Tender for Annual Maintenance Contract on Civil/Plumbing/Sanitary Services in the Office premises of NABARD at RTC Cross Roads, Musheerabad and NABARD Staff Quarters at Ameerpet, Hyderabad for a period from 01 April 2022 to 31 March 2025.

<table>
<thead>
<tr>
<th>Date of issue of tender document</th>
<th>25 February 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre Bid Meeting with bidders</td>
<td>07 March 2022 at 11:00 AM</td>
</tr>
<tr>
<td>Due date for submission of tender</td>
<td>21 March 2022 by 02:00 PM</td>
</tr>
<tr>
<td>Date and time of opening technical bids</td>
<td>21 March 2022 at 04:00 PM</td>
</tr>
<tr>
<td>Date of opening of Financial Bid</td>
<td>Will be communicated later</td>
</tr>
<tr>
<td>Earnest Money Deposit (Rupees)</td>
<td>11500.00</td>
</tr>
<tr>
<td>Retention Money Deposit (RMD)</td>
<td>5% of the Annual Contract Value will be deposited with NABARD as security deposit till the completion of the contract period. The amount will be refunded after completion of the contract period.</td>
</tr>
</tbody>
</table>
NOTICE INVITING TENDER

Ref. No. NB.TSRO.DPSP/ 2180 / AMC-Civil (O & ASQ)/ 2021-22  25 February 2022

M/s

Dear Sir

Notice inviting Tender - Annual Maintenance Contract for providing Civil/plumbing/sanitary services in NABARD at RTC Cross Roads, Hyderabad and Staff Quarters of NABARD at Ameerpet, Hyderabad for a period from 01 April 2022 to 31 March 2025

National Bank for Agriculture and Rural Development (NABARD), Telangana Regional Office, Hyderabad invites tender from reputed agencies through single bid system in two parts from eligible bidders for the captioned services as per the terms and conditions contained in the tender.


3. The Contract period will be from 1st April 2022 to 31st March 2025 with a provision of review of completion each year. The same may be renewed for two more years (one year at each time), if services are found satisfactory as per mutual agreed terms and conditions. The renewal shall be on sole discretion of NABARD.

4. The bidder shall submit the bids for the captioned services i.e., Technical bid and Price/Financial bid, which should be complete in all respects. Sealed Bids in TWO separate sealed Envelopes indicating clearly ‘Envelope - No.1 - Technical bid’ and 'Envelope No.2 - Price bid’, shall be submitted To Chief General Manager, NABARD, TELANGANA REGIONAL OFFICE, RTC ‘X’ ROADS, MUSHEERABAD, HYDERABAD - 500020 and Envelopes should also be super scribed “Tender for Annual Maintenance Contract for Civil/plumbing/sanitary services for NABARD, Telangana Regional Office Hyderabad.”

5. Tenders may be submitted not later than 14:00 hrs. on 21st March 2022. Technical bids shall be opened at 4.00 PM on 21st March 2022 at the Office of Chief General Manager, NABARD, Telangana Regional Office, RTC X Roads, Hyderabad - 500 020. If the last date of receipt or opening of the tenders happens to
be a holiday for NABARD, then the receipt and opening of the tenders shall be shifted to next working day without change of time and venue. Representatives of the bidders may be present during the tender opening process. Price bids shall be opened after scrutiny of the Technical bids. Price bids shall be opened in respect of only those firms who are found to be eligible in the Technical bid.

6. Instructions regarding Technical Bid, Price Bid, submission process and description & scope of works and the services required have been elaborated in the Terms and Conditions of the tender and other parts of the tender document.

7. Earnest Money Deposit (EMD) of Rs 11500.00 (Rupees Eleven Thousand Five hundred Only) is to be posted through NEFT/RTGS as per details given below.

<table>
<thead>
<tr>
<th>Payee Name</th>
<th>NABARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Account No</td>
<td>NABADMN14</td>
</tr>
<tr>
<td>Name of the Bank</td>
<td>NABARD</td>
</tr>
<tr>
<td>IFSC Code</td>
<td>NBRD00000002</td>
</tr>
</tbody>
</table>

8. After depositing the EMD amount, the tenderers are advised to send an email to dpsp.tsro@nabard.org with the details of the transaction. **Tender without EMD shall be rejected. However, MSEs as defined in MSE Procurement Policy issued by GoI or bidders who are registered with Central Procurement Organisations or empanelled with NABARD itself are exempted from submitting the EMD**, a copy of the **registration certificate needs to be enclosed with the Technical Bid.**

9. A Pre-Bid meeting is scheduled to be held on **07th March 2022 at 11:00 AM** in the Conference Hall on 2nd Floor of Telangana Regional Office, 1 -1- 61, RTC ‘X’ Roads, Musheerabad, Hyderabad-500020. The clarifications being sought in the pre-bid meeting should be submitted in writing at least 2 working days prior to the date of pre-bid meeting by email on dpsp.tsro@nabard.org. All the clarifications of the pre-bid meeting will be part of tender and will be updated and uploaded on NABARD website (www.nabard.org). Further, bidders/ representatives of bidders have to strictly follow COVID-19 related precautionary norms. In case of failure to do so, Bank, at its discretion, may prevent them from attending the meeting.

