its requirements and to its satisfaction.
2. The Contractor undertakes to obtain any licence, permit, consent, sanction etc. as may be required or called for from / by local or any other authorities for doing such work. The Contractor undertakes to obtain such permission / licence, code numbers etc. as may be required under the Contract Labour (Regulation and Abolition) Act, 1970, The Employees Provident Fund and Miscellaneous Provisions Act 1952, The Minimum Wages Act 1948 etc. The Contractor undertakes to produce the permission / licence etc. so obtained and furnish to the Bank copies thereof as and when required. The Contractor shall be responsible for any contravention of the local / Municipal / other laws / rules / regulations. **It is reiterated that the minimum wages paid to the workmen shall be as per Central / State Government Minimum Wages Act, whichever is higher and which is being updated from time to time. Any changes / amendment given by GOI / Competent Authority pertaining to Minimum wages, DA, ESI, PF or any other statutory obligation during the contract period shall automatically form a part of the contract. The Rates to be quoted accordingly.**
3. The Contractor undertakes that he/she shall comply with all conditions laid down under all applicable statutes, licences and permissions and undertakes to keep all licences and permissions valid and subsisting during the period of contract failing which this service agreement shall be liable to be terminated or compensation or any payment whatsoever at the sole discretion of the Bank.
4. The Contractor agrees and undertakes to bear all the taxes, rates, charges, levies, claims whatsoever as may be imposed by the State / Central Government or any local body or authority in respect of his contractual obligations. The Contractor agrees to furnish proof of such payments and compliance of the obligation including registration, certificate, clearance certificate etc. that may be required by the Bank from time to time.
5. The Contractor shall indemnify the Bank against any claims, damages, loss or penalty including the costs thereof arising out of any breach or violation of any of the provisions of all the laws including the labour laws as applicable from time to time governing the employees employed by the Contractor.
6. The Contractor shall devote his full attention to the work, incl. purchase of consumables and shall discharge his obligations under this agreement most diligently and honestly to the full satisfaction of the Bank. The Contractor shall ensure the





|                         |                                                                 |                                                                                   |
|-------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/ | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                   |                                                                 |                                                                                   |

availability in person of at least one Manager from 9 am to 6 pm in Head Office Main Building, who is competent to supervise the functioning of all contract labour and fulfill the requirements of the Bank.

7. The Contractor shall provide uniforms to his staff and wearing of neat/good uniforms and safety shoes is compulsory for the staff during their working hours. **Uniform to be 2 full sets (Shirt & pant for gents, Chudidhar top & Pant with Coat for Ladies).** This amount is to be included in the rate quoted by contractor. No extra cost will be given by bank. Prior approval from the Bank may be taken for the Colour and pattern of the uniform. The Contractor undertakes to ensure that all his employees shall always appear for work in well-groomed and presentable condition i.e. male staff members should be properly shaved with cut and set hair, clean and properly pressed uniform etc. while Female staff members should be neatly groomed. The cost of the same included in the price quoted.
8. The Contractor shall carryout all the instructions which may be given by the Bank concerning any aspect of Integrated Facility Management services / ISO 9001:2015 related activities.
9. The contract may require the deployment of minimum 56 persons having good character. The Contractor shall ensure that their Key Personnel in the premises i.e. Manager, Supervisors, Electricians, Plumbers and other Technicians etc. who are on duty at any point of time always keep a Mobile Telephone in 'on condition' at Contractor's expense and promptly answer the calls made by competent officials of Indian Bank.
10. The Contractor has to distribute the said labors, so that the Head Office Main Building, Krest Building should be clean and tidy at any point of time. The periodical distribution of the man-power for round the clock Service is required. The total manpower strength is 56 is inclusive of reliever. The contractor must make sure that the total minimum strength of 56 nos is maintained on day to day basis during the execution of contract. Suitable reliever to be provided during absent of any employee at site.
11. The Contractor shall keep and maintain proper books of accounts, supported by vouchers, for inspection by any authorized person of the Bank.
12. The Contractor shall not engage any subcontractor for rendering the services mentioned in this contract, without the prior written consent of the employer, and no undertaking shall relieve the contractor from the full and entire responsibility of the contract or from active superintendence of the works during their process. Prior approval for sub-contractor for AMC should be taken from the Bank.
13. The Bank shall be the sole authority to decide on the quality of service rendered by the Contractor. In case the performance of the Contractor is found unsatisfactory, the





|                         |                                                                 |                                                                                   |
|-------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/ | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                   |                                                                 |                                                                                   |

Bank shall have the right to terminate the agreement and without any compensation to the Contractor.

14. All questions relating to the performance of the obligations under this agreement and all the disputes and differences which may arise either during or after the agreement period or other matter arising out of or relating to this agreement or payments to be made in pursuance thereof shall be decided by the Bank. The Contractor hereby agrees to be bound by the decision of the Bank.
15. Nothing contained in this agreement is intended to be nor shall be construed to be a grant, demand or assignment in the premises or any part thereof by the Bank to the Contractor or his employees and the Contractor and his employees shall vacate the same on the termination of the agreement period either by flux of time or otherwise.
16. The Bank shall have the right to withhold any reasonable sum from out of the amounts payable to the Contractor under this contract, if the Contractor commits breach of any of the terms and conditions of this agreement or fails to produce sufficient proof to the satisfaction of the Bank as to payment of all statutory and other dues or compliance with other obligations.
17. The successful Contractor is required to furnish, as per the e-tender terms:
  - A **Performance Guarantee** to be submitted within 14 days from the date of PO in the form of BG / e- BG with a minimum validity of Contract Period + 1 month or remitted through **NEFT/RTGS** for an amount equivalent to 5% of the annual value of the contract (Or) Rs.12.00 Lakh, whichever is higher to our account as per details given below:
 

**Current Account No: 432438421**  
**Name of the Account: HO Expenditure Dept**  
**Branch: Royapettah Branch.**  
**Address of the Branch: 62, Gaudia Mutt Road,**  
**Royapettah, Chennai – 14.**  
**IFSC Code No.: IDIB000R021**
18. If the Contractor fails to perform his functions stipulated in this contract properly to the satisfaction of the Bank, the Bank has the right to terminate the contract by giving 1-month notice in writing. In such case, the bank can forfeit the entire Performance Guarantee deposit. In case of any loss, damage, pilferage, theft etc. occurs in the premises or for any of the losses or damages either liquidated or un-liquidated, the Bank can initiate proceedings against the Contractor for the recovery of damages / losses and the Bank can, in addition to all such remedies, forfeit the Performance Guarantee deposit. On the question whether loss or damage is caused or not, the decision of the Bank shall be final. Performance Guarantee deposit or balance of deposit after recoveries shall be returned within three months after termination/ cancellation / end of contract.



|                         |                                                                 |                                                                                   |
|-------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/ | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                   |                                                                 |                                                                                   |

19. The Contractor shall indemnify the Bank against any claims, damages, loss or penalties including the costs thereof in case of liability arising out of any accident/incident involving manpower deployed by them.
20. The Contractor shall be solely responsible and liable for all payments due to his employees including salaries, wages, over time wages, if any, statutory payments, contributions to Provident Fund and Employees State Insurance, bonus, leave wages, bonus, gratuity if payable, provision of good uniforms / ID cards / safety shoes and all other payments of whatsoever nature. **The contractor to ensure that the amount spent for Uniform/safety shoes/gadgets are not deducted from the employees' salary and deemed to be included in the rate quoted in the Tender.** The contractor should give mandatorily give **1 paid casual leave per month** for their employees working at the site. All the Central Govt. Regulations pertaining to casual/sick leave for contract employees (amended from time to time) shall automatically part a form of this Tender
21. The Contractor shall be responsible for fulfilling the requirements of all statutory provisions of The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Gratuity Act, The Employees' Provident Fund & Miscellaneous Provisions Act, 1952, The Employees' State Insurance Act, 1948, The Contract Labour (Regulation & Abolition) Act, 1970 and all other applicable laws at his own cost and risk in respect of all the persons employed by him. The Contractor shall maintain the records required to be maintained under the statutory enactments and an authorized representative of the Bank shall be entitled to inspect the records at any time. In general, the Contractor shall be responsible for strict compliance of all statutory provisions of the relevant labour laws applicable from time to time. If, due to any reason whatsoever, the Bank is made liable to pay any liabilities payable by the Contractor under any of the applicable laws, the Bank shall recover the same from the Contractor. **While determining the payment of monthly wages to the employees, 26 working days to be taken as the reference for calculation in all the months.**
22. If the Contractor is unable to serve effectively as a result of strike or go-slow by his staff, it shall be open to the Bank to terminate the contract forthwith besides claiming damages.
23. The Contractor shall take "Comprehensive All Risk Policy" for the contract value and workmen compensation policy for the workers engaged in the work for this contract and shall provide certified copies of the insurance policies to the Bank.
24. **The Contractor should take suitable Labour License for the workers & submit within 15 days from the work order.**
25. The Contractor shall arrange for suitable substitute if any of his staff is absent.

|                                |                                                    |                                                       |
|--------------------------------|----------------------------------------------------|-------------------------------------------------------|
| <b>BID Ref. No.: GEM/2025/</b> | <b>HO: OM DEPARTMENT</b>                           | <b>e-Tender for IFMS at Indian Bank</b>               |
| <b>Date:</b>                   | <b>NO: 66, RAJAJI SALAI,<br/>CHENNAI – 600 001</b> | <b>Head Office Main Building &amp; Krest Building</b> |

26. The Contractor and his employees should use only the space allotted to them by the Bank for their office etc. Any additional space used will be charged commercially.
27. The Contractor shall use his own books, forms and stationery (for maintaining the records etc) and shall pay for services like telephone, air-conditioners, photocopier, fax, etc. if availed from the Bank.
28. The Contractor shall co-ordinate with other persons / firms / Annual Maintenance Contractors etc. engaged by the Bank for any specific work for smooth execution of the same.
29. The Bank agrees to provide certain items and facilities as described below:
  - a. Premises and furniture for staff to do their work
  - b. Electrical bulbs, tubes, fuses, switches in their rooms etc
  - c. Electricity
  - d. Water
30. The contractor shall ensure that adequate quantity of water, diesel etc is made available to meet the daily as well as special requirements on account of functions in Conference halls etc. In case of inadequate supply of water from the Chennai Metro Water Supply & Sewerage Board, the Contractor shall coordinate with the water supplier approved by the Bank to ensure adequate supply. It shall be the responsibility of the Contractor to ensure that the ordered quantity of water is received in time and fully unloaded.
31. Annual Maintenance Contract for AC, Diesel Generators (DG), lifts, CCTV / PA System (PAS)/ Fire Alarm System (FAS)/Access Control System will be at Bank's cost. However, general cleaning of plant and machineries, preventive maintenance viz., replacing small spare as required to make the Equipments operational as required and directed by the Bank, shall be under contractor's scope.
32. The Contractor undertakes to have a control over the maintenance of all the items and in case of any loss or damage to Bank due to improper operation / maintenance of the Equipments, the Contractor is solely responsible and the cost incurred for repairing works of any kind in nature viz., electrical / civil / cleaning etc., which was damaged / on account of contractor's personnel as decided by the Bank will be deducted from the monthly bills submitted by the contractor. Hence, Contractor is advised to be at most care during works at site.
33. The Contractor has to bear day-to-day expenses towards disinfectants, room refresher sprays etc. For removal of doubts it is made clear that fogging machine shall be operated every day at about 6.30 pm during March to August and at about 5.30 pm during September to February and the contractor has to bear the expenses of Megadhlene (or any similar chemical approved by Bank).



|                         |                                                                 |                                                                                   |
|-------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/ | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                   |                                                                 |                                                                                   |

34. Ensuring availability of liquid soaps (with good density/semi solid) in wash basins, naphthalene balls in all cupboards, toilets etc as required and toilet papers in urinals and toilets and refilling the same as and when required. Spruce up and disinfect all the toilets and shower areas including wash basins with phenyl daily and provide bathroom air freshener, fragrant like air pocket, Odonil and liquid soap in all the toilets / Washbasins regularly. Keep the bathing cubicles provided in Top Executive washrooms in good condition.
35. The Contractor has to make available the services of the carpenters for all maintenance works but not limited to periodic checking of all the cupboards, almirah for any faults / loose connections / handles etc., as required to keep the carpentry works in usable conditions in HO: Main Building, Krest Building. The Duties of the Carpenter are to maintain the following items:
- Repairs & Maintenance works related to Doors, chairs, Cupboards, windows.
  - Repairs & Fitting works (Name boards, wall clocks, door, cupboard/window locks, Vertical blinds, door closers, floor spring, door stoppers & all works pertaining to carpentry.)
  - Minor Plywood/false ceiling cutting/alteration works.
  - Shampoo wash all the chairs on quarterly basis. Changing of wheels for chairs, repair works for chairs etc.
  - All the minor carpentry works will be in the scope of carpenter. The spares will be provided by the bank.

Periodic checking of all the cupboards, Almira's, doors, windows for any defects etc. He should keep all the carpentry related items in usable conditions.

