## Contact numbers for Support

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name</th>
<th>Email Id</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fairlin Jivin</td>
<td><a href="mailto:fairlin.jivin@ctindia.com">fairlin.jivin@ctindia.com</a></td>
<td>0124-4302000 ext 112</td>
</tr>
<tr>
<td>2</td>
<td>Sachin Toraskar</td>
<td><a href="mailto:sachin.toraskar@ctindia.com">sachin.toraskar@ctindia.com</a></td>
<td>0124-4302000 ext 200</td>
</tr>
<tr>
<td>3</td>
<td>Ujwala Shimpi</td>
<td><a href="mailto:ujwala.shimpi@ctindia.com">ujwala.shimpi@ctindia.com</a></td>
<td>0124-4302000 ext 114</td>
</tr>
</tbody>
</table>

Global support email id - nabardsupport@ctindia.com

---

Date of Commencement of /issue of tender: 04.03.2022 at 11:00 AM

Earnest Money Deposit: Rs. 71740/-

Pre tender Meeting: 11:00 AM on 09.03.2022

Address of Pre tender meeting: 3rd Floor, NABARD, 3, Nehru Place, Tonk Road, Jaipur-302015

Last date and time for receipt of Bids: 14.03.2022 at 02:00PM

Last date and time for receipt of pre integrity pact: 14.03.2022 at 02:00PM

Date and time of opening of tender bids: Tech Bid: 14.03.2022 at 02:30 pm, Price Bid: To be decided later on

Website for submission of E-tender: www.nabard.eproc.gov.in

Contact Persons for e-tendering: अजीत सिंह, 9873755008, नाबार्ड
NOTICE INVITING TENDER

REF.NO NB.DPSP.RRO/AMC-7/2021-22  03.03.2022

साफ सफाइ (हाउसकीलंग) कार्यों के लिए वार्षिक रखरखाव अनुबंध के लिए निविदा – 01 अप्रैल 2022 से 31 मार्च 2025 तक

राष्ट्रीय कृषि और ग्रामीण विकास बैंक, राजस्थान क्षेत्रीय कार्यालय, हाउसकीलंग (कार्यालय प्रांगण एवं स्टाफ कार्टर्स में) के लिए पात्र निविदाकार्ताओं से दो भागों में मुहरबंद निविदाएं आमंत्रित करता है निविदा में उल्लिखित नियमों और शर्तों के अनुसार |

<table>
<thead>
<tr>
<th>निविदा जारी करने की तिथि</th>
<th>Date of Commencement of /issue of tender</th>
<th>04.03.2022 11:00 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>बयाना राशि</td>
<td>Earnest Money Deposit</td>
<td>Rs. 71740/-</td>
</tr>
<tr>
<td>प्री टेंडर मीटिंग</td>
<td>Pre tender Meeting</td>
<td>11:00 AM on 09.03.2022</td>
</tr>
<tr>
<td>प्री टेंडर मीटिंग का पता</td>
<td>Address of Pre tender meeting</td>
<td>3rd Floor, NABARD, 3, Nehru Place, Tonk Road, Jaipur-302015</td>
</tr>
<tr>
<td>निविदा की प्राप्ति के लिए अंतिम तिथि और समय</td>
<td>Last date and time for receipt of Bids</td>
<td>14.03.2022 at 02:00PM</td>
</tr>
<tr>
<td>प्री इंटरनेट पेक्ट जमा करने की अंतिम तिथि व समय</td>
<td>Last date and time for receipt of pre integrity pact</td>
<td>14.03.2022 at 02:00PM</td>
</tr>
<tr>
<td>निविदा खोलने की तिथि और समय</td>
<td>Date and time of opening of tender bids.</td>
<td>Tech Bid: 14.03.2022 at 02:30 pm Price Bid: To be decided later on</td>
</tr>
<tr>
<td>इ-निविदा डाउनलोड का वेब साइट</td>
<td>Website for submission of E-tender</td>
<td><a href="http://www.nabard.eproc.gov.in">www.nabard.eproc.gov.in</a></td>
</tr>
<tr>
<td>इ – निविदा प्रक्रिया के लिए संग्रहीत व्यक्ति</td>
<td>Contact Persons for e-tendering</td>
<td>अजीत सिंह, 9873755008, नाबार्ड</td>
</tr>
</tbody>
</table>

यह निविदा www.nabard.eproc.gov.in पर प्रस्तुत किया जाता है।

निविदा फार्म नाबार्ड की वैबसाइट ( ) https://nabard.org and नाबार्ड की वैबसाइट ( ) से मुफ्त में डाउनलोड किया जा सकता है।

निविदा भाग - I (प्री-क्राएफिकेशन बिड (और भाग -II (फाइनेंशियल बिड (नाबार्ड की ई-प्रोक्योरमेंट पोर्टल )https://nabard.eproc.in/) पर ऑनलाइन प्रस्तुत करें। ऑनलाइन ई-टेंडर के अंतिरिक्त अन्य किसी भी रूप में यथा पेपर /फैक्स /इमेल /पोस्ट के माध्यम से प्राप्त निविदा स्वीकार नहीं की जाएगी और रद्द कर दी जाएगी।

कृपया ध्यान दें, कि इलेक्ट्रॉनिक मोड के माध्यम से ई-टेंडर जमा करने के लिए कृपया कोलीदाताओं के पास नाबार्ड की ई-प्रोक्योरमेंट पोर्टल )https://nabard.eproc.in/) पर लॉगिन करने के लिए डिजिटल सिप्रेशर सटिफिकेट (DSC) होना चाहिए।
गाँव बढ़े >> तो देश बढ़े

www.nabard.org  Taking Rural India >> Forward

नाबार्ड के पास निविदा में उल्लिखित तारीखों को बदलने का अधिकार सुरक्षित है, जो कि उपरोक्त
वेबसाइट पर, शुद्धिपत्र (corrigendum) के रूप में प्रदर्शित किए जाएँगे।

क्रूपथ धान दे कि वाचित सभी जानकारी, निविदकर्ता द्वारा निर्दिष्ट स्वरूपों में प्रदान करने की
आवश्यकता है। निविदकर्ता, निविदा की तैयारी और प्रस्तुत करने से संबंधित सभी लागतों को वहन
करेगा। निविदा का परिणाम जो भी हो, किसी भी स्थिति में नाबार्ड किसी भी तरह के लागतों के लिए
जिम्मेदार या उत्तरदायी नहीं होगा।