10. Retention Money Deposit (RMD): The Successful Tenderer will be required to deposit 5% of the accepted value of tender (total value of the contract for one year), as Performance/Initial Security Deposit within 15 days of award of work and shall be refunded after 60 days from the expiry of the satisfactory AMC period and will not bear any interest. While determining the RMD, the EMD already with the Bank shall be taken into account. The Security Deposit will be liable to be forfeited in case the
contractor commits any breach of any terms and conditions of the Contract or fails to complete the work/service.

11. The Price/Financial Bid shall be opened at a later date after detailed evaluation of the technical bid. The date of opening of price/ financial bid shall be intimated separately to the technically qualified bidders only. The Price/ Financial Bid should not contain any conditions whatsoever and any such conditional bids received shall be rejected.

12. Envelope no. 1 shall contain:
   a) “Technical bid” of tender with every page signed and stamped.
   b) Payment Receipt of EMD submitted.
   c) Power of attorney authorizing the person to sign the tender.

13. Envelope No.2 shall contain:
   a. Price Bid.
   b. Calculation sheet (separate for each service) as prescribed in the tender.
   c. Envelope No.2 shall not contain any condition whatsoever and any conditional bids shall be rejected.
   d. Envelope No.2 will be opened on some suitable date, which will be communicated later on, after scrutiny of the documents submitted by tenderers in envelope 1 (technical Bid). Price Bid envelopes shall be opened only in respect of those tenderers who is found to be eligible as per the prequalification criteria specified by NABARD and have complied with all the requirements in tender document.

14. The Price/ Financial Bid should not contain any conditions whatsoever and any such conditional bids received shall be rejected.

15. The selection criteria for awarding of contract in case of multiple L1 bidders will be:
   (i) The work may be awarded by NABARD to the bidder having highest marks in the Quality and Cost Based Selection (QCBS) criteria among the L1 bidders. The criteria will include Legal Structure (20 Marks), work Experience (10 marks), Average turnover of last 3 years (10 Marks), Number of works in public/ private institutions in last 7 years (5 marks) and quantum of work in last 7 years (5 Marks).

   (ii) In case multiple L1 bidders get same marks in QCBS also, then a committee of officers from NABARD, TSRO, will visit the work sites of the bidders and award marks to the work being carried out at site adopting an objective criteria. The work can then be awarded to the bidder with highest marks.
(iii) In case of multiple L1 bidders getting equal marks even after field visits, the final selection can be done based on the draw of lots, as may be decided jointly by the RO and select bidders, or by pulling the highest number from a box containing 30 numbers.

16. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the tenderer who resort to canvassing will be liable to rejection.

17. NABARD does not bind itself to accept the lowest bid (L1). NABARD reserves the right to accept or reject any/all tender/s in part or whole of any firm / firms without assigning any reasons whatsoever.

18. The decision of the Bank shall be final and binding with regard to technical and price bids and the e-tendering process.

19. The tender will be rejected, if any bidder proposes any deviation from the prescribed technical criteria requirement.

20. Tenderers must ensure attachment of relevant documents, supporting the Pre-Qualification Criteria and Technical Document Sheets.

21. The bids shall remain valid and open for acceptance for 3 months from the date of opening of Price Bid.

22. NABARD reserves the right to accept or reject any/all tender/s in part or whole of any firm / firms without assigning any reasons whatsoever. The decision of the Bank in this regard shall be final. In the event of intending tenderers failure to satisfy the bank, the bank reserved the right to reject the tender.

23. NABARD reserves right to change/modify/amend any or all provisions of the tender document. Such revision/amendment or corrigendum/addendum, if any, will be made available on NABARD’s website only.

24. Before quoting, the tenderer shall inspect the site, to fully acquaint himself about the condition in regard to accessibility of the site, working condition of site, locality including installations of tools and plants (T&P) and local authority regulations / restrictions if any, conditions affecting accommodations and movement of personnel etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the NABARD in any circumstances.

25. Any discrepancies, omissions, ambiguities in the tender documents, if any, or any doubt as to their meaning should be reported in writing to CHIEF GENERAL MANAGER, NABARD, TELANGANA REGIONAL OFFICE, RTC X ROADS, MUSHEERABAD, HYDERABAD - 500020 who will review the queries and if
information sought is not clearly indicated or specified, NABARD will issue clarifications to all the tenderers which will become part of the Tender Document. NABARD will not be responsible if the discrepancies, omissions, ambiguities in the tender documents or any doubts as to their meaning are not brought to the notice of NABARD before three working days prior to the last date of submission of the tender.

26. The successful bidder shall execute an ‘Articles of Agreement’ of work contract with NABARD in accordance with the standard / prescribed format (Annexure) enclosed within 15 days from the date of acceptance of the offer failing which the bidder’s EMD may stand forfeited.