36. The Contractor has to make available the services of the Plumber for all maintenance works. The Duties of the Plumber are as follows: -
- Operating Pump for pumping water from the bore well to the U.G water sump in the basement. Operating pump for pumping water from the U.G sump to the O.H water tank on the 7<sup>th</sup> floor.
  - Monitoring the Metro water supply to the U.G Water sump in the basement. Operating Pump for pumping Metro water from the U.G sump to the O.H water tank in the 7<sup>th</sup> floor.
  - Maintenance of Plumbing & Sanitary installations in the Head Office Main Building, Krest Building. Attending the damaged water & drainage lines etc.
  - Coordinating with CMWSSB office for any problem regarding water supply or drainage blockage.
  - Monitoring the unloading of water from Metro water tankers into the U.G water sump.
  - Periodic cleaning & disinfection of O.H (monthly once) & U.G water tanks (yearly twice) as per instructions from Bank Authorities.





|                                  |                                                                 |                                                                                   |
|----------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/<br>Date: | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
|----------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|

- Maintenance works such as Changing of Taps, Health Facet, Urinals & all items pertaining to plumbing/sanitary items etc.
  - Maintenance of Water Purifiers installed at various floors of Head Office Main Building. (including cleaning / changing of filters provided by Bank)
  - In addition to the above, the works allotted by Office Manager shall automatically form a part of this Facility Management tender.
37. The Supervisors and electricians should be present round the clock. Required number of log books of good quality paper to the satisfaction of Bank should be provided by the contractor for all maintenance activity / cleaning as required for the contract. The contractor should ensure that, monthly Electrical bills are received at Bank premises. In case monthly bills are not received by the Bank, contractors should make their own necessary arrangements / conveyance etc., to get the bills from the respective TANGEDCO office to Bank premises. No extra travelling allowance / cost for transportation, Xerox, photocopies etc., will be paid to the contractor in this regard.
38. The Contractor has to make proper arrangements for disposal of waste and refuse. The waste and refuse shall be put inside polythene bags of prescribed Colour and of not less than the prescribed thickness before arranging to shift the same out of Indian Head Office Main Building, Krest Building. Solid waste shall be segregated and removed before letting out waste water from work area / kitchen to the drain. All the items disposed by the contractor shall be in accordance with local bodies / Corporation norms and compliance shall be taken care by the contractors on disposing and no additional cost will be paid for disposing of wastes out of the premises Compound.
39. The Bank shall pay the cost of materials only, if any, for the repair works and prior permission of the Bank shall be taken before incurring such expenditure. The Contractor shall furnish necessary vouchers, supporting the expenditure incurred by them for repairs. The contractor shall keep the equipments and other items provided to him by the Bank in usable condition and to carry out day to day maintenance or minor repairs / replacement and the equipments / items provided to the contractor if any by the Bank shall be returned in good workable condition.
40. Machinery to be supplied mandatorily to the premises of Indian Bank Head Office Main Building and Krest Building is as follows:
1. Carpet Shampoo Machine – 1 no.
  2. Single Disc Scrubber (Floor Polish) – 1 no.
  3. Vacuum Cleaner Roots – 2 nos
  4. Hand Polishers Stair Cleaning Machine – 1 no.
  5. Floor Sign Boards (Yellow) – 40 nos
  6. Drilling Machine – 1 no.
  7. Cutting Machine – 1 no.
  8. Screw Machine – 1 no.
  9. Megger (Installation Tester) – 1 no.
  10. Clamp Meter – 1 no.



|                         |                                            |                                            |
|-------------------------|--------------------------------------------|--------------------------------------------|
| BID Ref. No.: GEM/2025/ | HO: OM DEPARTMENT                          | e-Tender for IFMS at Indian Bank           |
| Date:                   | NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | Head Office Main Building & Krest Building |

11. Floor Scrubbing Machine – 1 no.
12. Auto Scrubber Machine – 2 nos
13. Aerome Diffuser Industrial Use Machine – 40 nos
14. Washroom Cleaning Machine (Jet Rodder) – Wonder Joe – 01 no.
15. In addition to the above, any other machine requested by carpenter / plumber / Electrician @ site to be provided for ensuring smooth services

(Including Chemicals / Liquid / Soaps – for the above 9 machines to be supplied by the Contractor)

41. Machines/equipments brought by the contractor should always be in working conditions and the same shall be checked in front of Office Manager and get certified as proof of the ownership of the agency. Calibration certificates of machineries if any / applicable to be renewed frequently as per norms and copy of the same to be submitted to bank and shall be maintained.
42. If any defects occur in the machinery, the same shall be substituted with a working machine. If the machine needs to be taken out without substitution, the Office Manager or any other designated officer as nominated by Indian Bank shall approve the machinery out pass and the same should be returned within 3 days.
43. The Contractor shall ensure that all security requirements are complied with by their staff. The contractor shall ensure that all necessary assistance is rendered by their staff to the security personnel deployed by the Security Agency engaged by Indian Bank.
44. The security guards deployed by the Security Agency engaged by Indian Bank shall permit any items / materials to be taken out of Bank only with necessary gate-passes. The contractor shall ensure that their staff subjects themselves for security check up including physical frisking, whenever required, without any protest.
45. The Contractor will be responsible for any pilferage, loss, theft, damage of furniture, electrical equipments / components / spares which are under their possession or any other article from the premises, if found guilty. Cost for items which found lost / theft / damaged etc. as detailed above will be borne by the contractor and purchase cost of the same will be deducted from the monthly bills submitted by the contractor.
46. The Contractor shall, abide by the rules and regulations of the local authorities, sales tax authorities, income tax authorities etc. besides the provisions under various labour laws and Acts of the State and Central Governments in force from time to time.
47. The Tenderer must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful Tenderer shall engage only such workers, whole antecedents have been thoroughly verified, including



|                         |                                                                 |                                                                                   |
|-------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/ | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                   |                                                                 |                                                                                   |

character and police verification and other formalities. In order to maintain quality services and minimize operational problems.

48. The Contractor is liable for payment of penalty, at the discretion of the Bank, upto a maximum of Rs. 10,000/- per day for poor services, inadequate staff, failure to control insects & bedbugs, cockroaches/rats, poor washing of Chair towels, all maintenance activity such as Civil, plumbing, electrical, AMC services etc and / or for noncompliance of any terms of the contract and the same shall be recoverable from the bills payable to the Contractor.
  49. Income tax and other statutory levies, if any, will be deducted by the Bank from the bills payable to the Contractor as per Income Tax Rules and other statutes applicable from time to time.
  50. The Contractor shall maintain a register of complaints and redress the complaints and get signed by the Office Manager Department.
  51. The Bank reserves the right to terminate the contract without assigning any reason therefore.
  52. The rates quoted by the Contractor shall be firm and no escalation will be entertained during the period of contract.
  53. All disputes and differences arising out of or in any way concerning the contract shall be settled after holding necessary discussions between the parties. However, in the event of any dispute / difference remaining unsolved, the same shall be referred to a sole Arbitrator to be appointed by the Bank for this purpose. The decision of the Arbitrator shall be final and binding on both parties. In case of any dispute, the jurisdiction shall be the Courts at Chennai.
- “Submitting to arbitration may be considered as an additional remedy and it does not preclude the Parties to seek redressal / other legal recourse”*
54. All litigations in respect of this contract are subject to the jurisdiction of the Courts in Chennai only.
  55. Quantity of cleaning material shall be accessed based on Part-E: physical Data of the Premises based on their experience and amount to be quoted accordingly.
  56. The maintenance bills will be paid by the Bank monthly with in 15days from the date of submission of bill by the contractor. Along with monthly invoices; all the relevant documents have to be submitted. The same will be processed and payment will be released as above.



|                                                                                   |                                                                 |                                                                                   |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
|  |                                                                 |                                                                                   |
| BID Ref. No.: GEM/2025/                                                           | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                                                                             |                                                                 |                                                                                   |

57. The tentative date for commencement of work under this contract shall be **14 days from the date of award of contract**, within which the contractor is required to mobilize his men and materials.

58. The following activities shall also form a part of the contract:

- Lifting, carrying and disposing the dead birds/animals, rats, insects and any other wastes not described etc. if found in and around the office building.
- Removal of beehives and cobwebs/honey webs from the office building and its premises.
- Cleaning and sweeping of open area including building external, balconies, basement and roof tops with brooms.

59. The successful Tenderer should get the approval of Indian Bank on the following:

- Cleaning materials – type / Brand.
- Cosmetics like soap, power etc - type / Brand.
- Type/ brand of bare minimum machinery & equipment proposed to be deployed for mechanized cleaning activities (The same are in addition to the regularly used mops/ brooms/ Buckets etc.).
- Format of cleaning Schedule – Daily, weekly, Fortnightly, etc. that is to be maintained and duly acknowledged by Office Manager of Indian Bank.
- Format of stock statement should be duly acknowledged by Office Manager of Indian Bank.
- AMC service provides under the contract.
- **“The Office Manager of Indian Bank, Head office will be the Nodal Officer. The contractor should report to him only and act as per his directions.”**



|                                                                                   |                                                                 |                                                                                   |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
|  |                                                                 |                                                                                   |
| BID Ref. No.: GEM/2025/                                                           | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                                                                             |                                                                 |                                                                                   |

**PART-B: FREQUENCY OF HOUSEKEEPING JOBS AT INDIAN BANK, HEAD  
OFFICE MAIN BUILDING & KREST BUILDING**

**Please note:**

1. Consumables like Room freshener, insect spray etc. should be of ISI Mark or of standard Make.
2. Supply of Material and Consumables: The stores are to be replenished at least 5 days in advance.
3. Supply of Cleaning Equipment, Tools etc: The Successful Tenderer shall arrange all tools and tackles for cleaning, sweeping, wiping, scrubbing, polishing and washing in and around the area. The successful Tenderer shall also arrange for equipments/material that may be required for providing housekeeping and maintenance services at their own cost. All the required machineries, tools and tackles are in Contractors scope.
4. Proper stock statements/ cleaning schedules etc. have to be maintained as per the approved format of the Bank

**a. Jobs to be done daily**

- Cleaning, sweeping, mopping and wiping of floors, staircase on daily basis including Saturdays and as required by officer-in-charge. Cleaning activity shall start in the morning at 7.00 AM so as to complete all the dusting/cleaning/moping work before 9.00 AM.
- Continuous mopping to be done at reception floor and other floors during office hours (10.00 AM to 8.00 PM).
- Thorough cleaning of all toilets using required detergent, by placing naphthalene balls and air purifier in all urinals, wash basins and WC area. Cleaning and perfuming of all common toilets and urinals, wash basins shall be normally done 5 times a day (08:00AM, 11:00AM, 02:00PM, 04:00PM & 06:00PM) with detergents and more frequently on other occasions/areas as per the requirement informed by the Bank officials from time to time.
- Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows Venetian blinds, racks, sofas, Computers, telephone, curtains, wall mounted fans, ceiling fans etc., with dry/wet cloth, feather brush and duster.
- Special scented purifiers shall be sprayed at least twice daily in all rooms, cabins, bathrooms, reception conference halls lift lobby, lifts etc. Special care to be taken for daily spraying of perfumes in the MD's/EDs rooms, Rooms of other Executives/Officers Office room, Library etc. and Conference Halls on days of use.
- Inside roads all around to be swept and washed daily morning.
- Daily upkeep / cleaning of sports materials, TV, Radio, VCR and all electric and electronic items like computers, DVD player etc. and control over magazines, newspapers and other Bank materials. Operating (ON/OFF) the TVs in all





|                         |                                                                 |                                                                                   |
|-------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/ | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                   |                                                                 |                                                                                   |

Executive cabins / food court and trouble shooting in co-ordination with the vendors. Co-ordination with vendors for recharging the set-top box of satellite TV etc., (payment for set-top box recharge will be borne by the bank).

- Daily maintenance of office rooms at the beginning of the day.
- Maintenance of sanitary and water supply installations.
- Cleaning of all furniture like tables, chairs and side racks in rooms of Executives, Office every day.
- Cleaning of all the plumbing fixture viz., health facet, all water taps, WC fixtures, Urinal fixtures / hand dryers in all floors and Wings.
- Maintaining proper readings with respect to electricity, AC units, water level etc. at periodical intervals.
- Cleaning of Flap Barrier to be done with at most care.
- Keeping / re-filling hand wash as required on daily basis in all the rest rooms / toilets etc.,
- Spray of scented Mosquito and cockroach killer on all floors as and when required. Mosquito/cockroach killers shall be of ISI mark.

#### b. Jobs to be carried out Weekly

- Acid (as approved by Bank) cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol or any other chemicals, automatic moppper/scrubbing machine to be used at least once in a week.
- Cleaning of fabric upholstered sofa sets with vacuum cleaners and leatherette Upholstered sofa set and chairs with soap solution/cleaning agent of approved make / quality.
- Cleaning of brass letters by brasso (polish).
- Cleaning of all carpeted areas, dust from doors, partitions, Venetian blinds, fabrics (curtains), sofa sets, cushioned chairs etc. with vacuum cleaner once a week.
- Cleaning of all floor mats once a week.
- Cleaning and washing the edge drains in the basement.
- Cleaning of all pedestal / wall mount fans at all floors & wings wherever installed within the premises.

#### c. Jobs to be carried out Fortnightly Basis

- Cleaning of carpets in rooms by vacuum cleaners without damaging the carpet.
- Polishing of brass items with approved brass cleaning material.
- Dusting of false ceiling etc, with soft broom and cloth.
- Cleaning of sofa sets with soap water/vacuum cleaners.
- Washing and cleaning of driveways, parking areas and roads within the premises.
- Lift lobby and all toilets floors and other areas, as may be directed by office In-charge, shall be cleaned with floor scrubbing machine.
- Removal of cobwebs in the common areas / basement

#### d. Jobs to carried out monthly basis



|                         |                                                                 |                                                                                   |
|-------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/ | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                   |                                                                 |                                                                                   |

- All floors in common area including staircases shall be cleaned thoroughly with floor scrubbing machine with soap and water to remove all stains etc. After cleaning the floors with soap and water, the floors shall be properly wax polished.
- Total office area floors to be cleaned with floor scrubbing machine, wherever required, as per directions of officer-in-charge.
- Curtains/Executive chair towel must be laundered once a month.
- Fans, AC units, water coolers, refrigerators and electrical points to be cleaned once a month.
- All overhead tanks to be cleaning once in a month and sumps to be cleaned yearly twice.
- Monthly cleaning to be made for all the light fittings including street lights, fans, AC grills etc.
- Pest- treatment particularly the cockroach treatment to be done for the entire office complex and the same treatment to be repeated on rest of the week also to avoid growth of cockroaches.
- Meeting rooms & Executive Cabins chairs towels should be laundered, pressed and placed in position before the meeting day, which will be informed by the Bank in advance. Frequency/quantity of cleaning may increase based on needs.
- Cleaning of Roof Top Solar Panels with water / water wash at the terrace of the premises and record should be submitted to the Bank.
- Cleaning of all electromechanical plant and machineries in the premises.

