

PRE BID MEETING DATED 30.05.2025

TENDER FOR OUTSOURCING OF HOUSEKEEPING AND GENERAL CLEANING SERVICE  
BRANCHES/ADMINISTRATION OFFICES COMING UNDER CIRCLE OFFICE CHANDIGARH  
CHCP:51:ON:02/2025-26 DT. 16.05.2025.

REPLY TO GEM QUERY ON ABOVE MATTER AND REF NO.

Sr. No	Questionnaire	Reply
1.	Startup company is eligible or not	Yes (Concession shall be applicable either for experience or turnover)
2	What is the processor of Billing because you have 8 Zone of various location or city	Resources required at Chandigarh, Punjab, Jammu and Shimla state wise billing is required.
3	Who will provide Garbage waste vehicle and bear cost of vehicles & others	Vendor
4	You are demanding on non-judicial stamp paper of appropriate value as per Rajasthan State while the tender published from Chandigarh	Non Judicial Stamp paper is required for Chandigarh Hence Rajasthan State will read as Chandigarh in Tender & RFP Document.
5	The Local office point is not cleared	Local office should be in Chandigarh Tri City mandatory
6	Material quantity and list of Machinery are not attached or mention in the tender	Machinery Floor scrubber & Auto Scrubber Vacuum Cleaner wet & Dry Etc. as applicable for Housekeeping services. <b>ANNEXURE – 1 enclosed for material</b>
7	Bonus are mandatory but payment calculation base is not clear it will be calculated on 7000/ or higher of Minimum wages	Minimum wages as per DC rates/ Central Wages.
8	You have demanded Mandatory shop & establishment license of various cities i.e Rajasthan , Bengauru	Shop & Establishment license of Chandigarh, Punjab, HP & Jammu is required . Hence Rajasthan State & Bengauru will read for above locations (as applicable) in Tender & RFP Document.
9	Financial Bid not uploaded	<b>Financial bid as per ANNEXURE - 2 enclosed</b>
10	Hard copy for the tender documents	Hard copy of the tender document is to be mandatorily submitted SUPERSCRIBING 'TENDER FOR HOUSEKEEPING SERVICES CANARA BANK CIRCLE OFFICE CHANDIGARH' and should reach GENERAL ADMINISTRATION SECTION CANARA BANK CIRCLE OFFICE PLOT NO 1 SECTOR 34 A CHANDIGARH – 160022 ON OR BEFORE 20.06.2025 BY

Sd/-

ASSISTANT GENERAL MANAGER

ANNEXURE – 1

**ITEMS TO BE PROVIDED AT CHAIRMAN & MANAGING DIRECTOR / GENERAL  
MANAGER CABINS/TOILETS**

- 1) Liquid Soap - Dettol / Fem brand
- 2) Soap – Mysore Sandal / Cinthol / International Lux
- 3) Tissue paper box – Premier brand
- 4) Toilet roll – Premier brand
- 5) Buckets & mugs – Brite brand
- 6) Room spray – Reputed brand (Sandal perfume)
- 7) Room freshner cakes – Reputed brand

**ITEMS TO BE PROVIDED AT GENERAL TOILETS**

- 1) Naphthalene balls – Reputed brand
- 2) Toilet deodarant cakes – Reputed brand
- 3) Soap oil for handwash – Dettol / Sonic brand
- 4) Phenyl – Germisol / Nilgiris / Sonic brand
- 5) Perfume with phenyl – Reputed brand (Jasmine perfume)
- 6) Buckets & Mugs – Brite brand

**NOTE: ANY OTHER EQUIVALENT BRAND WITH APPROVAL OF THE BANK CAN ALSO BE USED.**

## ANNEXURE – 2

## FINANCIAL BID

[To be submitted by the successful bidder in Company's letterhead, with signature and seal of the authorized signatory of the Company/Firm]

Sl. No	Payment Details	Amount
1.	Basic +Variable Dearness Allowances (VDA) (8 hrs. X 26 Days)	
2.	Employees Provident Fund (EPF) & Employees Deposit Linked Insurance (EDLI) & Admin Charges to PF & EDLI Authority - 13 % of Sl. No.1 (up to ceiling of Rs.15,000)	
3.	Employees State Insurance (ESI) - 3.25 % of Sl. No.1 (Employer Contribution) (Not Applicable above Rs. 21,000.00)	
4.	Bonus - 8.33% of Sl. No.1 (Employer Contribution) (Not Applicable above Rs. 21,000.00)	
5.	<b>TOTAL A</b> (Sl. Nos. 1+2+3+4)	
6.	Service Charge at ____% of Sr.No.5 (Minimum 3.85% and should be same for all xx personnel)	
7.	<b>TOTAL COST</b> (For 08 Hours duty per worker per Month) i.e., Sl.No. 5+6	
8.	No. of Personnel to be deployed	
9.	Total Monthly Cost to the Bank for providing 24 personnel on 8 hours duty	
10.	Total monthly cost of providing consumables	
11.	Total monthly outgo (S.No 9+10)	
12.	Total Annual outgo (S.No 11*12 months)	
13.	Total contract cost for 3 years (i.e S.No 12*3) (Rates shall be mentioned in figures as well as words and excluding GST)	

**Note:**

1. Basic Pay, VDA, EPF, ESI & Bonus are mandatory charges and should conform to the relevant legal/statutory provisions of Central /State Minimum Wages directives in vogue. (Proof i.e. copy of notification issued by Govt. to be enclosed).
2. Tender of bidders who do not comply minimum wages as above are rejected.
3. Basic & VDA gets revised from time to time, by the Government. Any changes in minimum wages / statutory payments like EPF, ESI notified by the Govt. from time to time shall be paid by Bank. However, the service charge quoted in above Price bid will remain the same during the currency of the contract period.
4. Pro-rata bonus payment as per norms and eligibility to be paid every month by Contractor and shown in wage slip. Contractor is free to give higher amount of bonus, however for the purpose of evaluation of tender the bank will consider only as per Government of India notification.
5. It may be noted that all items specified in Sl NO.1 to Sl No.4 in the table above are mandatory payments based on Govt. directives. Hence for calculation of L1 only the percentage specified in the Sl No.6 (Service charge) and S.No.10 (consumables) will be taken into consideration. However, all other amounts (as applicable) shall be filled in the break up to the financial bid, failing which such bids shall be rejected. In case, if any amount is shown zero, copy of related Govt. directives in this regard shall be submitted.
6. TDS at the rate and GST TDS will be deducted from the total amount payable to the Contractor. However, the Contractor should not reduce the tax portion while paying the wages to their deployed personnel i.e. even after deduction of TDS/GST TDS, the amount paid to the deployed personnel should not fall below Minimum Wages fixed as per the Central Minimum Wages Act, 1948.
7. In accordance to the above, service charge below 3.85% quoted by any vendor in the break up of Financial bid will not be entertained and it is liable for rejection.