27. The pre - qualification criteria, terms and conditions, formats of “Technical Bid”, “Price/ Financial Bid” and Pre - Contract Integrity Pact are enclosed as Annexure.

28. For any clarification you may please contact Shri K S Kolhe, Manager at 040-27685342.

Yours faithfully

   -Sd-
   (Bolla Sreenivasulu)
   Deputy General Manager
**SCHEDULE OF EVENTS**

<table>
<thead>
<tr>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Document Availability</td>
<td>Tenderers are advised to submit tender in physical mode. The tender document is available on our website <a href="http://www.nabard.org">www.nabard.org</a></td>
</tr>
<tr>
<td>From:</td>
<td>25 February 2022</td>
</tr>
<tr>
<td>To:</td>
<td>21 March 2022 by 2:00 PM</td>
</tr>
<tr>
<td>Earnest Money Deposit (EMD)</td>
<td>The tenderer shall deposit Earnest Money Deposit as per details given in pre-page through NEFT/RTGS credited into our Bank Account, details mentioned on pre page: <strong>If the bidder wants to claim exemption under MSME Procurement Policy of Govt. of India, the bidder has to submit documentary proof of registration as MSME with Central Procurement Organizations or NABARD itself.</strong></td>
</tr>
<tr>
<td>RMD</td>
<td>5% of the Annual Contract Value</td>
</tr>
<tr>
<td>Pre-Bid Meeting</td>
<td>07 March 2022 at 11:00 AM</td>
</tr>
<tr>
<td>Last Date of Submission of Tender</td>
<td>21 March 2022 by 2:00 PM</td>
</tr>
<tr>
<td>Opening of Technical Bids</td>
<td><strong>21 March 2022 at 4:00 PM</strong></td>
</tr>
<tr>
<td>Opening of Price Bids</td>
<td>Authorized representatives of bidders may be present during opening of the Technical Bids. <strong>However, Technical Bids would be opened even in the absence of any or all of the vendors’ representatives.</strong> The Price Bids will be opened on a subsequent date, which will be communicated to such bidders who qualify the Eligibility Criteria and Technical Bid.</td>
</tr>
<tr>
<td>Address for communication and submission of bid</td>
<td>The Chief General Manager Department of Premises, Security and Procurement NABARD, Telangana Regional Office, 1-1-61, R.T.C. Cross Roads, Musheerabad Hyderabad-500020</td>
</tr>
</tbody>
</table>
TECHNICAL BID
(Part-I)
DISCLAIMER

The information contained in this Tender Document or information provided subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of National Bank for Agriculture & Rural Development (NABARD), Telangana Regional Office, Hyderabad is provided to the bidder(s) on the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided.

This Tender Document is neither an agreement and nor an offer and its only invitation to bid by NABARD, Telangana RO, Hyderabad to any party other than the applicants who are qualified to submit the bids (“bidders”). The purpose of this Tender Document is to provide the bidder(s) with information to assist them in formulation of their proposals. This Tender Document does not claim to contain all the information each bidder may require. Each bidder should conduct its own investigations and analysis regarding any information contained in the Tender Document and the meaning and impact of that information and should check the accuracy, reliability and completeness of the information in this Tender Document and where necessary obtain independent advice. National Bank for Agriculture & Rural Development, Telangana RO Hyderabad makes no representation or warranty, express or implied, and shall incur no liability under any law, statute rules or regulations as to the accuracy, reliability or completeness of this Tender Document. NABARD may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender Document.

The Tender Document is not a recommendation, offer or invitation to enter into a contract, agreement or any other arrangement in respect of the services. The provision of the services is subject to observance of selection process and appropriate documentation being agreed between NABARD and any successful Bidder as identified by NABARD after completion of the selection process.

Signature, Seal and Stamp of tenderer
Pre-Qualification Criteria

The bidders/contractors should have meet following qualification criteria:

Minimum 7 years’ experience (as on 31.03.2021) in the field of civil/plumbing/sanitary services of AMC Contracts, which include all the activities as listed in scope of work and should have at least one of the qualifying works carried out for Public Sector Undertakings (PSUs)/Banks/Govt. Offices.

2. The bidders should have carried out similar works during last 7 years (ending 31.03.2021) with annual contract value (costing individually) not less than the amount as given in following table:

3. Experience Criteria

   a. One similar work during the last 7 years (ending 31 March 2021) with annual contract value (costing individually) not less than Rs. 4.55 lakh (80% of estimated tender value)

   OR

   b. Two similar works during the last 7 years (ending 31 March 2021) with annual contract value (costing individually) not less than Rs. 2.84 lakh (50% of estimated tender value)

   OR

   c. Three similar works during the last 7 years (ending 31 March 2021) with annual contract value (costing individually) not less than Rs. 2.27 lakh (40% of estimated tender value)

Note: To obtain the realistic value of work during the previous years, cost index @ 5% per year per work shall be added over the actual cost of executed works to calculate the value of works as on 31 March 2021.

4. Annual Turnover Criteria

The tenderers should have Average Annual Turnover during each of the last three years ending 31 March 2021 should be Rs. 1.70 lakh supported with audited balance sheet / profit & loss statement or a registered Chartered Accountant certified statement of accounts.