**e. Jobs to be done as and when need arises**

- Spray of scented Mosquito and cockroach killer on all the floors as and when required. Mosquito / cockroach killers shall be of ISI mark.
- Cleansing of open drains / storm water drains and ensuring smooth flow. Open drains which are meant as storm water drain shall be kept neat and tidy.
- Removal of the blockages in sullage/sewage pipe lines, man holes, septic tanks wherever the need arises either by manual / mechanical cleaning without any extra cost to the Bank. The cleaning to be done till the office compound and for cleaning work from compound wall to CMWSSB pipe line, Bank will bear the expenses.
- Mechanized/Semi-mechanized cleaning of the exterior side of the buildings with approved quality materials as suggested by Bank (2 times in a year maximum) with complete safety regulation.
- Cleaning the 'rain water harvesting' pits and keeping them in good condition.
- Cleaning of Kitchen Exhaust Duct (both ducts in staff and Executive kitchens) as per the requirements (at least 2 times in a year) up to the terrace.
- AC filters of Air-Conditioning systems in all floors of the building once in a month. The purpose is to clean the dust from Air conditional systems in all floors to give purified air inside the office. The contractor may opt with any method to meet our requirement.
- Rat menace to be eliminated through proper treatment in consultation with Bank Officials.

|                                                    |                                                                                      |                                                                                                            |
|----------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>BID Ref. No.: GEM/2025/</b><br><br><b>Date:</b> | <b>HO: OM DEPARTMENT</b><br><b>NO: 66, RAJAJI SALAI,</b><br><b>CHENNAI – 600 001</b> | <b>e-Tender for IFMS at Indian Bank</b><br><b>Head Office Main Building &amp; Krest</b><br><b>Building</b> |
|----------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|

**f. Others**

- Pest control treatment is to be done by the Contractor every quarter in the entire Indian Bank complex (Main Building and Krest Building). (Chemical to be used for pest control should have the prior approval of Bank. Standard Procedures to be followed)
- In Executive rooms, laundered towels to be provided twice a week (Sunday and Thursday) or earlier. Whenever any occupant vacates a room, rooms should be kept ready for occupation quickly.
- Provide at least 4 nos. of medium size naphthalene balls in each cupboard of rooms and toilets at their cost all the time.
- The kitchen, dining hall etc. should always be kept clean and hygienic.



|                                  |                                                                 |                                                                                   |
|----------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/<br>Date: | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
|----------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|

### **PART-C: JOBS REQUIRING SPECIAL ATTENTION**

#### **MAINTENANCE OF BOARD ROOM/ CONFERENCE ROOMS**

1. The entire area & fittings in Board rooms / conference halls, Executive rooms, Executive Dining halls including the places below chairs, tables and all corners etc. should be thoroughly checked up before and after every Meeting Session and to be maintained orderly. If any damage / loss is caused, the same should be reported immediately.
2. The Contractor shall ensure the presence of lift operator in Executive lift on all the occasions.
3. Suitable disinfectants, sprays to be applied wherever necessary.
4. In the rooms of Executives/ Executive toilets/ Board room/ Conference Halls, the cosmetics like soaps, cleansing liquids, Talcum Powders/ Perfumes shall be of Brand/ quality as per make of material.
5. The Contractor shall ensure that no posters / stickers, advertisements are pasted on the walls or the chairs of the Board / Conference rooms unless otherwise permitted in writing by IB.
6. The Contractor shall engage trained workmen to operate the firefighting installation systems installed in the IB complex in case of any emergency with the assistance of 'Fire Guards'.
7. The Contractor personnel should have knowledge of operating firefighting equipments (extinguisher) during emergencies.
8. MD / ED / Executive Cabins are sensitive area, to be taken with special care and periodical cleaning is to be done.

BID Ref. No.: GEM/2025/

HO: OM DEPARTMENT

e-Tender for IFMS at Indian Bank

Date:

NO: 66, RAJAJI SALAI,  
CHENNAI – 600 001Head Office Main Building & Krest  
Building

**PART-D: SCHEDULE OF WORKS TO BE CARRIED OUT FOR  
MAINTENANCE OF ELECTRICAL INSTALLATIONS,  
DIESEL GENERATORS ETC. AT INDIAN BANK HEAD OFFICE MAIN  
BUILDING AND KREST BUILDING**

**INSTRUCIONS TO THE TENDERERS**

1. If the rate quoted for the respective category is less than the applicable mandated wages in line with current Central Govt. Minimum Wages Act, tender shall summarily be rejected and shall be deemed invalid. Contractor should deploy following Manpower for rendering satisfactory service:

| S. No. | Description                                                                                                      | Minimum Qualification                                                     | Manpower |
|--------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|----------|
| 1.     | Supervisor (Electrical) with 'C' license – O&M of all Electrical installations at site (Highly Skilled Category) | Diploma with Electrical 'C' License & 10 years of experience in the field | 1        |
| 2.     | Electricians (O&M of all Electrical installations at site) (Skilled Category)                                    | 'B' License Holder & 10 years of experience in the field                  | 6        |
| Total  |                                                                                                                  |                                                                           | 7        |

2. After the contract is awarded, the Contractor will carry out the work without raising any preconditions regarding the functioning of any installations of Electrical etc. Irrespective of existing condition of the equipment, circuits, cables etc., the Contractor should carry out all maintenance / rectification works that are necessary to make the system fully operational.
3. Decision of Bank in regard to interpretation of the Tender Conditions, Terms & Conditions, Scope of Work, Agreement, Payment terms, etc. shall be final and binding on the Contractor. In case of any dispute between the Contractor and the Bank, the Bank shall have the right to decide. However, all matters of jurisdiction shall be subjected to courts in Chennai.
4. **Delay in works & penalty**
- a) If any of the works mentioned in scope of work are not carried out by the Contractor in time or absenteeism of their workmen or non-performance of duties, Bank will arrange to carry out this work through any other contractor at their will and deduct the expenses (decided by the Bank) from the AMC bill.

|                                                                                                                                                                                                      |                                                    |                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|------------------------------------------------------------------------------------------------|
|   <b>Indian Bank</b>                 |                                                    |                                                                                                |
|  <b>इलाहाबाद</b>  <b>ALLAHABAD</b> |                                                    |                                                                                                |
| <b>BID Ref. No.: GEM/2025/</b>                                                                                                                                                                       | <b>HO: OM DEPARTMENT</b>                           | <b>e-Tender for IFMS at Indian Bank<br/>Head Office Main Building &amp; Krest<br/>Building</b> |
| <b>Date:</b>                                                                                                                                                                                         | <b>NO: 66, RAJAJI SALAI,<br/>CHENNAI – 600 001</b> |                                                                                                |

- b) In case of absenteeism of the contractor workmen/noncompliance of tender scope of works, corresponding amount shall be deducted in the monthly AMC bill with penalty of Rs. 10,000/- per case.
- c) If the Contractor does not fulfill the minimum qualifications of the manpower provided by them, then proportionate maintenance charges from the monthly AMC bill will be deducted by the Bank.
- d) That if the Contractor does not fulfill the provisions of the clauses mentioned, the proportionate maintenance charges for those months will not be payable by the Bank. The Bank shall then carry out the repair/maintenance work and any loss borne by the Bank would be recovered from the charges payable to the Contractor.
- e) While executing the maintenance / breakdown works Contractor has to take necessary precautions to avoid any damage to Bank's property. In case of any property damage, the Contractor has to repair/replace the same at no extra payment. If the Contractor fails to repair/replace, then the same work shall be carried out through other agency and the expenditure incurred shall be debited from the AMC amount payable to the Contractor.

#### 5. Protection of works and property:

The contractor shall continuously maintain adequate protection, of all his work from damage and shall protect the INDIAN BANK's properties from injury or loss arising in connection with contract. He shall make good any such damage, injury, loss due to his fault or negligence except which are due to causes beyond his control. He shall take adequate care and steps for protection of the adjacent properties. The contractor shall take all precautions for safety and protection of his employees on the works and shall comply with all applicable provisions of Government and local bodies' safety laws and building codes to prevent accidents, or injuries to persons or property of about or adjacent to his place of work. The contractor shall take insurance covers at his own cost.

#### 6. Manpower, Wages, etc.

- a) The Contractor should ensure to comply with all the provisions of Labour Act / State / Central Govt. agreed procedures. The Contractor shall be solely responsible for compliance to provisions of Various labour and industrial laws and all statutory obligations such as minimum wages as per Central Govt. rules, allowances, compensations, EPF, Bonus, gratuity, ESIC, etc. relating to workers provided to the Bank. The Bank shall have no liability in this regard.



|                         |                                                                 |                                                                                   |
|-------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/ | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                   |                                                                 |                                                                                   |

- b) The Contractor shall ensure to get the police verification for all the manpower deployed by them and the contractor should ensure that the manpower deputed should bear good moral character.
- c) All personnel provided by the Contractor will be on the payrolls of the Contractor / Company and there will be no Employee and Employer relationship between the personnel engaged by the Contractor and the Bank.
- d) That the Contractor will not sub-contract or permit any other person to perform any of the work or services agreed to without prior permission from the Bank.
- e) The Contractor shall ensure the availability of a reliever for weekly off and a substitute is provided if a person is absent. The Contractor should arrange for replacing his workmen to give weekly off to his workmen as per the labour rules.
- f) Contractor's personnel or their family members shall not be allowed to stay / reside at site.
- g) Contractor should arrange for uniforms (dress code to their Staff).
- h) The contractor shall strictly comply with all Labour and such other statutory laws in relation to the services to be provided and the personnel engaged by the contractor and they shall be solely responsible for all acts of the said personnel so enrolled and there shall and will not be any privity of contract for any purpose and to any intent between the Bank and said personnel so engaged by the Contractor. The Bank shall not be liable nor answerable in respect of any claims or demands in respect of any matter or on any account which may be raised by the said personnel so engaged by the Contractor and it shall be the sole responsibility and liability of the Contractor to answer all such claims or demands of the said personnel so engaged, under any law for the time being in force.
- i) The contractor shall be responsible for the training, allotment of duties, hours of work and timings to the engaged personnel for the purpose. The contractor shall alone have the right to exercise control, give directions and manage the personnel engaged for the purposes.
- j) The contractor should possess, for the entire duration of these contract, all licenses and registrations as may be required under any law and shall be responsible to register her/ himself and obtain a valid license under Contract Labour (Regulation and Abolition) Act 1950 and rules there under. The Contractor shall comply with all rules and regulations in force under the said Act and Rules. The Contractor shall comply with all applicable laws, Rules and Regulations relating to Provident Fund, Payment of Bonus, Minimum Wages or any other Statutory / Regulatory requirements. Any dispute regarding such dues shall and be dealt with and settled by the contractor.
- k) In terms of provisions of the aforesaid Contract Labour (Regulation & Abolition) Act, 1970 and Rules 72 and 73 of the Rules framed there under, in case the same are applicable to the Contractor, the Contractor shall



|                         |                                                                 |                                                                                   |
|-------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/ | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                   |                                                                 |                                                                                   |

disburse the minimum wages payable to its personnel only in the presence of the Authorized representatives of the Bank and shall obtain due certification to that effect from the said Authorized representative of the Bank. Any violation of the aforesaid provisions of the Law will entail forthwith termination of this Contract in addition to such penal consequences.

7. The Contractor shall be responsible for any loss due to theft / pilferage and / or damage to the Bank's property when such damage is, in the opinion of the Bank, caused due to negligence, carelessness or any fault on the part of the Contractor or his workmen / employees engaged for the Services.
8. **The Contractor shall ensure that the character and antecedents of the personnel engaged by them in Data Center are duly verified before such engagement.**
9. **Safety, Security, etc.** That the Bank shall not be liable for any compensation in case of any fatal injury /death caused to any other Contractor's employees while performing / discharging their duties / visiting Bank's premises for inspection or otherwise. The contractor shall alone be fully responsible for safety and security & insurance or life insurance of their personnel who is working on the operation and maintenance works.
10. In no case, safety norms shall be violated. Even in case of urgency, when temporary rectification is done, etc. no such compromise is allowed as regards to safety provisions
11. The Contractor agrees that its personnel shall comply with security regulations in effect from time to time at Bank's premises and externally for materials belonging to INDIAN BANK at all times. The Contractor alone shall be fully responsible for safety and security & insurance or life insurance of their personnel who are working at site.
12. The Contractor should issue a valid Company Identity cards to all their staff personnel who will be providing services under this contract.
13. The Contractor shall provide and ensure sufficient personal protection gears like safety shoes, hand gloves, full body safety belts, ladders, umbrella, rain coat, temporary platform, first-aid box, etc. are being used by their workers while carrying out works.
14. The Contractor shall ensure that necessary tools and equipment like Clamp Meter, Multi-Meter, Earth Megger, phase sequence meter, Insulation Megger, Tongue tester, lug crimping machines, Spanner Kit, Screw Driver Kit, Ladders, Ratchet Kit, etc.& all allied equipments required for 11 KV maintenance works are always available at site for the purpose of attending breakdowns on emergency basis. All the tool kits and meters should be of an ISI marked wherever applicable and the required numbers are to be made available by the Contractor.





|                         |                                            |                                            |
|-------------------------|--------------------------------------------|--------------------------------------------|
| BID Ref. No.: GEM/2025/ | HO: OM DEPARTMENT                          | e-Tender for IFMS at Indian Bank           |
| Date:                   | NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | Head Office Main Building & Krest Building |

15. The Electrician shall report to the Security while entering & exiting the premises. All personnel of Contractor will be subjected to a thorough physical checking while coming and leaving the building. Those persons so deputed will sign in the Register for arrival and departure at the site.
16. The Contractor undertakes, accepts and admits absolute and complete responsibility for the service conditions, claims, damages and other compensations of the personnel enrolled by them and will be liable for and unequivocally assume responsibility for due compliance with all the requirements of all statutory obligations, duties and liabilities (including insurance) and to pay all such claims, costs, damages, expenses, fines, penalties and compensation which may arise out of any claim, suit or prosecution for contravention thereof. The contractor shall indemnify and keep the Bank indemnified from and against all such claims, demands, costs, charges, fines or penalties and compensations etc if any as aforesaid.
17. The Contractor shall obtain adequate Insurance Policy in respect of his workmen 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 these presents.
18. The Contractor should submit Bank statement of account of previous month with respect of employees engaged for maintenance of the Bank's premises showing details of payment made as per the current Minimum Wages along with the bill for the succeeding month. Under no circumstances, process to make payment for succeeding month shall be initiated without the required statement of account. Failure to submit the statement shall be construed as breach of contract and shall lead to termination of the contract overriding all provision of the agreement whatsoever. This agreement is for providing the services and is not for supply of Contract Labour and that the persons employed by them for providing the services more fully described in the Schedule shall be the employees of the contractor and not of the Bank.
19. All questions relating to the performance of the obligations under this agreement and to the Quality of materials used in respect of the services and all the disputes and differences which shall arise either during or after the agreement period or other matters arising out of or relating to this agreement or payment to be made in pursuance thereof shall be referred to Assistant General Manager (Estate) in the Bank, whose decision shall be final, conclusive and binding on the contractor.
20. All the taxes which the Bank may be liable to deduct or called upon to so deduct during the Currency of the arrangement which are liable to be payable by the contractor under the law but no So paid, shall be set-off against the bills raised by the contractor and paid to the respective Government Departments or authorities as may be required under law and the contractor shall have no claim against the Bank in respect of any or all such payments.



|                                                                                   |                                                                 |                                                                                   |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
|  |                                                                 |                                                                                   |
| BID Ref. No.: GEM/2025/                                                           | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                                                                             |                                                                 |                                                                                   |

21. The Contractor shall in terms of the provisions of Sections 16,17 and 18 of the Contract Labour (Regulations & Abolition) Act, 1970 and the Rules framed under said Act Provide the prescribed amenities to its personnel. In case of failure of the contractor in complying with the said provisions, the Bank may provide the same when called upon to do so by the Competent Authorities and deduct the expenses incurred thereof from the bills of the Contractor without prejudice to its other rights and remedies under these present. The Contractor shall be responsible for proper maintenance of all Registers, Records and Accounts so far these relate to the compliance of any and all statutory provisions / obligations.

## 22. Spares:

- Spares required for routine/breakdown maintenance of electrical equipment like switching accessories, lighting accessories, switch gears, cables & wires, etc. shall be supplied/ borne by Bank. However, weekly demand of materials has to be projected by the Contractor to the Bank.
- In case of any materials are not available in the stock for preventive/breakdown maintenance, the Contractor should immediately arrange for purchase of the materials from the market after obtaining approval from the Bank. The cost of such material purchased by the contractor shall be reimbursed by the Bank. While submitting such purchase bills, the contractor has to enclose the purchase bill along with their bill.
- All necessary components required for the breakdown maintenance of all equipment shall be arranged by the Contractor at the market rate and same shall be reimbursed by Bank on submission of original bill along with the acknowledgement of having done the work from individual occupants User department.
- All the materials used for services should be certified ISI mark and as per the brand makes as may be specified by the Bank. Materials should be of high quality satisfactory to the Bank and shall be procured from reputed dealers / shops with prior approval from the Bank.

## 23. Termination of the Contract:

The Bank reserves the right to terminate the agreement in case of breach of any terms and conditions of this agreement by the Contractor, with 24 hours' notice. The Bank also reserves its right, to claim damages for such breaches and the decision of the bank in this regard shall be final. Bank can terminate the agreement if the services provided by the Contractor are found to be dis-satisfactory, either partly or fully can terminate the agreement by giving 30 days' notice in writing to the other.

## 24. Business Termination:





|                         |                                                                 |                                                                                   |
|-------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/ | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                   |                                                                 |                                                                                   |

In the event that the contractor shall close conducting business in the normal course or wind up, make a general assignment for the benefit of creditors, suffer or permit the appointment of a receiver for its business or shall avail itself or become subject to any proceeding under any Act or statute of any country or state relating to insolvency or protection of rights of creditors, then (at the option of the Bank notwithstanding clause 1.0 of the agreement) this agreement shall terminate and be of no further force and effect and any property or rights of such other party tangible or intangible shall forthwith be returned to it.

## 25. Force Majeure:

Neither party shall be liable for delay in performing obligations if the delay or failure is due to any of the following force majeure i.e. Act of God or any Government Act, fire, earthquake, explosion, strikes/ Bandh, civil commotion or anything beyond the control of either party. The party shall use all reasonable endeavours to minimize any such delay.

## 26. Local Laws, Acts, Regulations:

The contractor shall strictly adhere to all prevailing labour laws inclusive of contract labour (regulation and abolition act of 1970) and other safety regulations. The contractor shall comply with the provision of all labour legislation including the latest requirements of all the Acts, laws, any other regulations that are applicable to the execution of the project.

- i) Minimum Wages Act, 1948 (Amended)
- ii) Payment of Wages Act 1936 (Amended)
- iii) Workmen's Compensation Act 1923 (Amended)
- iv) Contract Labour Regulation and Abolition Act 1970 and Central Rules 1971(Amended)
- v) Apprentice Act 1961 (Amended)
- vi) Industrial Employment (Standing Order) Act 1946 (Amended)
- vii) Personal Injuries (Compensation Insurance) Act 1963 and any other modifications
- viii) Employees' Provident Fund and Miscellaneous Provisions Act 1952 and amendment thereof

## 27. Applicable Law:

The Contract shall be interpreted in accordance with the laws of the Union of India and shall be subject to the exclusive jurisdiction of courts at **Chennai**.



|                                |                                                    |                                                       |
|--------------------------------|----------------------------------------------------|-------------------------------------------------------|
| <b>BID Ref. No.: GEM/2025/</b> | <b>HO: OM DEPARTMENT</b>                           | <b>e-Tender for IFMS at Indian Bank</b>               |
| <b>Date:</b>                   | <b>NO: 66, RAJAJI SALAI,<br/>CHENNAI – 600 001</b> | <b>Head Office Main Building &amp; Krest Building</b> |

### **ELECTRICAL – DAILY OPERATION & ROUTINE MAINTENANCE**

- 1.1 **All the Electrical works should be carried out through qualified & licensed Electricians only.** Contractor should deploy Electricians with Govt. issued Electrician's license and having experience in handling High Tension Electrical equipment. The Contractor shall carry out all operation and maintenance services in agreed to with the help of qualified persons who are totally familiar with the work they are required to perform.
- 1.2 **For HO: Main Building & Krest Building:** Supply of manpower is daily (including Holidays and Sundays) for 24 hours (comprising of three shifts) on all the 365 days for daily routine / preventive / breakdown maintenance of electrical installations and equipment. The Contractor personnel should be available in the premises all the 365 days. However, if the maintenance contractor feels that more expertise is required to carry out the above work, they may deploy additional experts at their discretion. Bank will not pay any additional amount for the additional manpower. Bank's Near Data Center is functioning in the premises, hence there should be NIL power breakdown & 24x7x365 monitoring to ensure that the power is available throughout the year.
- 1.3 The contractor shall arrange to attend the complaints relating to repair & replacement such as fused bulbs, tubes, fuses, damaged MCB, sockets, wiring, switches, connections, fans, exhaust fans, etc. in all sites i.e., Head Office Main Building, Krest Building.
- 1.4 The Contractor shall maintain the Lifts, pumps, motors and electrical installation to keep them in working condition, every day.
- 1.5 The Contractor personnel shall maintain the complaint log registers of preventive/breakdown maintenance registers for DG sets, Transformers, HT & LT panels, Capacitor Bank panels, UPS, Lifts, Access Control system, PAC, CCTV etc., After completion of every preventive (Routine) maintenance work by the OEM authorized personnel, the report should be submitted to the competent authority of Bank.
- 1.6 The scope of work covers the operation & maintenance of complete Electrical system including operation & maintenance of all other equipment not covered here but forms a part of the campus.

|                                |                                                    |                                                       |
|--------------------------------|----------------------------------------------------|-------------------------------------------------------|
| <b>BID Ref. No.: GEM/2025/</b> | <b>HO: OM DEPARTMENT</b>                           | <b>e-Tender for IFMS at Indian Bank</b>               |
| <b>Date:</b>                   | <b>NO: 66, RAJAJI SALAI,<br/>CHENNAI – 600 001</b> | <b>Head Office Main Building &amp; Krest Building</b> |

- 1.7 The Contractor's personnel shall work in close co-ordination with other agencies such as OEM's authorized agencies for Transformers, HT panel, LT panels, Diesel Generators panels, DG sets, Housekeeping contractor, plumbing agencies, Air-conditioning, UPS, Lifts, etc. Also, while dealing with the Bank's employee/ their family members the contractor's personnel shall be courteous
- 1.8 The contractor personnel shall take all pre-monsoon and other seasonal precautions, to protect the electrical installation. In case of any expenditure towards purchase of materials in carrying such precautions, the Bank shall be consulted beforehand.
- 1.9 Routine and preventive maintenance of electrical power for the Electrical equipment, power / lighting fixtures, monitoring and recording of meter readings. Replacement of defective components (bulbs, tubes, chokes, fuses, etc.), cleaning / dusting of interiors / exteriors of equipment, checking of tightness of fasteners, greasing / oiling of moving parts in motors / generators, pumps, lifts, UPS input and output.
- 1.10 Consumables like lint free cleaning cloth, Banian waste, grease and petroleum jelly, etc. are to be provided by the contractor. The Contractor has to arrange for carrying out necessary repairs/replacements of motor pumps, Electrical panel components, etc. Payment of the consumables for the breakdown maintenance shall be paid by the Bank as per the clause 'Spares'. Monthly projection of the list of components required for preventive maintenance should be provided by the Contractor to Caretaker Office.
- 1.11 The contractor will be coordinating with Lift and fire protection agencies in ensuring availability of power at the point of supply to these Equipments.
- 1.12 Documents: Following documents shall have to be maintained by the contractor.
  1. Attendance register
  2. Complaint register.
  3. Equipment recording registers on daily/weekly/monthly basis
  4. Diesel / material stocks register.
- 1.13 The Contractor workmen are required to perform the duties without waiting for specific directions/intimations from Bank. That the contractor shall also provide service in response to oral including telephonic notice by the Bank whenever necessary. No supervision will be provided by the Bank for any works. The Bidder



|                         |                                                                 |                                                                                   |
|-------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/ | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                   |                                                                 |                                                                                   |

is solely responsible to ensure that no accident / damages occur to the installations / personnel during the operation and maintenance work.

- 1.14 All debris resulted out of performing the work has to be removed out of Bank's premises and disposed as directed by Municipality / Corporation authorities immediately after completion of the job. No bills will be considered before such site clearance. If any repair is carried out, the waste created during such repairs like cartons, boxes, broken pieces of wires, tapes, and such other material etc., shall be immediately removed out of site by the contractor as it creates a fire hazard. The Bank's saleable scrapped materials shall be kept by contractor in place designated for it by the Bank.
- 1.15 Operation of lighting installations (Street poles, Common areas), water fountain, etc. in the evening and morning. All the external lights such as street lights, area lights, garden lights, and common area lights, pump room lights, internal premises lights, shall be cleaned once in three months by the Contractor personnel. However, if any such light is too dirty so that illumination of light is restricted or filled with insects, then it shall be cleaned by the Contractor personnel immediately, whether falling in three months' schedule or not and if any defect noticed, then it should be rectified to prevent entry of dirt, insects etc. The contractor should maintain the Electrical fixtures and circuits installed inside the Signage boards.
- 1.16 The Contractor personnel should deliver the necessary communications to offices of TANGEDCO, Lift Inspectorate, CEA, etc. and vice versa.
- 1.17 The Contractor should install additional lighting fixtures and operate public announcement systems, conference room equipment, etc. for the official functions organized by the Bank. No additional charges shall be payable by the Bank for this work.
- 1.18 If required, the contractor has to provide additional manpower and the payment for the same shall be made as per the per day rate quoted in this tender.

## **2.0 LIAISON WITH STATUTORY AUTHORITIES**

The Bidder has to maintain liaison with the TANGEDCO, Lift Inspector, PWD, Electrical Inspectorate, CEA and other Government Agencies, etc. related to all electrical matters in the campus.

Attend to State/Central Electrical Inspectors and arrange their annual electrical inspection of the building and sub-station and any other related work if



BID Ref. No.: GEM/2025/

HO: OM DEPARTMENT

e-Tender for IFMS at Indian Bank  
Head Office Main Building & Krest  
Building

Date:

NO: 66, RAJAJI SALAI,  
CHENNAI – 600 001

necessary. It is the Bidder's responsibility to obtain the clearance / approval from the State Electrical Inspector during his annual inspection of electrical installations of this building. Any objections / irregularities pointed out by the Electrical Inspection will be rectified by the Contractor within seven days from date of inspection and produce the approval from the Inspector to the Bank if necessary. In the event of failure or delay in the above, the Bank will arrange it through any other contractor and will deduct the whole expenditure from the operation & maintenance contractor's bill. Amount decided by the Bank for the same will be final.

### 3.0 ELECTRICAL – ROUTINE PREVENTIVE MAINTENANCE

All the electrical equipment shall be operated and maintained by the contractor personnel in a specific and phased manner as per the schedule of work to avoid frequent break-down and to ensure maximum utilization of the equipment generally. The following activities are to be done during routine maintenance. The operation & maintenance procedures, components which are not specified here but form a part of standard procedures are required to be carried out by the Contractor.

#### 3.1 OIL & DRY TYPE TRANSFORMERS

Oil Type Transformers – 500 KVA -1 no & 250 KVA – 2 nos & Dry Type Transformer – 500 KVA- 01 no (Head Office Main Building) & 315 KVA Oil Type Transformer & allied all the electrical equipments are (present & to be installed in the future) at HO Main & Krest Building. (The contractor should visit the site and take stock of the entire equipments before quoting for the work).

To check noise/ humming sound, temperature rise (over heating) during the entire operation of the Transformers.

General cleaning of transformer to keep it free from dust and soot's once in a quarter.

Recording the condition of transformer in transformer log book including load on the Transformers. If any abnormality is absorbed, it has to be brought to the notice of the Bank and the contractor should also inform the authorized agency of the OEM to get the faults rectified.

Maintain the transformer oil level, topping up of oil, if required (Cost of oil shall be Bourne by the Bank).

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                 |                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <div style="text-align: center;">    </div> <div style="text-align: center;">   </div> |                                                                 |                                                                                   |
| BID Ref. No.: GEM/2025/                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                 |                                                                                   |

Maintaining the switch gears, safety devices, sensors, etc. related to both dry & oil type transformers.

Should perform operation & routine maintenance as per the advice of the Original equipment manufacturer (OEM).

### 3.2 LIGHTNING ARRESTORS, EARTH ELECTRODE AND EARTHING SYSTEM

- Checking of earth leads to all equipment/panels/DB for its continuity after tightening all connection once in a quarter. In case the earth resistance found higher than prescribed value then it has to brought to the notice of the Bank. The Agency is liable to furnish Test certificate in this regard.
- Checking of earth continuity of all electrical machines, electrical equipment, Electrical panels, etc. once in a year.
- The earth pits have to be maintained as per the IS standards. If the resistance is found to be more than the prescribed value, then the contractor should inform the Bank immediately.
- Megger Test to find out the leakage voltage between the Earth and neutral of the electrical installation (Equipment and neutral separately) to be carried out. Further, checking of earth resistance of Earth pits shall also be conducted.
- The earth pits have to be frequently watered. If the resistance is found to be more than the prescribed value then the contractor should ensure to provide additional salt / charcoal, if required. The cost of materials shall be paid by the Bank.

#### Scope of Earth Pit Maintenance – Quarterly.

- Cleaning of all Earth Pits.
- Ensure tightness of fasteners etc.,
- Adding Chemical in all Earth Pits (periodically).
- Watering all the Earth Pits.
- Check the resistance of all Earth Pits.
- Should have Earth Resistance Meter with him

BID Ref. No.: GEM/2025/

HO: OM DEPARTMENT

e-Tender for IFMS at Indian Bank  
Head Office Main Building & Krest  
Building

Date:

NO: 66, RAJAJI SALAI,  
CHENNAI – 600 001

### 3.3 HT / LT ELECTRICAL PANELS/VCB

- Checking the HT/LT panel daily and recording the observations in the Panel log book. If any abnormality is absorbed, it has to be brought to the notice of the Bank and the contractor should also inform the authorized agency of the OEM to get the faults rectified.
- General cleaning of HT/LT Panels /VCB for removal of dust and soot once in a month.
- Visual Inspection of the main contacts of the ACB, VCB, MCCB, etc. is to be carried out periodically and proper record is to be maintained for inspection of the Bank. Minor pitting of the contacts in the MCCB is to be cleaned with emery cloth and contact cleaning liquid. Major pitting or damaged contacts are to be replaced.
- Checking of tripping mechanism of ACB/MCCB once in a month.
- All the LT panels in the substation /floors to be fully serviced once in a year. (Bus Bar Tightness, deep cleaning, MCCB/MCB/ACB/FSU and cable termination tightness etc.).
- To Coordinate with AMC Vendor for carrying out repair works.

#### Scope of AMC for all LT Panels / Distribution Boards / AC Panel / Raising Mains etc,

- Visual Inspection of the switchgear for any abnormalities / sound / temperature rise.
- Checking the temperature of the switchgear components for its normal operating temperature with temperature gun.
- Cleaning contacts etc., with suitable solutions (CRC) and lubricating.
- Tightening of bus bars/ cables/ breakers periodically.
- Insulation verification, testing and inspection for integrity especially insulation devices at joints typically boots, end caps etc. Replace boots and end caps that are showing signs of aging or cracks.
- Cleaning of the copper / Al contact of earthing point.
- Charge/close/trip circuit testing and verification including functionality of the protection circuit function.
- Check and confirm correct operation protective scheme and devices (update with new technology where necessary) Adjustments and fixing as deemed appropriate with Banks concurrence.
- Replace the spare as per yearly Electrical Audit report for fault rectification.
- Replace faulty spares, cables, wires, lugs etc.

|                         |                                                                 |                                                                                   |
|-------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/ | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                   |                                                                 |                                                                                   |

- Gracing for moving parts

### 3.4 DISTRIBUTION BOARDS, CABLES OF POWER, BUS BARS, ETC.

- General cleaning of Distribution Boards for removal of dust and soot once in a Quarter.
- Checking of tightness of connection inside the Raw Distribution Boards once in a quarter.
- The control supply from the battery system has to be monitored daily and in case of any abnormality observed, it has to be brought to the notice of the Bank.
- Replacement of damaged/ burnt out (if found any) components of the Distribution Boards when necessary.
- The Contractor personnel shall keep watch for overheating of cables, Bus bars, fuse bases or such other electrical / mechanical parts in the HT/LT panels, meter rooms, DG panels, capacitor Bank panels, etc. and if found to be abnormal the Contractor has to inform the Bank immediately.

### 3.5 ROUTINE MAINTENANCE WORK OF LIGHT FITTINGS, SOCKETS, ETC.

Routine maintenance/servicing of all Tube Light fittings, replacement of Lamps, fans (inside Coil/bearing/bush), exhaust fans, pedestal fan, Plugs, sockets, Fuses, etc. located at various locations in the campus.

### 3.6 OTHER WORKS IN THE PREMISES:

- All related civil works such as drilling of holes, welding, soldering, fixing of light brackets, fixing of additional switches with necessary additional wiring (for light fittings, conduits, fans, geysers, etc.), saddling, etc. shall be carried out by the Contractor. No additional charges for labour shall be paid on this account.
- Similarly, complete installation and commissioning of new add-on lighting/raw power/UPS circuits, replacement for old defective circuits, replacement of lighting /Raw/UPS power cables / components, disconnection of cables, replacing lamps, light fixtures, fans, exhaust fans, etc. shall be carried out by the Contractor at no additional charges. The spare materials shall be provided by the Bank.

|                                                                                   |                                                                 |                                                                                   |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
|  |                                                                 |                                                                                   |
| BID Ref. No.: GEM/2025/                                                           | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                                                                             |                                                                 |                                                                                   |

### 3.7 DIESEL GENERATORS (existing, may change as per the requirement of the Bank)

**400 KVA – 1 No.**

**380 KVA – 1 No.**

**160 A – 1 No.**

- The Electrician should have thorough knowledge of the functioning of various accessories of the DG sets and associated electrical panels. He should have a minimum experience of 10 years in operating DG sets with capacity of 250 KVA & above.
- The Electrician should test run the DG sets once in a day to check the operating conditions of the DG Sets. He should write down the readings of voltage, R.P.M., water temperature, etc. from the DG electrical panels. The Log Book should specify the DG Sets operational time due to failure of TANGEDCO supply or for any other reason (i.e. testing etc.).
- The Electrician should check the health of the battery, charging voltage & Battery voltage on daily basis. If required, he should carry out topping up of DG battery cells with distilled water and clean the contact terminals.
- The level of Diesel should be assessed at the time of testing and should be noted in the log book. The Diesel requirement should be periodically assessed by the Contractor and requirement should be provided to the Bank. Pumping of the Diesel from the UG Tank / drum to Diesel day tank shall be carried out by the Operator and no extra charge shall be payable for this activity.
- The contractor should also arrange for transportation and handling of Diesel from nearest Diesel station to sub-station and vice versa. The cost of transportation & handling charges shall be borne by the Bank at actual.
- If any abnormality is noticed in the functioning of the DG Sets and if any fault occurs, the same should be noted down in the DG set log register. The operator should immediately give the information to the Bank and simultaneously call the DG Set maintenance contractor and get the faults rectified.
- The DG set operator should liaison with the TANGEDCO Sub-station operator for operational issues.

|                                |                                                    |                                                       |
|--------------------------------|----------------------------------------------------|-------------------------------------------------------|
| <b>BID Ref. No.: GEM/2025/</b> | <b>HO: OM DEPARTMENT</b>                           | <b>e-Tender for IFMS at Indian Bank</b>               |
| <b>Date:</b>                   | <b>NO: 66, RAJAJI SALAI,<br/>CHENNAI – 600 001</b> | <b>Head Office Main Building &amp; Krest Building</b> |

- The Electrician engaged by the Contractor should clean the engine, alternator, electrical panel etc. on frequent interval and should keep the surroundings neat and clean.

#### **4.0 ELECTRICAL - BREAK DOWN MAINTENANCE**

- Besides the routine maintenance, on occurrence of a break down (even after normal working hours) of equipment or circuit, the contractor should isolate the fault and the power is to be restored to all the other equipment by switching the load to other source. The fault has to be brought to the notice of the Bank immediately and the contractor should simultaneously inform the authorized agency of the OEM to get the fault rectified.
- No short cut method of temporary rectification should be adopted.

#### **5.0 Solar Power Plant Maintenance:**

The building is powered by 24 Kwp & 16 kWp Solar Plant installed at the roof top terrace of the Main & Krest Building. All the Solar Power Panels to be cleaned on a monthly basis and record to be maintained. The Solar Power Generation reading to be noted on a daily basis. The Solar earthing to be checked and megger values to be noted yearly once. All the equipments associated with Solar Power project viz. Invertor, AC/DC Distribution Boxes, Lighting Arrestors etc to be checked on a quarterly basis.

#### **Scope of AMC work for Roof Top Solar Panels**

- Cleaning of solar modules with soft water, wet and dry mops: Weekly
- DC String / Array and AC Inverter monitoring: Continuous and computerized.
- AC Energy monitoring: Continuous and computerized.
- Visual Inspection of the plant: Daily
- Functional Checks of Protection Components and Switchgear: Monthly
- Spring Clean PV Array and Installation Area: Quarterly.
- Inverter, transformer, data acquisition, energy meters and power evacuation checks: Quarterly.
- Support structure and terrace water-proofing checks: Yearly.
- O & M log sheet shall be provided and maintained: Daily.
- The repair/replacement work shall be completed within 72 hours from the time of identification / reporting of the fault.
- A Monthly performance report of the plant inclusive of energy generation data shall be provided.

|                                                                                   |                                                                 |                                                                                   |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
|  |                                                                 |                                                                                   |
| BID Ref. No.: GEM/2025/                                                           | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                                                                             |                                                                 |                                                                                   |

#### Scope of General Maintenance / Checks to be done by the Electrician:

- Check all Lights and Other Electrical Equipment (MCB, Switches) on daily basis and ensure replacement of defective lights.
- Operation of all Electrical Equipments / Panels/ DBs etc.,
- Cleaning of Lighting / Fans / DBs etc., periodically.
- Fixing of Power Points / Industrial Sockets/ MCBs.
- Overall Health check-up of Electrical setup.
- Laying of cables including Earthing cables, connections, if any.
- Working with AMC / 3rd party Engineers for electrical purpose.
- PM follow up for DG/ACs / Lifts at time of PM, Electrical maintenance. And Co-ordination with other vendors for the AMC which are awarded by the Bank directly viz., CCTV/FAS/Access Control System etc., and as directed by the Bank Engineers.
- Testing of Electrical faults.
- Testing of new equipments if required.
- Having all the necessary testing / measuring instruments viz., tong tester, multi-meter, line tester, megger, temperature gun. All instruments shall be with calibration certificates.

#### Scope of Operation of IBMS (Integrated Building Management System) viz., Access control system (ACS), PA System (Public Address System), CCTV, Fire alarm panel etc., as follows:

- a) Operation of IBMS / monitoring pertaining to CCTV, ACS, FAS, PAS
- b) Addition and alteration for activation / deactivation of access cards operations as per the requirement as and when arises etc., as per CO: Security Department.
- c) Down loading and maintain the records of access card operations and back of CCTV footage etc., as and when required, directed by officer in-charge.
- d) Daily Check list for CCTV Cameras monitoring (view) to ensure its operation shall be maintained.
- e) AMC records of CCTV; ACS; PAS & FAS shall be maintained as and when carried out.
- f) Extending support in operation of PA System during all kinds of Bank's announcements etc.,
- g) Regular checking for healthiness of the existing / upcoming systems connected with IBMS infrastructure.
- h) All minor repair & maintenance works viz., termination / connecting / disconnecting assembling / replacing / removing etc. what so ever may be on the aforesaid system shall be included in this contract. However material cost will be borne by the Bank.
- i) Maintaining the spares records / files of aforesaid system on regular basis.

|                                                                                                                                                                                      |                                                |                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|----------------------------------------------------------------------------------------|
|   <b>Indian Bank</b> |                                                |                                                                                        |
|  <b>ALLAHABAD</b>                                                                                   |                                                |                                                                                        |
| <b>BID Ref. No.: GEM/2025/</b>                                                                                                                                                       | <b>HO: OM DEPARTMENT</b>                       | <b>e-Tender for IFMS at Indian Bank Head Office Main Building &amp; Krest Building</b> |
| <b>Date:</b>                                                                                                                                                                         | <b>NO: 66, RAJAJI SALAI, CHENNAI – 600 001</b> |                                                                                        |

Note: AMC for PA System / Fire Alarm System / Access control system / CCTV is not covered under the scope of this tender & necessary AMC coordination to be carried out.

All maintenance works should be carried out as per latest BIS standards

### **Special Instructions:**

1. Electrical Operation & Maintenance of various Electrical Panels, Lighting Panel, Power panel, Earthing, Generators, Transformers installed at Head Office, Main building, No: 66, Rajaji Salai, Chennai 600 001 & Krest Building, Jehangir Street, Chennai 600 001.
2. Monitor the Energy Quota and manage the functioning of all utilities without outage.
3. To plan the PM schedule of all the Electrical panels and ensure it is completed.  
A monthly /quarterly report in this regard shall be submitted to Bank.
4. To Maintain the Electrical panel in neat & tidy condition always.
5. Monitor and record the EB & DG Energy and the Diesel consumption.
6. Monitoring actions planned like preventive maintenance and its scheduling.
7. Co-ordination with Govt. Officials whenever necessary for complying with statutory obligations.
8. Ensure ESI & PF is raised for all the Employers working at the premises.
9. Personnel posted should be experienced and hold proper electrical grade license, courteous and well behaved.
10. Concern should have proper control over the persons employed and services rendered.
11. Procedures relating to the maintenance of records should be strictly followed.
12. The contract may be terminated by the Bank at any time during the period, upon receipt of complaints about unsatisfactory performance of services.
13. Monthly charges will be paid on completion of services for the relevant month and on submission of bill signed by the contractor, ESI/PF challans and necessary documents demanded by Bank etc.
15. Necessary safety shoes/ handgloves/Uniform/ identification card to be issued for the shift electricians on duty.
16. The Bio-data of all the personnel has to be registered with our HO:Security Dept, giving details of Permanent / Local Address and Photograph.
17. While executing services, personnel on duty should ensure that the same is done without causing any disturbances to the inmates or with minimum disturbance.
18. While executing services, personnel should exercise necessary care so as to avoid loss or damage to Bank's property.
19. Any loss arising out of negligence on the part of the employee should be borne by the organization.



|                         |                                                                 |                                                                                   |
|-------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/ | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                   |                                                                 |                                                                                   |

20. Timing of operations should match requirements of department concerned and timing should be strictly followed.

21. Technician/Supervisor should report to Office Manager on daily basis and any instructions issued by him relating to O&M should be complied with.

### **RESOURCES/MANPOWER:**

1. Contractor should deploy following Manpower for rendering satisfactory service.

| Sl. No. | Description of Manpower                  | Minimum Qualification                                                      | Category       | Head Count |
|---------|------------------------------------------|----------------------------------------------------------------------------|----------------|------------|
| 1.      | Supervisor (Electrical) with 'C' License | Diploma with Electrical 'C' license & 10 years of experience in H.T field. | Highly Skilled | 1          |
| 2.      | Electricians                             | 'B' License Holder & 10 years of experience in the field                   | Skilled        | 6          |

2. The payment to the workers shall be as per Minimum Wages proposed by Central/State Government. Proof of monthly payment to the workers shall be submitted to the Bank while submission of monthly maintenance bills. **The contractor to bear the additional expenditure arising due to increase in the minimum wages (Basic + DA) notified by Govt. of India during the contract period. This will ensure that the workers are paid with the Minimum wages prescribed by Govt of India from time to time. Hence, the rates quoted by the contractor in the tender is deemed to have provision for the increased rates arising due to change in minimum wages.**
3. The rates quoted by the Bidder shall be including PF/ESI paid to the workers. The receipt/challan for proof of payment of PF/ ESI shall be submitted to the Bank while submission of monthly maintenance bills. The Bidder shall possess valid PF/ESI registration certificate.
4. The Bidder has to possess the following tools/testing equipments:
  - I. Megger
  - II. Clamp meter/Multimeter
  - III. All basis electrical tools such as tester, spanner set, screw driver set etc.
  - IV. Safety equipments such as hand gloves, safety shoes etc.

|                                |                                                    |                                                       |
|--------------------------------|----------------------------------------------------|-------------------------------------------------------|
| <b>BID Ref. No.:</b> GEM/2025/ | <b>HO: OM DEPARTMENT</b>                           | <b>e-Tender for IFMS at Indian Bank</b>               |
| <b>Date:</b>                   | <b>NO: 66, RAJAJI SALAI,<br/>CHENNAI – 600 001</b> | <b>Head Office Main Building &amp; Krest Building</b> |

The Manpower to be deployed on the site should be well versed with O&M operations.

5. The Manpower to be deployed by the Bidder should have a minimum experience of 10 years for skilled electrician. Necessary credentials/experience certificate should be submitted to the Bank before deployment of Manpower.
6. It is essential that the Electrical Contractor who will have the overall site responsibility and ensure smooth operations on a 24X7 basis and will be the single point of contact for the Bank for regular maintenance as well as incidents escalation.
7. Log sheets to be noted down & maintained systematically for all the parameters viz. MD, Power factor, Current, Voltage, Harmonics, Energy readings, etc. There should be daily reporting of the shift-wise observations including the regular parameters like voltage, current, power factor, MD etc. Also, any deviations/alerts have to be escalated by the maintenance officials to the designated Bank officials/suppliers concerned.
8. For Equipments, a copy of make/model/latest calibration date should be submitted.
9. Bank reserves the right to terminate the contract at any point of time with a notice period of one month, if the services of contractor are found unsatisfactory.
10. The contractor is responsible for the insurance/labour law related matters etc of the staff deployed by them.
11. Bank reserve the right to accept or reject any or all the quotes without assigning any reason whatsoever.
12. It may please be noted that the contractor holds the responsibility of the safety of the employees / contractors/sub-contractors employed by you in the site/project and insurance if any for the same to be taken up at your end.
13. Should be Income tax assessee (copy of PAN to be enclosed).
14. Should have GST registration.

**NOTE: All the above mentioned scope of works is indicative and not exhaustive. However, the Contractor has to ensure smooth and safe working of all the equipment in the system irrespective of the nature of fault.**

**THE CONTRACTOR HAS TO MAKE ALL EFFORTS TO SAVE ENERGY AND WATER.**

|                                                                                   |                                                                 |                                                                                   |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
|  |                                                                 |                                                                                   |
| BID Ref. No.: GEM/2025/                                                           | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                                                                             |                                                                 |                                                                                   |

### **PART-E: SCHEDULE OF WORKS TO BE CARRIED OUT FOR O&M OF NEAR DATA CENTER**

The O&M Services on 365\*24\*7 basis for Near Data Center at Indian Bank Head Office Main Building, 2<sup>nd</sup> Floor, No: 66, Rajaji Salai, Chennai – 600 001.

O&M of the following activities is in scope for new DC:

- a) Integrated Building Automation System
- b) Access Control System
- c) Fire Alarm System
- d) VESDA
- e) Water Leak Detection
- f) CCTV System
- g) Rodent repellent system
- h) Gas based Fire Suppression System
- i) UPS
- j) Electrical
- k) Comfort AC
- l) Low Side Work

Technical Activity:

**(i) Integrated Building Management System:**

- Day-to-day operational tasks related to Data Centre as laid down in the SOP.
- Maintain time schedules on operation of the Datacenter.
- Monitor smooth running of DC infrastructure systems.
- Monitor Alarms/ warnings on BMS and take suitable actions as per documented procedures.

**(ii) Electrical**

- Monitor & record the energy meters' readings at interval.
- Ensure availability of power.
- Check the Voltage between Ground & Neutral quarterly.
- Note the readings on regular basis.
- Maintain Record of breaker servicing & earth resistance.
- Measure the earth resistance of earth pits of DC and maintain records (monthly once).
- Coordinate with building electrical technicians for switching on/restoration of power supply during emergency power outage/shutdown condition (the work includes switching on generator power supply also).



BID Ref. No.: GEM/2025/

HO: OM DEPARTMENT

e-Tender for IFMS at Indian Bank

Date:

NO: 66, RAJAJI SALAI,  
CHENNAI – 600 001Head Office Main Building & Krest  
Building

## (iii) UPS

- Monitor & Record Electrical parameters & load
- Ensure consistency of power supply
- Planning/schedule of Periodic Maintenance visit

## (iv) PAHU

- Check the Temp.& Humidity readings & note the same
- Check the Periodic Maintenance schedule & co-ordinate with the OEM
- Ensure drain pipe is clean

## (v) Fire Alarm System:

- Test Fire Detection System for normal functioning as per documented procedures

## (vi) CCTV System:

- Monitor the CCTV cameras on the monitors provided.
- Take Backup and Refresh Hard Disks for continuous operation & recording

## (vii) Access Control System:

- Monitor working of all access control doors.
- Monitor access card events in the access control software.
- Monitor communication Status of all access doors in access control software.
- Issue access card to authorized person
- Record keeping of system log events

## (viii) Gas Based Fire Suppression Systems

- Respond to any alarms if it occurs and identify the reason.
- Monitor gas cylinder pressure gauge level for any leakage

## (ix) Handling and Attending to Complaints:

- Vendor management
- Monitoring actions planned like preventive maintenance and its scheduling
- Ensure smooth running of DC and report incidents to the user.

## ❖ Resources/Manpower:

- a) Contractor should deploy following Manpower for rendering satisfactory service:

| S.No | Worker                       | Requirement                            | Total                  |
|------|------------------------------|----------------------------------------|------------------------|
| 1.   | Team Leader / Supervisor     | 1 in general shift                     | 1                      |
| 2.   | O&M Operators (4+1 reliever) | 1 each in two shift & 2 in Night shift | 5 (including reliever) |

|                                                                                                                                                                                                                                                                                |                                                    |                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-------------------------------------------------------|
| <div style="text-align: center;">  <b>इंडियन बैंक Indian Bank</b> </div> <div style="text-align: center; background-color: yellow; border: 1px solid black;"> <b>इलाहाबाद ALLAHABAD</b> </div> |                                                    |                                                       |
| <b>BID Ref. No.: GEM/2025/</b>                                                                                                                                                                                                                                                 | <b>HO: OM DEPARTMENT</b>                           | <b>e-Tender for IFMS at Indian Bank</b>               |
| <b>Date:</b>                                                                                                                                                                                                                                                                   | <b>NO: 66, RAJAJI SALAI,<br/>CHENNAI – 600 001</b> | <b>Head Office Main Building &amp; Krest Building</b> |

- b) The Manpower to be deployed on data centre should be well versed with Data Centre O&M services.
- c) The Manpower to be deployed on data centre by the contractor should have a minimum experience of 5 years for supervisor and 3 years for other technical staff preferably having Diploma/Degree in Electrical/Electronic Engineering. Necessary credentials/experience certificate should be submitted to the Bank before deployment of Manpower.
- d) It is essential to include a team leader supervisor who will have the overall site responsibility and ensure smooth operations on a 24X7 basis and will be the single point of contact for the Bank for regular maintenance as well as incidents escalation.
- e) There should be daily reporting of the shift-wise observations including the regular parameters like temperature, humidity, power, etc. Also, any deviations/alerts have to be escalated by the onsite support team immediately to the designated Bank officials/suppliers concerned.
- f) Escalation Matrix should be submitted by the contractor before deployment of manpower to the site.
- g) The Bidder has to possess the following tools/testing equipments:
  - I. Megger
  - II. Clamp meter/Multimeter
  - III. All basis electrical tools such as tester, spanner set, screw driver set etc.
  - IV. Safety equipments such as hand gloves, safety shoes etc.
- h) For equipments a copy of make/model/latest calibration date should be submitted to our Office.
- i) The contractor is responsible for the insurance/labour law related matters etc of the staff deployed by them.
- j) Necessary identification card may be issued for the persons on duty.
- k) The Bio-data of all the personnel has to be registered with our HO: Security Dept, giving details of Permanent / Local Address and Photograph.
- l) While executing services, personnel on duty should ensure that the same is done without causing any disturbances to the inmates or with minimum disturbance.
- m) While executing services, personnel should exercise necessary care so as to avoid loss or damage to Bank's property.
- n) Any loss arising out of negligence on the part of the employee should be borne by the organization. Financial loss to Bank arise due to any mal





|                                  |                                                                 |                                                                                   |
|----------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/<br>Date: | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
|----------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|

operation / any contractor's negligence, Bank shall deduct the amount from contractor's monthly bills / performance guarantee.

- o) Timing of operations should match requirements of department concerned and timing should be strictly followed.
- p) Technician/Supervisor should report to Office Manager/Bank's Authorized Official on daily basis and any instructions issued by him relating to O&M should be complied with.
- q) The payment to the workers shall be as per Minimum Wages proposed by Central/State Governments whichever is higher and amended from time to time. Proof of monthly payment to the workers shall be submitted to the Bank while submission of monthly maintenance bills. If the minimum wages are revised during the contract period by the Government, the same shall be claimed on submission of proof/documents.
- r) The rates quoted by the Bidder shall be including PF/ESI paid to the workers. The receipt/challan for proof of payment of PF/ ESI shall be submitted to the Bank while submission of monthly maintenance bills. The Bidder shall possess valid PF/ESI registration certificate.
- s) It may please be noted that the contractor holds the responsibility of the safety of the employees / contractors/sub-contractors employed by you in the site/project and insurance if any for the same to be taken up at your end.
- t) Your firm shall indemnify and hold harmless to the Bank from and against claims, damages, losses and expenses arising out of or resulting from the performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of your firm, a subcontractor, or anyone directly or indirectly employed by or anyone for whose acts they may be liable.

- ❖ If any information furnished by the bidder is found incorrect at a later stage, he shall be liable to be debarred from bidding / taking up the work in Indian Bank.
- ❖ **The Contractor shall ensure that the character and antecedents of the personnel engaged by them in Data Center are duly verified before such engagement.**
- ❖ Manpower to be deployed by the contractor should have prior experience in managing the data centre, i.e. similar facilities of data centre.





|                         |                                                                 |                                                                                   |
|-------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/ | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                   |                                                                 |                                                                                   |

**PART –F: SCHEDULE OF WORKS TO BE CARRIED OUT FOR AIR  
CONDITIONERS INSTALLED IN HEAD OFFICE MAIN BUILDING AND  
KREST BUILDING**

- Operation & Maintenance contract includes day to day operating and monthly preventive maintenance of all AC units installed at Head Office Building and Krest Building.
- The Total number of AC Operators should be 2 nos. Minimum Qualification is ITI with 2 years of experience in the field)
- Monthly preventive maintenance report signed by authorized supervisor of your organization and proof of minimum wages paid to the deputed technician needs to be submitted along with the monthly bill and same shall be authorized by our Bank Official.
- AC Technician should be available at the site round the clock suitable for department's requirement during all days / nights / months (based on requirement)
- During Sunday / National Holiday / Night Shift, AC Technician to be available for switching ON based on IT / other department's requirement. No Separate wages shall be paid for AC operator during Sunday / National Holiday / Night Activity.
- Coordination with AMC vendor to ensure that there is no downtime of AC units.
- The total no. of AC units installed at Head Office Main Building & Krest Building are 205 nos and the total tonnage is 900TR & the further Air conditioners installed / replaced during the contract shall automatically be part of / added to Scope of work.



BID Ref. No.: GEM/2025/

HO: OM DEPARTMENT

e-Tender for IFMS at Indian Bank

Date:

NO: 66, RAJAJI SALAI,  
CHENNAI – 600 001Head Office Main Building & Krest  
Building

**PART-G: PHYSICAL DATA OF PREMISES, IB HEAD OFFICE AND KREST  
BUILDING**

**Head Office Main Building:**

| Description                    | Area ( in Sq. ft.) |
|--------------------------------|--------------------|
| Basement                       | 10,800             |
| Ground Floor                   | 10,800             |
| Mezzanine Floor                | 2300               |
| 1 <sup>st</sup> Floor          | 5000               |
| 2 <sup>nd</sup> Floor          | 18560              |
| 3 <sup>rd</sup> Floor          | 12000              |
| 4 <sup>th</sup> Floor          | 9000               |
| 5 <sup>th</sup> Floor          | 9000               |
| 6 <sup>th</sup> Floor          | 9000               |
| 7 <sup>th</sup> Floor          | 5000               |
| Terrace with Lift Head<br>room | 1000               |
| <b>Total</b>                   | <b>92,460</b>      |

**Krest Building**

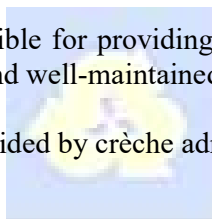
| Description           | Area ( in Sq. ft.) |
|-----------------------|--------------------|
| Basement              | 2,000              |
| Ground Floor          | 3,200              |
| 1 <sup>st</sup> Floor | 3,200              |
| 2 <sup>nd</sup> Floor | 3,200              |
| 3 <sup>rd</sup> Floor | 3,200              |
| Utility Room          | 500                |
| <b>Total</b>          | <b>15,300</b>      |

|                                                                                   |                                                                 |                                                                                   |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
|  |                                                                 |                                                                                   |
| BID Ref. No.: GEM/2025/                                                           | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                                                                             |                                                                 |                                                                                   |

## Annexure - I

### **Roles and Responsibilities of Crèche Supervisor & Crèche Helper**

- i) The crèche supervisor will be overall in charge of the creche who will plan and implement age-appropriate educational activities to foster holistic development of the children.
- ii) To liaise with crèche committee, parents for their support and incorporate their suggestions and recommendations in the functioning of the crèches and establishing open communication with parent or guardians about their child's development and any concerns or events at the crèche.
- iii) Crèche supervisor should actively promote daily stimulation based activities on Early Childhood care & Development (ECCD) to promote physical, mental and cognitive development of children.
- iv) The Crèche helper will assist the crèche supervisors in daily tasks and should constantly monitor and supervise the children to ensure their safety.
- v) Crèche helper would be responsible for providing assistance to the crèche worker and ensuring the facility is clean, safe and well-maintained
- vi) Any other responsibilities as decided by crèche administration.





|                         |                                                                 |                                                                                   |
|-------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/ | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                   |                                                                 |                                                                                   |

**Annexure - II****Deployment of Contract Manpower**

| Sr No                                    | Description           | No. of employees Per Day (A) | Total No. of Man days per month B= A*26 | Min. Wages per employee per day (C) | Total Amount (D)= B*C |
|------------------------------------------|-----------------------|------------------------------|-----------------------------------------|-------------------------------------|-----------------------|
| <b>Housekeeping &amp; Technical Team</b> |                       |                              |                                         |                                     |                       |
| 1.                                       | <b>Highly Skilled</b> | <b>8</b>                     | <b>208</b>                              |                                     |                       |
| 2.                                       | <b>Skilled</b>        | <b>12</b>                    | <b>312</b>                              |                                     |                       |
| 3.                                       | <b>Semi-skilled</b>   | <b>3</b>                     | <b>78</b>                               |                                     |                       |
| 4.                                       | <b>Unskilled</b>      | <b>33</b>                    | <b>858</b>                              |                                     |                       |

- Vendor will ensure that the allocated manpower will be utilized for the respective purposes.
- Separate allocation of duty will be ensured by the vendor and there will be no intermingling (unless approved by Bank)
- **Wages** (not less than the minimum wages (Central / State Govt. whichever is higher) under the Minimum Wages Act 1948. (amended from time to time)

In addition to the above 56 manpower, successful vendor has to submit the name of additional 5 to 10 person & will be treated as pool which will be utilized in case of leave absence of the worker. The total strength shall be 56 on each working day.



|                                  |                                                                 |                                                                                   |
|----------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/<br>Date: | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
|----------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|

**Annexure - III**

**DRAFT AGREEMENT FOR INTEGRATED FACILITY MANAGEMENT  
SERVICES CONTRACT FOR INDIAN BANK HEAD OFFICE MAIN BUILDING  
AND KREST BUILDING & HOUSEKEEPING SERVICES AT INDIAN BANK,  
CHENNAI**

This Integrated Facility Management Agreement executed on..... between Indian Bank, a body Head constituted under Banking Companies (Acquisition & transfer of undertakings) Act, 1970 having its Corporate Office at No:254-260, Avvai Shanmugam Salai, Royapettah, Chennai 600 014 hereinafter called the Bank on the one part, which term shall mean and include its successors and assignees and..... represented by.....hereinafter called the contractors on the other part, which term shall mean and include its successors and assignees.

**WHEREAS Indian Bank is housing its old Head Office at No: 66, Rajaji Salai, Chennai – 600 001 & Annexure building (Krest Building) at No: 2, Jehangir Street, Chennai – 01.**

WHEREAS The Bank has decided to entrust the work of Integrated Facility Management of the old Head Office Main Building & Krest Building to outside agency.

The Bank has called for tenders from eligible entities vide tender reference No.....dated.....and from out of the Tenders received the tender submitted by the Contractor for Rs..... (Rupees..... only) is accepted by Bank.

The Bank and the Contractor have decided to enter into Integrated Facility Management Contract and that they intend to reduce to writing the terms and conditions of the said contract as hereinafter appearing:

**Now, this deed of agreement witnesseth that in consideration of the above premises, the parties hereby covenant with each other to observe and perform and adhere to the following terms and conditions that is to say:**

The terms and conditions of the tender documents shall form part of this agreement.

|                                  |                                                                 |                                                                                   |
|----------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/<br>Date: | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
|----------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|

- a) The contractor shall provide Integrated Facility Management Services as per the conditions mentioned in the tender document, including special attention to MD/GM cabins, Executive cabins, etc. (Conference Halls, Board Rooms, Dining Halls, Top Executive Cabins).
- b) The Bank agrees to pay the contractor on time as on performance of the work to the satisfaction of the Bank.
- c) The contractor is liable for the following:
  - i) The contractor shall fully indemnify the bank for any default or non-observance by the contractor or any of his representatives of any terms of this contract and any other provisions of the applicable enactments and the rules / notifications framed there under.
  - ii) The contractor shall, whenever required by the bank, produce for inspection of all forms, registers and other records required to be maintained under various statutes.
  - iii) In the event of cessation of the contract due to any reason whatsoever, the security deposit will be refunded only after due satisfaction of the Bank about the full compliance by the contractor of the contractual, statutory and other legal obligations.
  - iv) The contractor shall provide their workmen with necessary safety appliances at his own cost.
  - v) The contract will be in force for a period of 1 year from \_\_\_\_\_ to \_\_\_\_\_.
  - vi) Bank reserves the right to terminate the services of the contractor at any point of time by giving one-month notice, if the services are not found to be satisfactory.
  - vii) On expiry / termination of the contract, the contractor shall handover the assets of the bank, subject to normal wear and tear, peacefully and obtain acknowledgement from the Bank.

|                         |                                                                 |                                                                                   |
|-------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/ | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                   |                                                                 |                                                                                   |

**viii) Payment Terms:**

The Contractor has to make the payment to their Workers engaged for the above work on or before 8<sup>th</sup> day of the succeeding month during working hours on working day and the payment shall not be less than the MINIMUM WAGES stipulated by the Ministry of Labour, Government of India, or Government of Tamil Nadu whichever is higher as applicable for the entire work force, from time to time.

- ix) The Contractor shall not engage any subcontractor for rendering the services mentioned in this contract, without the prior written consent of the employer, and no undertaking shall relieve the contractor from the full and entire responsibility of the contract or from active superintendence of the works during their process. Prior approval for sub-contractor for AMC should be taken from the Bank.
- x) The Staff deployed to Indian Bank should include technical, administrative personnel and others as follows (Min requirement) for proper execution of contract:

| S. No. | Description of Manpower                                                                  | Head Count |
|--------|------------------------------------------------------------------------------------------|------------|
| 1      | Facility / Technical Manager                                                             | 1          |
| 2      | Supervisor (House Keeping)<br>(1 Male + 1 Female)                                        | 2          |
| 3      | Supervisor* (crèche) (Female)                                                            | 1          |
| 4      | Supervisor (Electrical) with 'C' license – O&M of all Electrical installations at site   | 1          |
| 5      | Supervisor (Electrical) with 'C' license (Near Data Center (O&M), IBMS, CCTV, PAS etc.,) | 1          |
| 6      | House Keepers                                                                            | 33         |
| 7      | Electricians (O&M of all Electrical installations at site)                               | 6          |
| 8      | Electrical Technician (Near Data Center (O&M), IBMS, CCTV, PAS etc.,)                    | 5          |
| 9      | Carpenter                                                                                | 1          |
| 10     | AC mechanics / operators                                                                 | 2          |
| 11     | Plumbers/ pump operators                                                                 | 2          |
| 12     | Lift operator                                                                            | 1          |
|        | Total                                                                                    | 56         |

- xi) Monthly, Quarterly, Half-Yearly Housekeeping materials to be delivered as per Annexure - VIII mentioned as per the Tender.
- xii) All disputes and differences arising out of or in any way concerning the contract shall be settled after holding necessary discussions between the parties. However,



BID Ref. No.: GEM/2025/

HO: OM DEPARTMENT

e-Tender for IFMS at Indian Bank

Date:

NO: 66, RAJAJI SALAI,  
CHENNAI – 600 001Head Office Main Building & Krest  
Building

in the event of any dispute / difference remaining unsolved, the same shall be referred to a sole Arbitrator to be appointed by the Bank for this purpose. The decision of the Arbitrator shall be final and binding on both parties. In case of any dispute, the jurisdiction shall be the Courts at Chennai

“Submitting to arbitration may be considered as an additional remedy and it does not preclude the Parties to seek redressal / other legal recourse.”

All litigations in respect of this contract are subject to the jurisdiction of the Courts in Chennai only.

xiii) The Contractor is liable for payment of penalty, at the discretion of the Bank, upto a maximum of Rs. 10,000/- per day for poor services, inadequate staff, failure to control insects & bedbugs, cockroaches / rats, poor washing of Chair towels, all maintenance activity such as Civil, plumbing, carpentry etc., and / or for non – compliance of any terms of the contract and the same shall be recoverable from the bills payable to the Contractor.

xiv) The Contractor shall indemnify the Bank against any claims, damages, loss or penalty including the costs thereof arising out of any breach or violation of any of the provisions of all the laws including the labour laws as applicable from time to time governing the employees employed by the contractor.

In case of any loss, damage, pilferage, theft etc., occurs in the premises or for any of the losses or damages either liquidated or un-liquidated, the Bank can initiate proceedings against the Contractor for the recovery of damages / losses and the Bank can, in addition to all such remedies, forfeit the security deposit. On the question whether loss or damage is caused or not, the decision of the Bank shall be final. Security deposit or balance of security deposit after recoveries shall be returned within one month after termination / cancellation / end of contract.

xv) **CONFIDENTIALITY:**

“The Supplier / Service Provider shall not, without the Bank’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Bank in connection therewith, to any person other than a person employed by the Supplier in the





BID Ref. No.: GEM/2025/

HO: OM DEPARTMENT

e-Tender for IFMS at Indian Bank  
Head Office Main Building & Krest  
Building

Date:

NO: 66, RAJAJI SALAI,  
CHENNAI – 600 001

performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purpose of such performance.

The Supplier / Service Provider shall not, without the Bank's prior written consent, make use of any document or information pertaining to this contract except for purposes of performing the Contract"

**xvi)** The Office Manager of Indian Bank Head Office shall be the Nodal Officer. The contractor should report to him only and act per his directions.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands the day and year first above written.

|                                                                                                                                                     |                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <p>Signed and delivered by the hands of Shri _____ its _____ and _____ constituted attorney in the presence of:</p> <p>1. _____</p> <p>2. _____</p> | <p>Signed and delivered by the hands of Shri _____ partner of _____ in the presence of:</p> <p>1. _____</p> <p>2. _____</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|



|                                |                                                    |                                                       |
|--------------------------------|----------------------------------------------------|-------------------------------------------------------|
| <b>BID Ref. No.: GEM/2025/</b> | <b>HO: OM DEPARTMENT</b>                           | <b>e-Tender for IFMS at Indian Bank</b>               |
| <b>Date:</b>                   | <b>NO: 66, RAJAJI SALAI,<br/>CHENNAI – 600 001</b> | <b>Head Office Main Building &amp; Krest Building</b> |

**Annexure - IV**

**BANK GUARANTEE FORMAT**

To

The Indian Bank,  
Corporate Office, Estate Department,  
254-260, Avvai Shanmugam Salai,  
Royapettah,  
Chennai – 600 014.

Dear Sirs,

**WHEREAS, THE INDIAN BANK, having its Corporate Office at 254-260, Avvai Shanmugam Salai, Chennai 600014 (hereinafter called “the Employer”) have issued bid documents for Integrated Facility Management Services for their Head Office Main Building and Krest Building and whereas ----- is one of the Tenderer (hereafter called “the Tenderer”).**

**AND WHEREAS** under the terms and conditions of the said bid documents, the Tenderer is required and has undertaken to furnish a Bank Guarantee of **Rs. 12.00 lakh (Rupees Twelve Lakh Only)** as Performance Guarantee as contained in the said e-tender document.

We, -----, having registered office at ----- and branch office at ----- (hereinafter called “**the Bank**”) hereby unconditionally and irrevocably undertake to pay to the Employer immediately upon receipt of the first written demand such amount or amounts as may be demanded by the Employer from us under this Guarantee not exceeding a sum of **Rs. .... (Rupees .....)** in aggregate without demur or reference to the Tenderer and agree that the Employer’s demand shall be final and binding on the Bank under all circumstances.

We hereby affirm that we are the Guarantor and responsible to you on behalf of the Tenderer up to an aggregate sum of ..... **(Rupees .....)** such sum or sums being payable in Indian currency and we undertake to pay on your first written demand and without any demur and/or condition, and sum or sums with the aggregate limit of Rs..... **(Rupees .....)**

We agree that no change or addition to or modification of the terms of the e-tender or of the works is to be performed there under or of any of the e-tender documents which may be made between you and the Tenderer shall in any way release the Bank from any liability under this Guarantee, and we hereby waive notice of any such change, addition or modification.

Signature and Seal of the Bidder



|                                |                                                    |                                                       |
|--------------------------------|----------------------------------------------------|-------------------------------------------------------|
| <b>BID Ref. No.: GEM/2025/</b> | <b>HO: OM DEPARTMENT</b>                           | <b>e-Tender for IFMS at Indian Bank</b>               |
| <b>Date:</b>                   | <b>NO: 66, RAJAJI SALAI,<br/>CHENNAI – 600 001</b> | <b>Head Office Main Building &amp; Krest Building</b> |

We further agree that the Employer shall have the right to invoke a claim up to the last claim date of this Bank Guarantee and that the Employer shall remain the sole judge of the validity of the claim and the Bank agrees not to contest any claim.

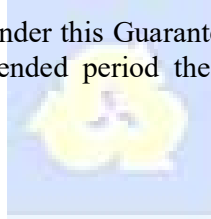
We further agree that any change in the Tenderer's constitution or their liquidation or dissolution shall not discharge the Bank's liability under this Guarantee.

We further agree that the right of the Employer to make a claim shall not be vitiated by any dispute raised or pending with any Statutory Authority, arbitrator, tribunal or any other body or person.

It is agreed that the Employer's claim shall remain valid even if the Employer has not issued a prior notice or has not proceeded against a Contractor before making such claim.

This Guarantee is confirmed and irrevocable and shall remain valid up-to and including ----- and shall remain valid up-to such extended period which may be mutually agreed to.

Unless a demand or claim under this Guarantee is made on the Bank in writing on or before ----- or such extended period the Bank shall be discharged from all liability under this Guarantee.



|                         |                                                                 |                                                                                   |
|-------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/ | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                   |                                                                 |                                                                                   |

**Annexure - V**

**SELF-DECLARATION – BLACKLISTING**

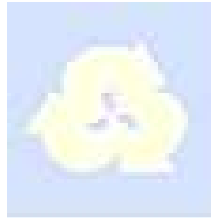
**The Assistant General Manager  
Premises, Estate and Expenditure Dept.,  
Indian Bank, Corporate Office,  
254-260, Avvai Shanmugam Salai,  
Roaypettah, Chennai-14.**

Dear Sir,

**Sub: e - Tender document for Integrated Facility Management Services contract for  
Indian Bank, Head Office Main Building and Krest Building.**

**Ref: Your Bid Ref. GEM/ , dated:**

We hereby certify that, we have not been disqualified / debarred / blacklisted from any  
Governments, Semi-governments, PSUs, Banks, Financial Institutions etc in last 5 years as on  
tender issue date.



Place:

Signature of Authorized Official

Date:

Name and Designation with Office Seal

|                         |                                                                 |                                                                                   |
|-------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/ | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                   |                                                                 |                                                                                   |

## Annexure-VI

### Tentative List of the Materials/Consumables (Per Month, unless it is specified)

| SN  | Material Description                  | Qty. & Terms          |
|-----|---------------------------------------|-----------------------|
| 1.  | GERM FREE (SCHEBARAN OR EQ.)          | 10 ltrs.              |
| 2.  | R. 01 (TASKI)                         | 5 ltrs.               |
| 3.  | R. 02 (TASKI)                         | 5 ltrs.               |
| 4.  | R. 03 (TASKI)                         | 5 ltrs.               |
| 5.  | R. 04 (TASKI)                         | 5 ltrs.               |
| 6.  | BRITISH ROOM FRESHNER (LAMON)         | 20 ltrs.              |
| 7.  | R. 06 (TASKI)                         | 35 ltrs.              |
| 8.  | R. 07 (TASKI)                         | 5 ltrs. (half yearly) |
| 9.  | R. 09 (TASKI)                         | 5 ltrs. (half yearly) |
| 10. | TR 101 (TASKI)                        | 5 ltrs. (quarterly)   |
| 11. | D. 07 (TASKI)                         | 10 ltrs.              |
| 12. | ACID                                  | 15 ltrs.              |
| 13. | BLEACHING WATER                       | 15 ltrs.              |
| 14. | SOAP OIL                              | 20 ltrs.              |
| 15. | BLOSSOM AIR FRESHNER                  | 80 nos.               |
| 16. | FEM HAND WASH                         | 35 ltrs.              |
| 17. | HIT SPRAY – BLACK (625 ML)            | 30 nos.               |
| 18. | HIT SPRAY – RED (625 ML)              | 30 nos.               |
| 19. | LIZOL (1 – LTR)                       | 10 nos.               |
| 20. | BRASSO                                | 1 ltr.                |
| 21. | TASKI NOBILE                          | 5 kg (yearly)         |
| 22. | TERRANOVA (TASKI)                     | 5 (yearly)            |
| 23. | NAPTHELLENE BALLS                     | 3 kg                  |
| 24. | TRIONAL URINAL CUBES (1 PAC – 6 NOS.) | 50 packets            |
| 25. | CAUSTIC SODA                          | 20 kg                 |
| 26. | BELASCHING POWDER                     | 5 kg                  |
| 27. | CHECKED CLOTH BIG                     | 30 nos.               |
| 28. | CHECKED CLOTH SMALL                   | 30 nos.               |
| 29. | FLOOR CLEANING CLOTH                  | 10 nos.               |
| 30. | GLASS CLEANING CLOTH                  | 30 nos.               |
| 31. | FACE MASK CLOTH                       | 3 box                 |
| 32. | FACE TISSUE BOX (PREMIER)             | 120 box               |
| 33. | PATTI PAD                             | 24 nos.               |
| 34. | KEY BOARD BRUSH                       | 30 nos. (quarterly)   |
| 35. | TOILET ROLL                           | 250 nos.              |
| 36. | C FLOD HAND TOWEL                     | 1 box (quarterly)     |
| 37. | DISPOSAL BAG EXTRA LARGE              | 80 box                |



|                         |                                                                 |                                                                                   |
|-------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/ | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
| Date:                   |                                                                 |                                                                                   |

|     |                                     |                        |
|-----|-------------------------------------|------------------------|
| 38. | GARBAGE BAG SMALL                   | 60 box                 |
| 39. | BUCKET SMALL                        | 15 nos. (half yearly)  |
| 40. | BUCKET MEDIUM                       | 15 nos. (half yearly)  |
| 41. | BUCKET BIG                          | 15 nos. (half yearly)  |
| 42. | COB WEB STICK                       | 5 nos.                 |
| 43. | COCONET BROOM                       | 10 (quarterly)         |
| 44. | DUST PAN SET                        | 15 nos. (quarterly)    |
| 45. | GALA MOB SET                        | 15 nos. (in two month) |
| 46. | GALA MOB RIFIL                      | 15 nos. (in two month) |
| 47. | BLEACHED MOB SET                    | 15 nos. (in two month) |
| 48. | BLEACHED MOB REFIL                  | 15 nos. (in two month) |
| 49. | EZE MOB SET                         | 5 nos. (yearly)        |
| 50. | EZE MOB REFIL                       | 10 nos. (quarterly)    |
| 51. | NYLON SCRUBBER                      | 20 nos.                |
| 52. | FEATHER DUSTER                      | 10 nos.                |
| 53. | SCOTCH BRITE (BIG)                  | 50 nos.                |
| 54. | SOFT BROOM BIG                      | 10 nos.                |
| 55. | SPONG                               | 40 nos.                |
| 56. | SPRAY GUN                           | 50 nos. (quarterly)    |
| 57. | SURGICAL GLOVES                     | 3 box                  |
| 58. | TABLE WIPPER                        | 20 nos. (quarterly)    |
| 59. | WIPPER BIG                          | 30 nos.                |
| 60. | TOILET ROUND BRUSH                  | 20 nos.                |
| 61. | MYSORE SANDAL SOAP                  | 15 nos.                |
| 62. | COTTON WASTE                        | 10 kg                  |
| 63. | MR TALL BRUSH                       | 5 nos.                 |
| 64. | PLUNGER                             | 10 nos.                |
| 65. | FLOOR SCRUBBING BAD GREEN           | 1 no                   |
| 66. | FLOOR SCRUBBING BAD RED             | 1 no                   |
| 67. | FLOOR SCRUBBING BAD WHITE           | 1 no (quarterly)       |
| 68. | 5855 – SILM TOWELS WHITE (KIMBERLY) | 1 box                  |
| 69. | AUTOMATIC ROOM FRESHNER (Air week)  | 15 nos.                |
| 70. | PHENOYL                             | 20 ltrs.               |
| 71. | DETTOL HAND WASH 250 ML             | 10 nos.                |
| 72. | CARPET BRUSH                        | 6 nos. (quarterly)     |
| 73. | MUG SMALL                           | 6 nos. (quarterly)     |
| 74. | GLASS CUBES                         | 1 set (half yearly)    |
| 75. | KETTLE BRUSH                        | 16 nos. (yearly)       |
| 76. | HAND BRUSH SMALL                    | 20 nos.                |
| 77. | STEEL SCRUBBER                      | 20 nos.                |
| 78. | GODREJ AER POWER POCKET             | 180 nos.               |





|                                  |                                                                 |                                                                                   |
|----------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/<br>Date: | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
|----------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|

|     |                                 |         |
|-----|---------------------------------|---------|
| 79. | URINAL V SCREEN (GREEN – TASKI) | 60 nos. |
| 80. | RUBBER GLOVES (ORANGE COLOUR)   | 10 nos. |

### List of the Equipment & Machinery at site

| SN | Material Description                   | Qty. & Terms       |
|----|----------------------------------------|--------------------|
| 1  | CARPET SHAMPOO MACHINE                 | 1 no.              |
| 2  | SINGLE DISC SCRUBBER (FLOOR POLISH)    | 1 no.              |
| 3  | VACCUM CLEANER ROOTS                   | 2 nos.             |
| 4  | HAND POLISHERS STAIR CLEANING MACHINE  | 1 no.              |
| 5  | FLOOR SIGN BOARDS (YELLOW)             | 40 nos.            |
| 6  | DRILLING MACHINE                       | 1 no.              |
| 7  | CUTTING MACHINE                        | 1 no.              |
| 8  | SCREW MACHINE                          | 1 no.              |
| 9  | MEGGER (INSTLLATION TESTER)            | 1 no.              |
| 10 | CLAMP METER                            | 1 no.              |
| 11 | FLOOR SCRUBBING MACHINE                | 1 no.              |
| 12 | AUTO SCRUBBER MACHINE                  | 1 no. (1400 Watts) |
| 13 | AEROME DIFFUSER INDUSTRIAL USE MACHINE | 40 nos             |
| 14 | WASHROOM CLEANING MACHINE – WONDER JOE | 1 no.              |

In addition to the above, any other machine requested by carpenter / plumber / Electrician @ site to be provided for ensuring smooth services

(Including Chemicals / Liquid / Soaps – for the above 9 machines to be supplied by the Contractor)



|                                  |                                                                 |                                                                                   |
|----------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID Ref. No.: GEM/2025/<br>Date: | HO: OM DEPARTMENT<br>NO: 66, RAJAJI SALAI,<br>CHENNAI – 600 001 | e-Tender for IFMS at Indian Bank<br>Head Office Main Building & Krest<br>Building |
|----------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------|

**Annexure-VII****Check List**

| S.No | Document to be enclosed                                                                                                                    | Remark   |
|------|--------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1    | Work Experience/completion Certificates.                                                                                                   | Yes / No |
| 2    | Copy of Certificate of Incorporation / Registration issued by the Registrar of Companies or Registrar of Firms or letter of Proprietorship | Yes / No |
| 3    | Copy of Certificate registered with appropriate authority for GST                                                                          | Yes / No |
| 4    | Copy of PAN card.                                                                                                                          | Yes / No |
| 5    | Audited Balance Sheet for 5 years                                                                                                          | Yes / No |
| 6    | Income Tax returns for 5 Years                                                                                                             | Yes / No |
| 7    | Copy of Certificate from EPF Organization                                                                                                  | Yes / No |
| 8    | Copy of Certificate from ESI Corporation.                                                                                                  | Yes / No |
| 9    | Copy of Certificate registered with the Govt. under Contract Labour (Regulation & Abolition) Act 1970.                                     | Yes / No |
| 11   | Demand Draft / BG / e - BG for Rs. 4.65 lakhs favoring INDIAN BANK towards EMD                                                             | Yes / No |
| 12   | Letter of Transmittal & Declaration                                                                                                        | Yes / No |
| 13   | Form 'A1' Solvency Certificate for Rs. 0.92 Crores                                                                                         |          |
| 14   | Ensure filling up all the forms (Form A to F) as per enclosed format                                                                       | Yes / No |
| 15   | Ensure filling in the Financial Bid in full                                                                                                | Yes / No |
| 16   | Annexure-III: Deployment of Contract Manpower                                                                                              | Yes / No |
| 17   | Annexure-VI: Self Declaration - Blacklisting                                                                                               | Yes / No |
| 18   | Copy of ISO Certification (optional)                                                                                                       | Yes / No |