इस टेंडर डॉक्यूमेंट में बताए अनुसार टेंडर ऑफर के साथ ₹ 71740/- की अर्नेस्ट मनी (EMD),
नाबार्ड के निर्दिष्ट खाते में जमा करनी होगी। ईएमडी के बिना प्राप्त प्रस्तावों को अस्वीकार कर
dिया जाएगा।

Name of Account : National Bank for Agriculture and Rural Development
Bank : NABARD
Branch Name : Head Office, Mumbai
Account No (VAN) : NABADMIN16
IFSC Code : NBRD0000002

EMD जमा करने के उपरांत EMD के विवरण को dpsp.jaipur@nabard.org पर भेजने का कष्ट
करें।

इच्छुक बोलीदाताओं को, https://nabard.eproc.in/ पर निविदा डालने की अंतिम तिथि से पहले,
नाबार्ड राजस्थान क्षेत्रीय कार्यालय के साथ प्री कांट्रैक्ट इंट्रीग्रीटी पेक्ट (राज्य के संबंधित स्टाप
eक्ट के अनुसार) निपटाते होगा। तथा सभी इच्छुक बोलीदाताओं को, निपटाते प्री कांट्रैक्ट इंट्रीग्रीटी पेक्ट को
"original hard copy" में, नाबार्ड राजस्थान क्षेत्रीय कार्यालय, 3
नेहरू प्लेस, ताल कोठी, टोंक रोड, जयपुर – 302015 में, निविदा डालने की अंतिम तिथि से
पहले अनविष्ट रूप से समय बांटना होगा। ऐसा न करने पर वे निविदा डालने के लिए पात्र नहीं
hोंगे तथा निविदा को खारिज कर दिया जाएगा।

निविदा प्रस्ताव प्रस्तुत करने के लिए तकनीकी विनिर्देश (Technical Specifications), नियम और शर्तें
(Terms and Conditions), कार्य का दायारा (Scope of Work), परिवर्तन प्रारूप और प्रोफार्मा
निविदा दस्तावेज और उसके परिशिष्ट/विवरण में अंगित है।

निविदा प्रस्ताव को उन निविदकारों या उनके प्रतिनिधियों की उपस्थिति में खोला जाएगा जो उपर्युक्त
निविदा पर निविदा खोलने के लिए उपस्थित होना चाहते हैं।

भवदीय

(मनोज कुमार)
सहायक महा प्रबन्धक
Part - I
Technical Bid
1. Letter from the tenderer

Place:- Jaipur

Date:-

The Chief General Manager
National Bank for Agriculture and Rural Development
Rajasthan Regional Office
3, Nehru Place
Tonk Road
Jaipur – 302 015

Dear Sir

TENDER FOR HOUSE KEEPING WORKS AT STAFF QUARTERS AND OFFICE PREMISES OF NABARD, REGIONAL OFFICE, JAIPUR

I/We have read and understood the Notice Inviting tender and contents in the tender document such as Eligibility criteria of applicants, Instructions to the applicants, Services to be rendered, Terms and Conditions of the contract, instructions etc. I/We do hereby declare that the information furnished by me/us in the in the tender documents are correct to the best of my/our knowledge and belief.

Name of the partner/
owner of the firm
authorized to sign:

OR

Name or person having Power of Attorney to sign the contract

Seal and sign of the tenderer
2. **Check List**

Technical bid will be evaluated on these parameters

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description of Enclosure</th>
<th>Please ✓ or write</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Type of Firm and Registration detail</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Registration (please submit requisite documents)</td>
<td>GST, ESI, PF</td>
</tr>
<tr>
<td>2</td>
<td>Audit Report (please submit audit reports for these three years)</td>
<td>2018-19, 2019-20, 2020-21</td>
</tr>
<tr>
<td>3</td>
<td>Turnover: should be more than Rs. 11.00 lakh (please submit CA certificates)</td>
<td>2018-19, 2019-20, 2020-21</td>
</tr>
<tr>
<td>4</td>
<td>Experience in same field (Housekeeping / Cleaning services) during the last 7 years i.e. from April 2013-March 2021 (Please submit experience certificate/completion certificate)</td>
<td>3 works of Rs. 14.00 lakh or 2 works of Rs. 18.00 lakh or 1 work of Rs. 29.00 lakh</td>
</tr>
<tr>
<td>5</td>
<td>Past Experience in the similar field. Years</td>
<td></td>
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<td></td>
<td>Organization</td>
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<td>6</td>
<td>Earnest Money through NEFT: please submit requisite documents</td>
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<tr>
<td>7</td>
<td>If MSME mentioned please submit requisite documents</td>
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<tr>
<td>8</td>
<td>Bank a/c details</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Copy of cancelled cheque</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>PAN Detail</td>
<td>Enclosed copy</td>
</tr>
</tbody>
</table>
3. Previous Experience

a) List of important works executed by the firm during last three years costing Rs. 14.00 Lakh (per contract per annum) and above with experience in executing works of similar work in organizations / institutes / training establishments etc. (Please attach extra sheets if required).

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name of the work And Location</th>
<th>Nature of Work</th>
<th>Name &amp; full postal address of the owner. Also indicate whether Government or Semi-Govt. or Private body</th>
<th>Contract Amount (Rs)</th>
<th>Whether work was left incomplete or contract was terminated from either side? Give full details.</th>
<th>Any other relevant information</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
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</tbody>
</table>

b) List of important ON HAND works costing Rs. 14.00 Lakh (per contract per annum) and above in the field of Housekeeping / Cleaning services. (Please attach extra sheets if required).

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the work And Location</th>
<th>Nature of Work</th>
<th>Name &amp; full postal address of the owner. Also indicate whether Government or Semi-Govt. or Private body</th>
<th>Contract Amount (Rs)</th>
<th>Whether work was left incomplete or contract was terminated from either side? Give full details.</th>
<th>Any other relevant information</th>
</tr>
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</tr>
</tbody>
</table>

c. List of available tools, Equipment. (Please attach extra sheets if required).
<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of tools/ Equipment and Accessories</th>
<th>Total No. of units</th>
<th>No. of units can be spared for NABARD's work</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
</tr>
</tbody>
</table>

1. Indicate other points, if any, to show applicant’s technical and managerial competency to indicate any important point in applicant’s favor.
2. No. of supplementary sheets attached for Part III.