5. The tenderer should have their own office within the city/suburban areas of Hyderabad.

If the contractor belongs to other city, a detailed write up on execution arrangements shall be submitted by the tenderer.

6. Tender shall be accompanied by a copy of each of the documents like -

   a) Company/Partnership Firm/Proprietorship Firm etc. Registration Certificate.

   b) Articles of Association/Memorandum of Association/ partnership deed/ any other relevant document showing composition of the firm.

   c) Documents supporting Address Proof (Both for Registered Office as well as
local office at Hyderabad)

d) MSE Registration Certificate
e) PAN
f) GSTN Registration
g) Employee State Insurance (ESI) Act registration
h) EPFO registration,
i) Registration under Contract Labour Act/Labour Department
j) Details of Bank account (Name of the Bank, address of the branch, Account No. and IFSC of the branch.
k) List of eligible work executed during last seven years
l) Details of works (on-going / existing) in hand (Bidder should have at least one ongoing work on civil/plumbing/sanitary in Hyderabad)
m) Details of work/ service experience shall be supported by work orders and corresponding completion certificates.

n) The client-wise names of similar work(s), year(s) of execution of work (s) awarded, and actual value of executed work(s), reasons for delay (if any), names and full contact details of the officers/ authorities/ departments under whom the work(s) was/were executed should be furnished in the prescribed formats (Annexures).
o) Audited final accounts of the business of the contractor for last 3 years (2018-19, 2019-20 and 2020-21) duly certified by a Chartered Accountant. Certificate of Turnover issued by a Chartered Accountant should be enclosed as proof of their credit worthiness and turnover for the last three years.
p) There shall not be any case pending with the police or in a court of law against the bidder or any of its employee deployed in any govt. organizations.
q) The bidder should submit an undertaking that it has not been blacklisted by any authority/entity in India or outside India.

7. If required, original certificates shall be produced for verification by the tenderer and will be returned after verification. The tenderers should have applicable Tax registrations (PAN, GSTIN TIN, TAN, etc.) and also registration with Labour Dept., Provident Fund, ESIC, etc., supported with documentary evidence and licenses, permissions, approvals issued by Labour enforcement and other statutory authorities, wherever applicable.

8. Tenderers should have a current bank account with a scheduled commercial bank. Intending applicants are required to furnish details about their firm/organization, experience, competence, etc. The staff deployed by the firm at site should have adequate experience and knowledge in their respective works.

9. The application form should be signed by a person on behalf of the Firm/Organization, who is duly authorized to do so. If the space in the application form is insufficient for furnishing full details, such information should be supplied on a separate sheet duly signed by competent authority. Applications containing false or inadequate information are liable for rejection and Bank reserves the right to blacklist those agencies.

10. The firms which do not fulfil prequalification criteria shall not be considered for
selection and award of work. NABARD reserves the right to verify any or all the
documents furnished by the tenderers with any authorities. NABARD also reserves the
right to cancel any or all the applications without assigning any reason thereof.

11. In case of two or more L1 quotes found, issue will be resolved as per para 15 of NIT
as above.
Instructions for submitting the tender

1. All the pages of the Tender Document shall be signed by the Tenderer.
2. NABARD will not be responsible for delay / loss in post or non-receipt of Quotations / Tender Documents by any reason.
3. Tenderers are advised to submit tender (bids) in physical mode only, after carefully following the instructions related to systems and procedures as indicated in the tender document for submission of bids. The last date of receipt of Tender is on or before **14.00 hours on 21st March 2022** and Technical Bids will be opened at **1600 hours on the same day i.e. 21st March 2022.**
4. Rates should include all items pertaining to the work/services as mentioned in the tender and unless the same is done to the satisfaction of the NABARD's Engineer/ACTs, the bill will not be accepted.
5. Rates should be filled in the Tender neatly and no overwriting shall be made. Corrections, if any shall be authenticated by subscribing signature of the tenderer. The rates quoted should be written legibly in words and figures. If on check, differences are observed between the rates given by the Contractor in words and figures or in the amount worked out by him, the following procedure shall be followed.
6. When there is a difference between the rates in figures and in words, the rate that corresponds to the amounts worked out by the Contractor shall be taken as correct.
   a. When the amount of an item is not worked out by the Contractor or it does not correspond with the rate written either in figures or in words, then the rate quoted by the Contractor in words shall be taken as correct.
   b. When the rates quoted by the Contractor in figures and in words tallies, but the amount is not worked out correctly, the rate quoted by the Contractor shall be taken as correct and not the amount.

DECLARATION BY THE CONTRACTOR

I/ we have read and understood all the instructions / conditions made above and I / we have taken into account the above Instructions / Terms and Conditions while quoting the rates. I / we accept all the above Terms and Conditions without any reservation, in all respects.

Place : 
Date
(Signature of the Tenderer)
Name and Address Seal:
Format- Covering Letter by the Tenderer for Submission of BID

(To be submitted in Tenderer's own Letter head) No. ............................

Date: ............................

The Chief General Manager
National Bank for Agriculture and Rural Development
Telangana Regional Office
Hyderabad

Dear Sir,

Submission of Tender under Annual Maintenance Contract for civil/plumbing/sanitary works/services in Office premises of NABARD Regional Office at RTC Cross Roads, Hyderabad and Staff quarters at Ameerpet, Hyderabad from 01 April 2022 to 31 March 2025

With reference to NABARD, TS RO’s Notice Inviting Tender dated .........2022, I/We offer our services as Annual Maintenance Contract for civil/plumbing/sanitary works/services in office premises of NABARD Regional Office at RTC Cross Roads, Hyderabad and Staff quarters at Ameerpet, Hyderabad for the period from 01 April 2022 to 31 March 2025. I/We understand that NABARD reserves the right to accept or reject any or all the tenders either in full or in part without assigning any reason therefor.

2. I/We also agree that our tender will remain valid for acceptance by the Bank for 90 days from the date of opening of price bid of the tender and this period of validity can be extended for such period as may be mutually agreed between the Bank and us in writing. I/We also agree to keep the earnest money valid during the entire period of validity of tender.

3. All the desired information in the prescribed formats i.e. format of technical bid, price bid documents and certificates as required by NABARD, are enclosed herewith.

Thanking you

Yours faithfully

(Signature of authorized person on behalf of the Firm / Agency / Tenderer)
(Tenderer's Seal)
Letter of Undertaking from the Tenderer

The Chief General Manager
National Bank for Agriculture and Rural Development
Telangana Regional Office
HYDERABAD

Dear Sir,

Submission of Tender under Annual Maintenance Contract for Civil/Plumbing/Sanitary works/services in Office premises of NABARD Regional Office at RTC Cross Roads, Hyderabad and Staff Quarters at Ameerpet, Hyderabad from 01 April 2022 to 31 March 2025

1. I/We have examined the Scope of Works, Specifications and Schedule of Quantities and Terms and Conditions relating to the Tender for the said works after having obtained the Tender invited by your office.

2. I/We have visited the Office Premises of NABARD and Staff Quarters and familiarized/examined the scope of works/services specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.

3. I/We hereby offer to execute and complete the works in strict accordance with the Tender Document at the item rates quoted by me/us in the attached Bill of Quantities in all respects as per the Specifications and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.

4. I/We agree to deposit interest-free EMD along with tender's technical bid.

5. I/We agree to deposit all taxes, levies, cess etc., on account of service rendered by me/us to NABARD, to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

6. I/We agree to pay all Government (Central and State) Taxes such as Income Tax, Surcharge, Cess, GST, etc. and other taxes prevailing from time to time and the rates quoted by us are inclusive of the same. The rates will be exclusive of all taxes (The payment shall be subject to TDS and taxes as applicable at the time of payment) and would remain firm for the entire Contract Period. Even if the contracts are extended, the rates will not be changed by us.

7. I/We further agree to pay any fine or statutory dues imposed by any statutory authority in course of execution of subject contract, for which the tender is being submitted.

8. The rates quoted by me/us, are firm and shall not be subjected to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever for the captioned period.
9. I/We further agree to pay the personnel deployed in NABARD premises, their wages in accordance with the relevant Minimum Wages Act, on a monthly basis. The contractor shall also make PF contribution, ESI contribution and or any other statutory contribution in respect of the personnel deployed by them in NABARD.

10. I/We hereby certify that all the statements made and information supplied in the tender document and accompanying statements are true and correct.

Should this Tender be accepted, I / we hereby agree to abide by and fulfil all the Terms and Conditions and Provisions of the Contract Document.

Name of the person authorized to sign and submit the tender:

(i) 

(ii) 

(Documentary proof in respect of Letter of Authority/Power of Attorney to be enclosed along with the Tender).

Yours faithfully

(Name and signature of the tenderer)

Place:

Date:
## FORMAT OF TECHNICAL BID

<table>
<thead>
<tr>
<th>(A) Name of the firm and Composition of the Firm</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Full particulars (whether the Tenderer is an individual /Proprietorship Firm partnership firm / company etc.) of the composition of the firm of Tenderers in detail should be submitted along with the name(s) and address(es) of the partners, copy of the Articles of Association /Power of Attorney/ any other relevant document.]</td>
</tr>
<tr>
<td>(a.1) Registered Head Office Address</td>
</tr>
<tr>
<td>(a.2) Local Office Address</td>
</tr>
<tr>
<td>(a.3) Year of establishment/Registration and Act under which registered</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(B) Work Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Details of work experience supported by work orders indicating the value &amp; general specification of work, No. of persons to be engaged as per agreement, other documents and certificates. The details along with documentary evidence of previous experience, if any, of carrying out works for NABARD / Public sector banks / Government department / Semi Govt. department / Other Public Sector Undertakings / private banks / Private sector / housing societies at any other Centre should also be given.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(C) Credit worthiness of the Tenderer &amp; Turnover during the specified period</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Copies of IT deposit certificates (such as copy of deposited Form 16 or any such other certificate) along with latest final accounts of the business of the Tenderer duly certified by a CA should be enclosed in proof of their credit worthiness and Turnover for the last three years ending 31.03.2021.)</td>
</tr>
</tbody>
</table>

| (D) Name(s) and address (es) of the Bankers and their present contact executives (Written information about the names and address of their bankers along with full details like names, postal address, e-mail IDs, telephone (landline & mobile No.s), Fax No. etc of the contact executive (i.e. The persons who can be contacted at the office of their bankers by the Bank, in case it is so needed) should be furnished.) |

(E) Details of Bank accounts
(Full particulars of their bank accounts, account No., type of account, account opening date etc. should be furnished.)

(F) Name(s) and address(es) of the Clients and their present Executives (Written information about the names and address of their clients along with full details like names, postal address, e-mail IDs, telephone (landline & mobile No.s), Fax No. etc. of the contact executive (i.e. The persons who can be contacted at the office of their Clients by the NABARD, in case it is so needed) should be furnished.)

(G) Litigation & civil suits
(The Tenderer should furnish details of his involvement in any type of litigation with any of his present or past clients. He should also furnish the details of any civil suits pending against him or his workmen in any court of law.)

(H) Whether registered with the Registrar of companies/Registrar of firms. If so, mention number and date and attach a copy of registration

(I) Details of Registration with Provident Fund, Labour Authorities, ESIC, if any.

(J) Whether registered for GSTN/ service tax purposes.
*Please furnish relevant copies.*

(K) Whether registered in the panel of other banks and other financial institutions and if yes, furnish the details of registration viz. names, category and date of registration, etc.

(L) MSE Registration Certificate, if applicable

(M) Details of EMD and UTR no:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name</th>
<th>Designation</th>
<th>Qualification</th>
<th>Professional Experience</th>
<th>No. of years associated with the firm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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**Previous Experience**

List of important works executed by the firm during last 7 years with experience in executing works of similar nature i.e. annual maintenance contract of civil/plumbing/sanitary services. Please arrange to provide value of job, approximate area of each contract where housekeeping services was/is being undertaken and the year of AMC along with copy of work orders, performance certificates / completion certificates.

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of the work and Location</th>
<th>Nature of Work</th>
<th>Name &amp; full postal address of the owner</th>
<th>Contract Amount (₹.)</th>
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List of important works in hand costing ₹ 1.70 lakh and above with experience in executing works of similar work

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<tr>
<th>Sl. No</th>
<th>Name of the work and Location</th>
<th>Nature of Work</th>
<th>Name &amp; full postal address of the owner</th>
<th>Contract Amount (₹.)</th>
</tr>
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</table>

**Signature and Seal of the Bidder**
Experience in Civil/Plumbing/Sanitary services

1. List of civil/plumbing/sanitary services personnel, giving details about their academic/technical qualifications, experience, etc. including that in the applicant’s organization. (Please attach extra sheets if required).

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Age</th>
<th>Qualification</th>
<th>Experience</th>
<th>Nature of works handled</th>
<th>Date from which employed in the organization</th>
<th>Any other relevant information</th>
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2. List of available tools, Equipment. (Please attach extra sheets if required).

<table>
<thead>
<tr>
<th>Sl. 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>
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<td>(1)</td>
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<td>(2)</td>
<td>(3)</td>
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</table>

3. Indicate other points, if any, to show applicant’s technical and managerial competency to indicate any important point in applicant’s favor.

4. No. of supplementary sheets attached.

Declaration by the Contractor

I/We have read and understood the Scope of Work and special terms and conditions for the civil/plumbing/sanitary Services AMC in the entire premises (both inside and outside) as indicated in NIT and I/we have taken into account the above while quoting the rates. I/We accept all the above points without any reservation from my/our side, in all respects. Further, I/We also declare that no prohibitive things/banned chemicals, which are harmful to human life, will be used.

(Signature of the Tenderer) / Authorized person on behalf of the firm/organization/vendor

(Address: Name and Seal: Place: Date:)

20
# CHECK-LIST FOR TECHNICAL BID

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Documents asked for</th>
<th>Whether Placed or Not</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>A) Bid Security (EMD) of Rs. (Rupees in words) in the form of e-payment</td>
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<td>2.</td>
<td>One self-attested recent passport size photograph of the authorized person of the firm/agency, with name, Designation, address and office telephone numbers. If the bidder is a company/partnership firm, name designation, address and office telephone, numbers of Directors/Partners also.</td>
<td></td>
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<td>3.</td>
<td>Undertaking on own Letterhead as per format prescribed in Appendix- II</td>
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<td>4.</td>
<td>Self-attested copy of the PAN card with copy of cancelled cheque for KYC compliance.</td>
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<td>5.</td>
<td>Self-attested copy of GSTIN Registration</td>
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<td>7.</td>
<td>Valid Contractor License issued by Government of Telangana State</td>
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<tr>
<td>8.</td>
<td>Self-attested copy of valid Employees Provident Fund Registration number.</td>
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<tr>
<td>11.</td>
<td>Proof of experiences of last seven financial years as specified in the NIT along with satisfactory performance certificates from the concerned employers as per</td>
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<td>12.</td>
<td>Annual returns of previous three years supported by audited Balance Sheets for FY 2020-21, 2019-20 and 2018-19. If audited financial statements for FY 2020-21 are not available, then audited financial statements for FY 2017-18 may be submitted along with 2018-19 and 2019-20 statements</td>
<td></td>
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**SCOPE OF WORK**

**Civil / Plumbing and Sanitary services**

a. Contractors are advised to visit the site and any doubt should be got clarified from the officer concerned before quoting. The contractor is required to post one Plumber each at Office Premises and Staff Quarters at Ameerpet.

b. Plumbing services should be available from 09.00 AM to 06.00 PM from Monday to Friday who will cater to the requirements of Office Premises at RTC X Roads, Musheerabad. In case of office exigencies services shall be available on odd hours, holidays and Sundays also at no extra cost. The deployment of man power should be in conformity to the prevalent provisions of labour and other laws.

c. Plumbing services should be available for the residential colony at Ameerpet from 9.00 am to 6.00 pm from Monday to Saturday. In case of exigencies plumber need to work on odd hours, Sundays and holidays at no extra cost. The deployment of man power should be in conformity to the prevalent provisions of labour and other laws.

d. The Annual Maintenance Contract for Civil/Plumbing/Sanitary services will be for maintenance of residential and office premises of NABARD in Hyderabad i.e. at RTC X Road, Musheerabad and Residential colony at Ameerpet, Hyderabad.

e. Contractor has to carry out all types of repairs pertaining to masonry work, plastering, painting, welding, plumbing etc. Internal Painting of all flats, VEFs/VOF, Medical Flats and staff quarters as and when required as per actuals.

f. The contractor will have to arrange for all types of tools, equipment etc. at their own cost for undertaking such maintenance and repairs.

g. The contractor will make necessary arrangements for procurement of all necessary materials such as cement, sand, stone aggregate, bricks, tiles, hardware etc. for the purpose and cost thereof shall be initially borne by them at the time of execution of work. However, the same (actual expenditure towards purchase of material) shall be reimbursed by the Bank on production of bills/cash memos/receipts along with “work completion receipt/report” from the occupants at the end of each fortnight/month. The rates of the material should be as per prevailing market rates and acceptable to the Bank. The overhead charges equivalent to service charge quoted by the contractor shall be paid for the purchase of material by the contractor and for additional work not covered under scope of work.
h. Extra Payment will be made for new civil and plumbing work, and repair work of buildings will be paid for material to be used as per Banks approved rates from time to time as per actuals as certified by Banks officials.

i. Attending to work like cleaning of drainage line, remove chock up of drainage line in the premises of bank and its residential colony.

j. Qualified plumber with helper as per requirement shall attend day to day maintenance and repair of the water supply and sanitary fittings in premises, as detailed hereunder:
   1. Taps and accessories fixed in latrines, bathrooms, kitchens / common areas etc.
   2. Cistern and accessories
   3. Toilet seats and accessories
   4. Washbasin and accessories.
   5. Overhead tanks related accessories like Ball cock, Float valve etc.
   6. Connecting plumbing lines, piping work repairing / replacing necessary standard materials.
   7. Miscellaneous items in bathroom like showers, mirrors, towel rods etc.

k. Any other works necessary for sanitary maintenance task.

l. The Plumbing and Sanitation services should be available as and when required by Bank.

m. The contractor shall make his own arrangement for providing plumber (as and when needed) on the day when the regular staff is absent. In case of major failure, the contractor shall provide the required number of Plumbers/helpers/supervisors to rectify the fault immediately on receipt of communication from the Bank.

n. Efforts shall be made to repair the defective fittings and replacing the articles should be taken only as the last resort after banks (NABARD) approval.

o. Any other civil maintenance works not covered under this contract shall not be carried out without approval of the bank and bank reserves the right to carry out extra work through other agency, if considered necessary.

p. If the services / repairs are not attended on the same day/ next day a pro-rata recovery will be effected.

q. Mechanized cleaning of Overhead Tanks, Sumps at Office and Ameerpet staff quarters on quarterly or as directed by the Bank. If necessary, contractor shall hire specialized vehicle, equipment and person from outside. Same should be considered while making quote. No extra Payment will be made in this regard.
r. The Contractor has to give the proposed dates of Cleaning of Tanks (in consultation with the ACT/CT of the colony, verified by P&SO) at least one week in advance before the starting of the each Quarter. e. The contractor shall put notice at building where cleaning work would be done. The Contractor has to get the Signature of the ACT/CT and work certified and verified by the P&SO after the completion of the Cleaning of the Tanks and should submit with the bill along with the Declaration given in the format.

s. Debris/waste generated during the repair/maintenance works shall be disposed out from NABARD Premises to the designated municipal areas with the prior permission of the Bank.

 t. The charges quoted shall include wages, transportation, maintenance of kit containing all tools and equipment required for the work, incidental charges and contractor’s profits & overheads.

u. **Eradicating weeds, shrubs, etc. and removal of plant growth in external and common** areas of buildings and on/along plumbing lines periodically by pouring acid/saturated ammonium solution periodically. For external work which involves working at height more than 06 metres from ground i.e. more than 2 storeys, NABARD will pay only for scaffolding separately (not for jhulla, ladder etc.) and decision for erection of scaffolding will be taken by the Site Supervisor/ACT

**SPECIAL INSTRUCTION**

1. The Agency will supervise the above work on a daily basis.
2. The Agency will provide substitute in case of absentees.
3. The materials of BIS standard has to be kept with ACT one month in advance.
4. The Agency shall provide necessary registers to keep record of day to day progress of work.
5. The above list of works mentioned is illustrative and not exhaustive. NABARD may include works relating carpentry and civil/plumbing/sanitary etc. if required additionally, for which no additional charges shall be paid.

Signature of the Tenderer: Name and Seal:
Place:
Date:
Address:
General Terms and Conditions

This tender is for Annual Maintenance Services on civil/plumbing/ sanitary services required for National Bank of Agriculture and Rural Development. You are requested to read and understand the Notice Inviting tender and subsequent Corrigendum, if any, before submitting the tender.

1. Tenderers are advised to visit the site and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting.

2. The rates will be exclusive of all taxes (The payment shall be subject to TDS and taxes as applicable at the time of payment) and would remain firm for the entire Contract Period. No increase in rates will be allowed during the entire Contract Period on this account.

3. Monthly payments will be made for the above required services based on the bills submitted by the Contractor and certified by the concerned Bank’s Officer to the effect that the works / complaints recorded in the registers/software are attended and rectified as per the scope of the work. The Contractor has to get the Signature of the Caretaker & Protocol & Security Officer after completion of the respective works on the formats enclosed/given for respective work and should submit all these with the bill.

4. Any discrepancy in settlement of bills may be brought to the notice of NABARD within a period of one month after the settlement of the Bills. NABARD will not entertain any claim regarding any dispute in settlement of the bills after stipulated time.

5. Income Tax, GST and other taxes, as applicable, will be deducted from total payment due to the Contractors.

6. All works, complaints / instructions given by the respective authorities covered under the Annual Maintenance Contract are to be attended on the same day. In case of delay in attending the work in time, NABARD will be at liberty to get the work done through any other agency and the cost there for shall be recovered from the Contractor at the discretion of NABARD Telangana RO.

7. The Contractor should arrange to obtain necessary insurance cover i.e. (i) Workmen Compensation policy and (ii) Contractors All Risk Policy (CAR policy) for his employees at his cost and should be responsible for the safety of persons employed by him. The original Insurance Policy should be submitted to NABARD immediately after award of work. The CAR policies are required to be at least for 1.25 times of the contract value.

8. The Contractor shall be fully responsible and shall indemnify NABARD with suitable Insurance cover in the event of any damage to men or material, injury / damage or death as the case may be, caused directly or indirectly due to the negligence of the Contractor or his agents and / or his employees or workmen. The decision of NABARD in this regard shall be final and binding.

9. The personnel provided shall be the employees of the Contractor and all statutory liabilities will be paid by the contractor such as ESI, PF, Workmen’s Compensation Act, etc.
10. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Payment of Minimum Wages Act, 1948, Contract Labour (Regulation & Abolition) Act 1970, EPF etc. with regard to the personnel engaged by him for works. It will be the responsibility of the contractor to provide details of manpower deployed by him, in the NABARD, Telangana RO Hyderabad and to the concerned Labour Department.

11. As far as EPF is concerned, it shall be the duty of the Contractor to get PF code number allotted against which the PF subscription, deducted from the payment of the personnel engaged and equal employer’s amount of contribution should be deposited with the respective PF authorities within 7 days of close of every month. The particulars of the employees engaged for the NABARD RO/ Staff Quarters at are required to be submitted to the NABARD Telangana Regional Office.

12. The antecedents of the staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard to be submitted to the NABARD Telangana RO Hyderabad and Telangana RO Hyderabad shall ensure that the contractor complies with the provisions.

13. The Contractor will maintain a register on which day to day deployment of personnel will be entered. This will be countersigned by the authorized official of the NABARD. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The Contractor has to give an undertaking (on the format), duly countersigned by the concerned official of the NABARD Telangana RO Hyderabad, regarding payment of wages as per rules and laws in force, before receiving the 2nd payment onwards.

14. All liabilities arising out of accident or death while on duty of the required housekeeping services personnel shall be borne by the contractor. The contractor shall cover all his employees with a comprehensive Group Insurance policy. The contractor shall indemnify the NABARD, Telangana RO Hyderabad against all liabilities arising out of any such accidents or deaths.

15. Adequate supervision will be provided to ensure correct performance of the said housekeeping services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the staff of the Contractor deployed, the supervisory staff will move in their areas of responsibility.

16. All necessary reports and other information will be supplied immediately as required and regular meetings will be held with the NABARD Telangana RO Hyderabad.

17. