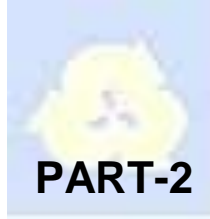




Indian Bank Staff College Kolkata
1ए, रोनाल्डशेय रोड, अलीपुर, कोलकाता-700 027
1A, Ronaldshay Road, Alipore, Kolkata – 700 027

दूरभाष सं./ Tel No.: 033-2479 4578
ई-मेल/ Email id: stc.kolkatametro@indianbank.co.in

**e-Tender for Housekeeping & Maintenance Services at Indian
Bank Staff College, Alipore, Kolkata -27.**



FINANCIAL BID

e-Tender Reference No.	GeM BID NO: GEM/2026/B/7336731 Date: 10.03.2026
e-Tender Issuance Date	10.03.2026
Last Date of request for Queries/ Clarifications	20.03.2026, 5:00 PM
Date and time of Pre-Bid Meeting	23.03.2026, 4:00 PM
Last Date for receipt of bids	31.03.2026, 3:00 PM
Date and time of opening of Technical bids	31.03.2026, 3:30 PM

This e-tender document contains 5 Pages.

TENDER FORM (COMMERCIAL BID-PART-2)

**INDIAN BANK STAFF COLLEGE,
1 A, RONALDSHAY ROAD, ALIPORE, KOLKATA – 700 027**

The details of rates quoted:

For providing following Services: Housekeeping Services including Caretaking, Sweeping, Mopping, Cleaning & Maintenance of Premises, Electrical Installation / Maintenance, Plumbing, Gardening etc. as per the broad terms & conditions of the RFP.	<u>Bid Amount</u> On Monthly Basis (Inclusive of all taxes and service charges, GST – as applicable etc.)
	Rs.....

Break Up

Manpower Cost:

Material Cost (if any):

Service Charges:

(TOTAL: Rupees _____ only)

1	Full Name of the Contractor / Firm: (in block letters)	
2	Full address of the Contractor / Firm: (With Telephone number, Mobile No., E-mail, Fax number)	
3	Year of Incorporation:	
4	Constitution: Sole / Proprietorship / Partnership / Company	
5	Name(s) of the Proprietor(s) / Partner (s) with their full address, telephone number, e-mail number, fax number	

6	Work experience in detail as Caretaker / Housekeeper for last Five years (Certificate to be enclosed)																										
7	Name of the Major clients with their addresses, telephone no. / contact details, (enclose certificates / credentials issued by the clients-Acceptable to Bank):																										
8	Details of infrastructure, persons employed, number of offices /branches available with the contractor as housekeeping contractor																										
9	<table border="1" data-bbox="300 1230 1446 1558"> <thead> <tr> <th data-bbox="300 1230 659 1339">Details of Registration, obtained from various authorities</th> <th data-bbox="659 1230 993 1339">Registration No.</th> <th data-bbox="993 1230 1219 1339">With Effect from</th> <th data-bbox="1219 1230 1446 1339">Valid up to</th> </tr> </thead> <tbody> <tr> <td data-bbox="300 1339 659 1381">Labour License (Central)</td> <td data-bbox="659 1339 993 1381"></td> <td data-bbox="993 1339 1219 1381"></td> <td data-bbox="1219 1339 1446 1381"></td> </tr> <tr> <td data-bbox="300 1381 659 1423">E.P.F.</td> <td data-bbox="659 1381 993 1423"></td> <td data-bbox="993 1381 1219 1423"></td> <td data-bbox="1219 1381 1446 1423"></td> </tr> <tr> <td data-bbox="300 1423 659 1465">E.S.I.C.</td> <td data-bbox="659 1423 993 1465"></td> <td data-bbox="993 1423 1219 1465"></td> <td data-bbox="1219 1423 1446 1465"></td> </tr> <tr> <td data-bbox="300 1465 659 1507">Electrical License</td> <td data-bbox="659 1465 993 1507"></td> <td data-bbox="993 1465 1219 1507"></td> <td data-bbox="1219 1465 1446 1507"></td> </tr> <tr> <td data-bbox="300 1507 659 1558">GSTIN</td> <td data-bbox="659 1507 993 1558"></td> <td data-bbox="993 1507 1219 1558"></td> <td data-bbox="1219 1507 1446 1558"></td> </tr> </tbody> </table> <p data-bbox="344 1564 748 1598">(Enclose applicable Xerox copies)</p>			Details of Registration, obtained from various authorities	Registration No.	With Effect from	Valid up to	Labour License (Central)				E.P.F.				E.S.I.C.				Electrical License				GSTIN			
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Electrical License																											
GSTIN																											
10	Name of 2 Referees of repute with address telephone number, Mobile No. (enclose their certificates) if any.	1. 2.																									

11	Latest Income-tax Return (with TAN / PAN number), Professional tax, GST, Municipal Tax Returns, Clearance certificate (enclose Xerox copies)																																											
12	Audited Balance Sheet and Profit & Loss A/c for the last 03 (three) years (enclose Xerox copy)																																											
13	Bank A/C Details: Name & Full Address of Contractor's Banker :																																											
14	<p>The details of rates quoted: The charges for specialized housekeeping services including care-taking, sweeping/mopping and cleaning, maintenance of premises, plumbing, gardening, etc. shall be Rs. _____ (Rupees _____ only) per month (inclusive of all taxes), as per details hereunder:</p> <p>A) Staff Complements:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>S. No.</u></th> <th style="text-align: left;"><u>Category</u></th> <th style="text-align: center;"><u>Skilled / Semi-skilled / Unskilled</u></th> <th style="text-align: center;"><u>No. of Person</u></th> <th style="text-align: center;"><u>Minimum Wages (Per Day) (per person)</u></th> <th style="text-align: center;"><u>TOTAL Monthly Remuneration</u></th> </tr> </thead> <tbody> <tr><td>1.</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____.</td></tr> <tr><td>2.</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____.</td></tr> <tr><td>3.</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____.</td></tr> <tr><td>4.</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____.</td></tr> <tr><td>5.</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____.</td></tr> <tr><td>6.</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____.</td></tr> </tbody> </table> <p style="text-align: right; margin-right: 20px;">Sub Total _____.</p> <p>B) Cleaning Materials of Standard Quality [washing of linens (bed sheets, towels, curtains etc.)] Cost (Per Month (_____))</p> <p>C) Cleaning Materials of Standard Quality (For Sweeping/ mopping -upkeeping & Cleaning etc.) Cost (Per Month (_____))</p> <p style="text-align: right; margin-right: 20px;">Amount (_____)</p> <p>D) Service Charges (Gross) Rate %</p> <p>D.1 Employer contribution of EPF _____%</p> <p>D.2 Employer contribution of ESIC _____%</p> <p>D.3 Employer's / Contractor's Service Charges / Margin (Net) _____.</p>		<u>S. No.</u>	<u>Category</u>	<u>Skilled / Semi-skilled / Unskilled</u>	<u>No. of Person</u>	<u>Minimum Wages (Per Day) (per person)</u>	<u>TOTAL Monthly Remuneration</u>	1.	_____	_____	_____	_____	_____.	2.	_____	_____	_____	_____	_____.	3.	_____	_____	_____	_____	_____.	4.	_____	_____	_____	_____	_____.	5.	_____	_____	_____	_____	_____.	6.	_____	_____	_____	_____	_____.
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5.	_____	_____	_____	_____	_____.																																							
6.	_____	_____	_____	_____	_____.																																							

	D.4 Any Other Charges (please provide details) _____	
	Gross Service Charges (D)	_____
E)	GST (@ applicable rate)	_____
	Grand Total :	_____
_____ (Signature of the Contractor/ Vendor / Authorized signatory)		

UNDERTAKING

I / We certify that I / We have read, understood and accept the contents of the broad terms and conditions incorporated in the RFP Form and 'Note' mentioned hereunder and submit this RFP for consideration. I / We certify that the above statements are true and correct to the best of my/our knowledge and belief.

I / we further declare that I/we am/are not defaulter of any Bank (Commercial / Other) or financial institution as also I/We are not debarred/castigated by any Office/Company/Bank for Housekeeping services.

(Signature of the Contractor / Vendor / Authorized signatory)

Full Name:

Address:

DATE:

(SEAL)