**Signature of the Tenderer with seal & date**
4. General Instructions to the Tenderer

1. The Tenders may be submitted after visiting the site and conducting survey of the existing conditions so as to familiarize themselves with the nature of works to be carried out and get all clarifications as necessary from NABARD before quoting their rates.

2. Selection of Bidder
   - Bidder has to qualify in Technical Bid. Price bid of bidder will be opened only if found eligible in Technical Bid.
   - Only those bidders whose firm has employed more than 20 persons & has registration of ESI, EPF etc., are eligible to apply.
   - Tenders will be applied on https://nabard.eproc.in/ only. The PART-I (Pre-qualification Bid) of the tender shall contain Pre-Qualification bid, along with proof of having submitted EMD; and terms & conditions in prescribed tender document. The PART– II of the tender shall contain only the financial bid in the prescribed format. No other terms & conditions should be there in the financial bid. If any terms & Conditions are stipulated in the tender document, the tender shall summarily be rejected.
   - Only those bidder are eligible to apply whose firm has more than 20 employees and are registered with EPF and ESI.
   - Selection will be based on Grand Total quoted at the price bid by the bidder.
   - In the case of two or more bidders quoted the same amount, the bidder will be selected on the basis of average of annual turnover of the last three years and experience.
   - The decision of NABARD will be final in selection of bidder.

3. The bidder should have experience of similar works during the last 7 years

   The annual turnover of the bidder during each of the last 3 years should be at least 30% (Rs. 11.00 lakh) of the estimated cost of tender.

   The firm should have done at least:
   - i) three similar works valuing not less than Rs. 14.50 lakh; or
   - ii) two similar works valuing not less than Rs. 18.00 lakh; or
   - iii) One similar work valuing not less than Rs. 29.00 lakh.

4. The estimated cost of the work is Rs. 35.87 lakh per annum.
5. **The EMD of Rs. 71740.00** is required to be deposited through NEFT to the following account:

Name of Account: National Bank for Agriculture and Rural Development  
Bank: NABARD  
Branch Name: Head Office, Mumbai  
Account No (VAN): NABADMN16  
IFSC Code: NBRD0000002

*After depositing the EMD amount, the tenderer is advised to send an email to dpsp.jaipur@nabard.org with the details of the transaction.*

6. The EMD of the Contractor selected for award of the Annual Maintenance Contract will retained by NABARD as Retention Money Deposit (RMD) till expiry of the Contract and will not carry any interest. The successful bidder has to deposit an amount @5% of the yearly tender amount as RMD, in such case the EMD amount already deposited will be adjusted. RMD will be released after the defect liability period, which is one year from the date of completion of services.

7. NABARD reserves the right to divide and distribute the work to more than one Contractor at its sole discretion. The tenderers are advised to ensure strict observance of commercial aspect of this Tender and also the following points:

   (a) The Contract period will be for a period of 01/04/2022 to 31/03/2025 subject to annual review and renewal on satisfactory performance each year.

   (b) The contract period may be extended further depending upon the discretion of the Bank.

   (c) However, the Bank reserves the right to terminate the services of the agency by giving one-month notice if the services are found to be unsatisfactory.

8. Validity of offer shall be 90 days from the date of opening of price bid. No Tenderer will be allowed to withdraw his Tender during the validity period. Subletting of the Contract is not permitted. In case any tenderer withdraws his/her tender during the validity period or is subsequently found to have sublet the same, the EMD amount received from such tenderers shall be forfeited.

9. **Intending bidders have to arrange for execution of pre-bid pre-contract Integrity Pact (as per relevant stamp act of the state) failing which the tender will be rejected.** All prospective bidders / vendors have to enter into an Integrity Pact with the Bank otherwise, they will not be eligible to participate in the tendering process. The pre-contract Integrity Pact should be submitted in original to “The Chief
10. Tenders containing tenderer's own conditions are liable to be rejected.

11. The address of the premises where the AMC is to be carried out are:

<table>
<thead>
<tr>
<th>SI No</th>
<th>Details</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Office premises</td>
<td>Nehru Place, Lal Kothi, Tonk Road, Jaipur 302015</td>
</tr>
<tr>
<td>2</td>
<td>Staff Qtr.</td>
<td>Balaji Mode, Malviya Nagar, Jaipur 302017</td>
</tr>
</tbody>
</table>

5. **Instructions for filling the Price bid**

1. Quoted rates should be workable and reasonable and should include:
   a. Payment to all the contract workers engaged by contractor as per minimum wages as notified by Labour Commissioner, GoI from time to time. **The minimum wages must cover Central Government wage as indicated by Central Labor Commission. TDS will be deducted as per guidelines.**
   b. ESI & PF benefits (Employer's contribution towards ESI & PF). EPF/ ESI has to be paid to worker considering the base full amount of applicable minimum wages prescribed by the Labour Commissioner from time to time. Cost of equipment/machinery.
   c. Allowance for maintenance of two sets of uniform.
   d. Charges towards safe disposal of waste from NABARD premises in safe municipal dumping ground
   e. Incidental expenses and all overheads and profits

2. The contractor may be required to furnish **Rate Analysis**, along with the price-bid, for the rates quoted by him/her in this tender, if required.

3. The contractor is advised to visit the premises before quoting the rates and get all clarifications.

4. **The following procedure shall be followed in the event of multiple L1 bidders after opening of Price Bids:**
   a) Quality and Cost Based Selection criteria shall be incorporated for evaluation wherein multiple L1 bids are received. The work then will be awarded to the bidder having the highest marks in QCBS among the L1 bidders (format of scoring model is given in part 11).

   b) Evaluation of marks based on the scoring model will be triggered only when multiple bidders are found to be L1. Accordingly, L1 will be decided based
on the highest marks obtained in scoring model based on technical parameter / matrix out of total 50 marks.

c) In case multiple L1 bidders get same marks in QCBS also, then the Purchase Committee of NABARD shall, at their discretion, visit the work sites of the bidders and award marks to the work being carried out at site adopting an objective criteria. The work then shall be awarded to the bidder with highest marks.

d) In case of multiple L1 bidders getting equal marks even after field visits, the final selection shall be done based on draw of lots, as may be decided jointly by the NABARD and select bidders, or by pulling the highest number from a box containing 30 numbers.

5. Rates shall have to be quoted in both words and figures.
6. **General Terms and Conditions**

1) Distribution of manpower among Staff Quarters and Office Premises:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Details</th>
<th>Address</th>
<th>No. of manpower</th>
<th>Working Week</th>
<th>Special Conditions</th>
</tr>
</thead>
</table>
| 1     | Office premises  | Nehru Place, Lal Kothi, Tonk Road, Jaipur    | 08 workers      | Monday to Friday at Office premises and Sunday at Staff quarter | Time of work: Office Premises: 0730 hr. to 1530 hr for 6 workers and 1030 hr to 1830 hr for 2 workers  
|       |                  |                                              |                 |                                     | Staff Quarter: 0730 hr. to 1530 hr.  
|       |                  |                                              |                 |                                     | On Sunday, workers shall attend to duty in Staff Quarters                            |
| 2     | Staff Quarters   | Balaji Mod, Model Town, Malviya Nagar, Jaipur | 06 workers      | Monday to Saturday                  | Time of work: 0730 hr. to 1530 hr.                                                |

1. For the office premises at least two female workers per day are to be deployed. For the staff quarter two female workers per day are to be deployed.

2. One of the workers shall work as the nodal person for all the workers.

3. Bank will have no liability whatsoever concerning the persons deployed by the tenderer for the purpose. The successful tenderer shall keep the bank indemnified against all losses of damages or liability arising out of or imposed in the course of employment of persons(s) by him.

4. The successful tenderer shall make regular and full payment of wages, salaries, PF and any other payment due to his employee(s) and furnish necessary proof.

5. If applicable, the successful tenderer shall obtain the necessary labor license from the Licensing Authority under the Contract labor (R&A) Act and Contract
Rules framed there under and produce the same to the authorized representative of bank whenever asked to do so.

6. The successful tenderer shall comply with all acts, laws under Contract Labor (R&A) Act 1970 and EPF & EIS act, payments of wages act, minimum wages act or any other statutory rules regulations with their related amendments, by-laws applicable or which might become applicable with regard to the performance of work included herein or touching this contract from time to time and take such necessary steps as may be deemed necessary in this regard. The successful tenderer shall keep the bank indemnified against all penalties, claims and liabilities of every kind for any violation of such acts, Laws or Regulations etc. by him / her, his / her agents or his / her staff.

7. If at any time during the period of the contract, it is observed by the bank or by its authorized representatives that the services rendered by the tenderer's personnel are not to the satisfaction of the bank or any terms of the contract are violated, the bank reserves the right to terminate the contract by giving one month notice.

8. It shall be entirely, the responsibility of the successful tenderer to ensure that no unlawful act is done by his person(s) while on duty.

9. In case of loss of the Bank's property due to the negligence of carelessness of the person(s) deployed by the successful tenderer he will be responsible and shall make good the same.

10. The successful tenderer shall be solely responsible for settling / resolving any dispute/ claim of his / her personnel during the contract. No liability shall accrue to the bank under the circumstances during / after expiry of the contract.

11. The contractor shall indemnify bank against any payments to be made under and for observance of the above mentioned various laws and rules. In the event of there being any increase of workmen's compensation under any law or any additional payment or new liability under the labour laws being imposed on the contractor at any time, the additional expenditure incurred by the contractor shall be borne by the contractor and no claim will be considered and no claim will be entertained by bank on any account.

12. The contractor shall not subcontract the whole or any part of this contract to another person/ vendor.

13. All works shall be carried out in accordance with the provision of the Statutory acts and laws and bureau of Indian Standards regarding fire systems in India, electricity act, local laws and by-laws as amended up-to-date. Contractor shall be solely responsible for following and adhering to the proper fire and safety precautions while carrying out any job.

14. During the tenure of the contract, the contractor has to coordinate the work with other agencies working inside or outside. Also in case of emergency or
major problems, the contractor has to provide complete support and assistance
to any other agency or for jobs of electrical maintenance, lifts, LPG system,
display sign boards, DG set, electrical substation, interior and exterior sanitary
contracts etc.

15. The Party shall pay the ESI & EPF contributions of all employees as per the
prevailing Employees Insurance and Employees Provident Funds Acts under
the contract. The contract value quoted by the Party is inclusive of Employer’s
share of ESI & EPF contributions and no separate charges shall be payable by
us on this account. Monthly payment will be done on production of proof of
payment towards ESI & EPF(counterfoils) & other documents such as
registration number, photo card etc. As per requirements of Contract Labour
(Regulation & Abolition) Act 1970, the payments of wages to the employees to
be made by the contractor in presence of official of NABARD who will sign the
payment register.

16. The staff deployed should be available 3 days prior to commencement of the
contract to ensure smooth handing over / taking over from the existing
contractor.

17. The vendor has to supply all cleaning materials and equipment as mentioned in
the scope of work.

18. The rate quoted for the said contract shall include the cost of manpower, cost
of supervisor, cost of tools, equipments, consumables, cleaning material etc. as
mentioned in the scope of work.

19. Contractor has to comply with all relevant statutory regulations and labour
laws.

20. Payment:

- The Party should ensure payments to the workers as per latest minimum
  wages act and other statutory regulations on or before 7th of every month
  irrespective of fact that previous monthly bill is paid or not by the
  NABARD.

- The payment for deployment of manpower for up-keeping of the premise
  will be made on monthly basis and on submission of the bills for the
  same. The bill shall be certified by the Caretaker/Asstt. Caretaker and
  Protocol and Security Officer.

- The Contractor may ensure payment of minimum wages as stipulated by
  Ministry of Labour, Govt. of India and all other statutory payments
  thereof. The proof for such payments/certificates shall be produced by
  the Contractor along with the monthly bills.

- Bill shall be submitted by the Contractor in the first week of every month
  for the work carried out during the previous month.
• The bill should be accompanied with documents/ certificates indicating payment details (i) PF, ESI etc. duly signed by the contractor (ii) copy of e-passbooks of workers (iii) Attendance sheet. Payment to workers to be made through bank only and necessary documents like copy of e-passbooks are to be submitted by the contractors. Attendance sheet of workers shall be enclosed with the bill. Bills without these documents will not be accepted for payment and the contract may be liable to be terminated and EMD/RMD will be forfeited.

• Work slips will be issued for extra works and they are to be submitted on a consolidated basis as a single bill in a month for settlement.

21. The Party shall employ the required number of workers and keep the attendance record properly so that same can be inspected by the competent authority.

22. Contractors All Risk policy and work man compensation insurance policy for 1.25 times the contract value is to be taken by the agency for the workmen engaged and the same is to be submitted within 15 days of the work order.

23. Mobile phone number of the supervisor deputed may be intimated to us.

24. The Party should provide uniforms of approved color and quality to the employees deployed for the job at NABARD and also safety shoes, at your own cost.

25. The Party shall observe all the necessary safety precautions for the safety of the labour and the employees of NABARD/residents of the colony during execution of works. The Party would be responsible for the safety of persons employed by the Party as also the safety of employees of NABARD/ residents of the colony.

26. The Party shall take all precautions to avoid accident and causes of accident. The Party must be careful regarding safety during working of the Party worker in the premises/colony.

27. NABARD shall not bear any responsibility in case of any accident to the Party worker in the premises/colony due to no fault of NABARD’s working but merely due to negligence of the Party worker or lack of safety provided to them by you.

28. Period and renewal of contract
   a) The Contract period will be for a period of 01/04/2022 to 31/03/2025 subject to annual review and renewal on satisfactory performance each year.
   b) The contract period may be extended further depending upon the discretion of the Bank.
   c) However, the Bank reserves the right to terminate the services of the agency by giving one month notice if the services are found to be unsatisfactory.
29. The contractor shall deploy his manpower three days in advance from the date of start of the contract to acquaint himself / his staff with the complete work at no extra cost to bank and take charge of complete system and inventory.

30. The contractor shall deploy his manpower for three days after the date of expiry of the contract to enable the incoming contractor and his staff to acquaint with the complete work and schematics at no extra cost to bank. Also the contractor will hand-over the items covered in scope of work in working order and the details of inventory of bank's incoming contractor as advised by the bank.

31. **Resolving Disputes**

For all disputes relating to this contract, Arbitration Conciliation Act will be applicable.

32. **Rates and Prices**

The rates will be firm and all-inclusive (taxes, duties, etc.) inclusive of service tax for the entire period of the contract. No additional charges on account of transportation of men and material, lunch, tea and conveyance etc. will be given. **In the case of any change of statutory charges, the vendor shall bring it into the notice of NABARD immediately.**

33. The bank will be deducting the mandatory deductions i.e. taxes etc. from the payments due to the contractor.

34. However, **the Bank reserves the right to terminate the services of the agency by giving one month notice if the services are found to be unsatisfactory.**

35. Attendance of workers as indicated in the scope shall be maintained in the premises and the same shall be verified before settlement of bills. In case of absence, proportionate value of contract pertaining to the days of absence shall be deducted from the monthly payment.

**Penalty Clause**

a. In case of absence of any person deployed for the purpose of this contract, if no suitable replacement is provided then deduction will be made from the payments to the successful tenderer

b. Non-attendance or non-rectification of the faults coming under the scope of work and terms and conditions of the contract will entitle the bank to get the job done from any other vendor at the risk and cost of the successful tenderer. The decision of the officer of the bank in this regard will be final and binding on the contractor.

c. In case of noncompliance of contract obligations and also in case of any damages, breakage and loss or theft to the building fittings, assets and equipments attributable to staff or labour deployed by the contractor, the contractor will be responsible for repairing / replacing the same at his cost failing which the actual cost...
incurred towards repair/ replacement with suitable penalty shall be imposed on the contractor by the bank.

d. In the event of any accident/ damage etc. caused due to negligence of staff deployed will be debited to the inefficiency of the contractor and he has to make good the loss.

e. All the workmen deployed under the contract should have valid Identity Card issued by the Agency and should be in proper uniform having Agency/Firm/Company’s Name & Logo, embossed/embroidered on it.

f. In the event of contractor’s staff not attending to a specific item of work required under the contract, pro-rata amount will be deducted from contractor’s bills.

**Arbitration**

In the event of any difference or dispute in connection with the agreement over the right of obligations of the parties, the decision of Chief General Manager, NABARD, Rajasthan Regional Office, 3, Nehru Place, Tonk Road, Jaipur-302015 shall be final and binding upon the parties. The place of arbitration shall be Jaipur. The Indian laws shall be applicable to the arbitration.

**Declaration by the Contractors**

I have read and understood all the instructions/ conditions given above and I have taken into account the above instructions/ conditions while quoting the rates.

Date : 
Place : 
Signature: 
Name & Address: 
Seal of the Contractor:
7. **Scope of work for housekeeping services**

(1) Clearing and cleaning of litter bins and segregating dry and wet waste – **daily basis, in the morning**

(2) Sweeping of all staircases including the fire exit on **daily basis**.

(3) Mopping/wet-cleaning/scrubbing of the staircase of Office building on - **daily basis**.

(4) Cleaning of roof terrace and terrace once a **fortnight**

(5) Sweeping of open area - **Daily basis**.

(6) Clearing of garbage accumulated on **daily basis**.

(7) Removal of cobwebs (outside/inside) **weekly**.

(8) Washing the parking space, staircase etc of Staff quarter – **once in a fortnight**

(9) Cleaning of Toilets of office – **minimum twice daily**

(10) Cleaning of Toilets of occupants of staff quarter and SRA: **weekly**

(11) Cleaning of toilets/ wash basins/bathrooms of dispensary, community hall: **daily**

(12) Monthly cleaning of motor rooms, basement of office building

(13) Any other related works, as and when instructed.

(14) Dumping of garbage in the municipality dumping ground

(15) The vendor has to supply all cleaning materials and equipment as indicated in **Appendix - I**.

The quantity of cleaning material purchased and quantity of cleaning material used shall be duly recorded in the inventory register & shall be verified regularly by Caretaker and P&SO/any other Officer of the Bank. The inventory register shall have to be submitted along with the cleaning material bill every month.

(16) Cleaning of Toilets/ bathrooms of, with all cleaning materials,

i. all the occupied flats (total no of toilets – 90, may increase or decrease), **once a week**

ii. VOF/VEF (total 12), **daily**

Office Premises, (total 21 toilets/bathrooms) **daily**
### Appendix - I to Scope of Work

**List of Cleaning Material for Housekeeping Services**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Items</th>
<th>Qty.* (to be used per month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Table Duster (Small)</td>
<td>10 nos.</td>
</tr>
<tr>
<td>2</td>
<td>Table Duster (Big)</td>
<td>04 nos.</td>
</tr>
<tr>
<td>3</td>
<td>Floor Duster (Big)</td>
<td>12 nos.</td>
</tr>
<tr>
<td>4</td>
<td>Detergent (Surf Excel, Nirma or similar)</td>
<td>08 Kg</td>
</tr>
<tr>
<td>5</td>
<td>Handwash Refill for Office Premises &amp; VOF (Dettol, Lifebuoy or similar)</td>
<td>30 nos.</td>
</tr>
<tr>
<td>7</td>
<td>Brooms (Laxmi or similar good quality)</td>
<td>08 nos.</td>
</tr>
<tr>
<td>8</td>
<td>Mop (Gala, Scotch Brite or similar)</td>
<td>05 nos.</td>
</tr>
<tr>
<td>9</td>
<td>Floor Wiper (Gala/Scotch Brite or similar)</td>
<td>10 nos.</td>
</tr>
<tr>
<td>10</td>
<td>Garbage Bag Small (pack of 30)</td>
<td>02 nos.</td>
</tr>
<tr>
<td>11</td>
<td>Garbage Bag Big (pack of 30)</td>
<td>02 nos.</td>
</tr>
<tr>
<td>12</td>
<td>Floor Cleaner (Lizol or similar)</td>
<td>20 nos.</td>
</tr>
<tr>
<td>13</td>
<td>Toilet Cleaner (Harpic or similar)</td>
<td>75 nos.</td>
</tr>
<tr>
<td>14</td>
<td>Room Freshener (Godrej, Airwick or similar)</td>
<td>10 nos.</td>
</tr>
<tr>
<td>15</td>
<td>M Fold Paper Towels for Washrooms in Office Premises - 3 layer (Origami or similar)</td>
<td>12 nos.</td>
</tr>
<tr>
<td>16</td>
<td>Tissue Paper Box (Origami or similar)</td>
<td>12 nos.</td>
</tr>
<tr>
<td>17</td>
<td>Soap (Dettol, Lifebuoy or similar)</td>
<td>05 nos.</td>
</tr>
<tr>
<td>18</td>
<td>Bleaching Powder</td>
<td>01 Kg</td>
</tr>
<tr>
<td>19</td>
<td>Washing Soap (Rin, Surf Excel etc.)</td>
<td>20 nos.</td>
</tr>
<tr>
<td>20</td>
<td>Toss Block (Urinal)</td>
<td>75 nos</td>
</tr>
</tbody>
</table>

*the above list is indicative only and is liable to change based on actual requirement.*
8. (Pre-Contract Integrity Pact)

(in Rs. 200/- stamp paper)

INTEGRITY PACT

Between

National Bank for Agriculture and Rural Development (NABARD)

hereinafter referred to as “The Principal”

And

..................................................................................... hereinafter referred to as “The Bidder/Contractor”

Preamble

The Principal intends to award, under laid down organizational procedures, Annual Maintenance contract/s for Housekeeping works at Staff Colony and Office Premises of NABARD Rajasthan Regional Office at Jaipur. The Principal values full compliance with all relevant laws of the land, rules, regulation, and economic use of resources and of fairness /transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 – Commitments of the Principal

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

a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will, in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

c. The Principal will exclude from the process all known prejudiced persons.
(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

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

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

a. The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal’s employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.

c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) / Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any.

e. The Bidder(s) /Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

f. Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

(2) The Bidder(s) /Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
Section 3 – Disqualification from tender process and exclusion from future contracts

If the Bidder(s) / Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form which put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s) / Contractor(s) from the tender process.

Section 4 – Compensation for Damages

(1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.

(2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 – Previous transgression

(1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.

(2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process.

Section 6 – Equal treatment of all Bidders / Contractors/ Subcontractors

(1) In case of Sub-contracting, the Principal Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.

(2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors

(3) The Principal will disqualify from the tender process all bidders who do not sign the Pact or violate its provisions.

Section 7 – Criminal charges against violating Bidders(s) / Contractor(s)/ Subcontractor(s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.
Section 8 – Independent External Monitor

(1) The Principal appoints competent and credible Independent External Monitor for this Pact after approval by the Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

The Independent External Monitor appointed for NABARD is:
Dr. Sanjay Kumar Panda, IAS (Retd)
515, Ward No.3
Sideshwar Sahi
Cuttack City, Cuttack district
Odisha 753 008

(2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him / her to treat the information and documents of the Bidders /Contractors as confidential. He / she reports to the Chairman, NABARD.

(3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.

(4) The monitor is under contractual obligation to treat the information and documents of the Bidder(s) /Contractor(s) / Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on ‘Non-disclosure of Confidential Information and of ‘Absence of Conflict of Interest’. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, NABARD and recuse himself/herself from that case.

(5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project, provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

(6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

(7) The monitor will submit a written report to the Chairman, NABARD within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposal for correcting problematic situations.
(8) If the Monitor has reported to the Chairman, NABARD, a substantiated suspicion of an offence under the relevant IPC/PC Act, and the Chairman NABARD has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

(9) The word ‘Monitor’ would include both singular and plural.

**Section 9 – Pact Duration**

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharge/determined by the Chairman of NABARD.

**Section 10 – Other provisions**

(1) This agreement is subject of Indian Law, Place of performance and jurisdiction is the Rajasthan Regional Office of the Principal, i.e., Jaipur.

(2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

(3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

(4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

(5) Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.

(6) In the event of any contradiction between the Integrity Pact and its Annexure, if any, the Clause in the Integrity Pact will prevail.

________________________________________

(For & On behalf of the Principal)  (For & on behalf of the Bidder/Contractor)

(Office Seal)  (Office Seal)
Place __________________

Date __________________

Witness 1:
(Name & Address) __________________________

____________________________
____________________________

Witness 2:
(Name & Address) __________________________

____________________________
____________________________
9. **FORMAT OF AGREEMENT TO BE SIGNED**

**Agreement**

This agreement made at Jaipur this _____________________day of ____________
2021 (in words) between the National Bank for Agriculture and Rural Development a
body corporate incorporated under the National Bank for Agriculture and Rural
Development Act, 1981 having its Regional Office at 3, Nehru Place, Tonk Road, Jaipur
- 302 015, herein after referred to as " NABARD' (which expression shall unless
repugnant to the context or meaning thereof be deemed to include its successor and
assignees) of the ONE PART and ( this will undergo change when the party is
partnership firm or Company) Shri...............… son of .....… .......................... aged
presently residing at _____________ and carrying on similar work under the name and
style of M/s ______________________and having their place of business at
_______________ hereinafter referred to as ‘ the party’ ( which expression shall unless
repugnant to the context or meaning be deemed to include the legal heirs, legal
representatives, administrators and executors ) of the OTHER PART.

WHEREAS the National Bank is desirous of outsourcing the works of ANNUAL
MAINTENANCE OF HOUSEKEEPING WORKS at NABARD Staff Quarters at
Malviya Nagar Extension, Jagatpura Road, Jaipur-302017 and NABARD Office
Premises at 3, Nehru Place, Tonk Road, Jaipur. (herein after referred to as the said
premises )

AND WHEREAS the party has offered to undertake the work as per the scope of work
and details indicated in the special instructions

AND WHEREAS the National Bank in consideration of the conditions and covenants
to be observed by the party has agreed to permit the party to carry out the
Housekeeping work hereinafter set out.

NOW, THIS AGREEMENT WITNESS THAT IT IS MUTUALLY AGREED BY AND
BETWEEN THE

PARTIES:-

NABARD hereby awards the contract of ANNUAL MAINTENANCE OF HOUSE
KEEPING SERVICES in the said premises from 01/04/2022 to 31/03/2025, subject
to annual review and renewal on satisfactory performance each year. The contract
period may be extended further depending upon the discretion of the Bank.

As compensation for the work, the party shall be reimbursed an amount of
Rs._______/ (Rs. ______________________) per month, Basic Rate plus GST as applicable.
2. The compensation shall be payable to the party by NABARD within 02 weeks from the date of receipt of the bill for the month for which services have been rendered to the satisfaction of the Bank.

3. (a) The party shall comply with the municipal and other laws, obtain license, permission as required under the contract labour laws and cover all the employees under his charge with all statutory requirements like minimum wages, PF, ESIC etc. The party shall indemnify and keep indemnified the Bank against any lapse on the party’s part in complying with these conditions or any other statutory requirements in connection with the work.

(b) The quality of maintenance work shall be of good standard subject to the satisfaction of the Chief General Manager of the Bank.

(c) The party shall keep, at a conspicuous place in the said premises a complaint/suggestion register in which complaints and suggestions, if any, could be recorded by the concerned and the complaint/suggestion register shall be open to inspection by the Chief General Manager or any other officers of the Bank so deputed by him. The party shall put up the complaint register once in a week on Monday mornings and if Monday were to be a public holiday or by any other reasons the National Bank remain closed on any Monday the same shall be submitted on the next working day immediately following that day. The Chief General Manager will take such action in respect of each complaint or suggestions as the case may be and the party shall be obliged to take remedial / rectification measures as instructed by the Chief General Manager.

(d) The party shall ensure that no loss or damage is caused by an act or default on his part or his employees and agents to the Bank’s furniture, fixture and fittings and other articles.

(e) This agreement shall stand automatically terminated in the event of insolvency, death or mental disorder of the party.

(f) If the Chief General Manager so considers that the situation so warrants then he shall be entitled to terminate this agreement without giving any prior notice and also without assigning any reason in writing and the party shall not be entitled to any compensation in the event of such termination. However, in normal course the agreement can be terminated by the party by giving three month’s notice and by the Bank by giving one month’s notice.
(g) On the expiry or earlier termination of this agreement the party shall remove himself and his employees/servants and agents from the premises and all articles belonging to him, or to his employees or agent.

(h) If any dispute arises on any matter concerning this agreement, then the decision of NABARD shall be final and binding in respect of such dispute.

(i) The reference to the Chief General Manager in this agreement and the schedules hereto annexed shall mean the Chief General Manager holding, charge of General Administration Department for the Rajasthan Regional Office at 3, Nehru Place, Tonk Road, Jaipur – 302015 and shall include, in respect of any powers exercisable by him or NABARD under this agreement any officers of the Bank designated by him in that behalf from time to time.

(j) Annexure 1-8, 10 of the tender document giving terms and conditions of the contract, NIT, corrigendum, check list, price bid etc. of the tender documents shall form part of this agreement.

(k) This agreement shall be executed in duplicate. The Bank shall retain the original and party the duplicate. Stamp duty on original and duplicate shall be borne by the party.

IN WITNESS WHEREOF the National Bank has set its hands to these presents and a duplicate hereof through its authorised official and the party has set his hands to these presents and the duplicate on the day/month and year first hereinabove written. Signed and delivered by the within named National Bank

........................................... by the hand of its authorised official

_________ (Name and Designation) in the presence of

(i)_____________________________________

(ii)_____________________________________

Signed and Delivered by Shri

--------------------------------------
In the presence of

(i)__________________________________________

(ii)__________________________________________

Signature of the authorized signatory of the contractor / Tenderer
10. **INDEMNITY BOND**

(On Rs. 100/- Stamp Paper)

KNOW all men by these presents that I, Shri.............................................................. of M/s ................................................................. ......................................do hereby execute Indemnity Bond in favour of National Bank for Agriculture and Rural Development (NABARD), having their Registered Office at C-24, G Block, Bandra-Kurla Complex, Bandra (E) Mumbai-400051 and Regional Office at Lal Kothi Tonk road, Jaipur – 302015 and M/s......................................................having their office at ................................................................. on this ............. day of........................ 2021.

WHEREAS NABARD have appointed M/s......................................................as the Contractor for their proposed work relating to "**Annual Maintenance of HOUSE KEEPING Services at NABARD Staff Quarters and NABARD Office Premises, Jaipur**".

**THIS DEED WITNESSETH AS FOLLOWS:-**

pI/We M/s .................................................................hereby do Indemnify, and same harmless NABARD against and from

1. Any third party claims, civil or criminal complaints liabilities, site mishaps and other accidents or disputes and/or damages occurring or arising out of any mishaps at the site due to faulty work, negligence, faulty construction and/or for violating any law, rules and regulations in force, for the time being while executing/executed works by me/us,
2. Any damages, loss or expenses due to or resulting from negligence or breach of duty on the part of me/us or any sub-contractor/s if any, servants or agents.
3. Any claim by an employee of mine/ours or of sub-contractor/s, if any, under the Workmen Compensation Act and Employers Liability Act, 1939 or any other law, rules and regulations in force for the time being and any Acts replacing and/or amend the same or any of the same as may be in force at the time and under any law in respect of injuries to persons or property arising out of and in the course of the execution of the contract work and/or arising out of and in the course of employment of any workmen/employee.
4. Any act or omission of mine/ours of sub-contractor/s if any, our/their servants or agents which may involve any loss, damage liability, civil or criminal action.

IN WITNESS WHEREOF THE M/s .........................................................has set his/their hands on this .............day of ............. 2021.

SIGNED AND DELIVERED BY THE AFORESAID M/s

IN THE PRESENCE OF WITNESS:

(1) .............................................

(2) .............................................

Signature of the authorized signatory of the contractor / Tenderer
11. QCBS Scoring Model
Scoring model for deciding the L1 in case of tie (multiple L1 bidders)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Legal Structure</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Private Ltd./Public Limited</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Partnership</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Proprietorship</td>
<td>10</td>
</tr>
<tr>
<td>2.</td>
<td>Work experience in the relevant field of work</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>&gt;20 years</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Less than 20 years but more than 10 years</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Less than 10 years but more than 5 years</td>
<td>2</td>
</tr>
<tr>
<td>3.</td>
<td>Average Turnover during the last 03 years ending 31.03.2021</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>More than Rs. 36.00Lakh</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Less than Rs. 36.00 lakh but more than Rs. 22.0 lakh</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>less than Rs. 22.00 lakh but more than Rs. 11.00 lakh</td>
<td>2</td>
</tr>
<tr>
<td>4.</td>
<td>No. of works in Public/Private institutions handled in India in the last 07 years (as on date of bid submission)</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>More than 20</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Less than 20 but more than 10</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Less than 10 but more than 05</td>
<td>1</td>
</tr>
<tr>
<td>5.</td>
<td>Quantum of Area of the building/work performed for the last 7 years</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>More than 100%</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Less than 100% but more than 60%</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Less than 60% but more than 40%</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Total marks</td>
<td>50</td>
</tr>
</tbody>
</table>

Evaluation of marks based on the scoring model will be triggered only when multiple bidders are found to be L1. Accordingly, L1 will be decided based on the highest marks obtained in scoring model based on technical parameter / matrix out of total 50 marks.
Part – II

Price Bid
### Price BID

**Annual Maintenance Contract for Housekeeping services at NABARD Office Premises and Staff Quarter**

**Part – A  \( \text{rates quoted should be exclusive of taxes} \)**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Item</th>
<th>Nos./Rate</th>
<th>Unit Rate in Rs. (per Month) for 1 unskilled worker</th>
<th>Total Amount Per month in Rs. (per Month) for 14 unskilled worker</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Wage for Unskilled Worker (26 days) (@ Rs. 546.00 per day for unskilled worker)</td>
<td>14</td>
<td>14196.00</td>
<td>1,98,744.00</td>
</tr>
<tr>
<td>1</td>
<td>ESI</td>
<td>3.25%</td>
<td>461.37</td>
<td>6,459.18</td>
</tr>
<tr>
<td>2</td>
<td>EPF, EDLI, Admin Charges</td>
<td>13.00%</td>
<td>1845.48</td>
<td>25,836.72</td>
</tr>
<tr>
<td>3</td>
<td><strong>Total</strong></td>
<td></td>
<td><strong>16502.85</strong></td>
<td><strong>2,31,039.90</strong></td>
</tr>
<tr>
<td>4</td>
<td><strong>Service Charges on above, (I)</strong></td>
<td></td>
<td><strong>in % (up to two decimal places)</strong> -</td>
<td><strong>in Rs. -</strong></td>
</tr>
<tr>
<td>5</td>
<td>(i.e. Service Charge to be quoted in %age on total monthly amount calculated for 14 workers indicated at 4(E)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td><strong>GRAND TOTAL</strong></td>
<td></td>
<td><strong>----------------</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Total Amount in Words of Part A:**
**Part – B  (rates quoted should be exclusive of taxes)**

Cleaning Material for Housekeeping Services per month

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Items</th>
<th>Unit Price (Rs.)</th>
<th>Qty.*</th>
<th>Total Price (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Table Duster (Small)</td>
<td></td>
<td>10 nos.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Table Duster (Big)</td>
<td></td>
<td>04 nos.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Floor Duster (Big)</td>
<td></td>
<td>12 nos.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Detergent (Surf Excel, Nirma or similar)</td>
<td></td>
<td>08 Kg</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Handwash Refill for Office Premises &amp; VOF (Dettol, Lifebuoy or similar)</td>
<td></td>
<td>30 nos.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Brooms (Laxmi or similar good quality)</td>
<td></td>
<td>08 nos.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Mop (Gala, Scotch Brite or similar)</td>
<td></td>
<td>05 nos.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Floor Wiper (Gala/Scotch Brite or similar)</td>
<td></td>
<td>10 nos.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Garbage Bag Small (pack of 30)</td>
<td></td>
<td>02 nos.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Garbage Bag Big (pack of 30)</td>
<td></td>
<td>02 nos.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Floor Cleaner (Lizol or similar)</td>
<td></td>
<td>20 nos.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Toilet Cleaner (Harpic or similar)</td>
<td></td>
<td>75 nos.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Room Freshener (Godrej, Airwick or similar)</td>
<td></td>
<td>10 nos.</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>M Fold Paper Towels for Washrooms in Office Premises - 3 layer (Origami or similar)</td>
<td></td>
<td>12 nos.</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Tissue Paper Box (Origami or similar)</td>
<td></td>
<td>12 nos.</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Soap (Dettol, Lifebuoy or similar)</td>
<td></td>
<td>05 nos.</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Bleaching Powder</td>
<td></td>
<td>01 Kg</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Washing Soap (Rin, Surf Excel etc.)</td>
<td></td>
<td>20 nos.</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Toss Block (Urinal)</td>
<td></td>
<td>75 nos.</td>
<td></td>
</tr>
</tbody>
</table>

**Total Amount**

*the above list is indicative only and is liable to change based on actual requirement.

**Total Amount in Words of Part B:**
Grand Total (Part A + Part B), in numbers:

Grand Total (Part A + Part B), in words:

- GST as applicable will be paid extra (on both Part A & Part B).
- Rates quoted would be applicable for the entire period. However, revision in rates would be considered only if the minimum wages & taxes are revised.
- **The service charges should be more than 1%**
- The Service Charges quoted above may include premium towards insurance cover for the workers employed, premium towards third-party insurance cover, other incidental administrative costs like provision of uniforms to workers etc. These costs (or percentage) are to be solely decided by bidder for the purpose of this quotation.
- The payment for Cleaning Material will be made on actual consumption basis.
- The procedure mentioned at in General Instructions to the Tenderer, sub-para 4, shall be followed in the event of multiple L1 bidders after opening of Price Bids.

Place:

Date:

Name

Signature of the authorized signatory of the contractor / Tenderer

**********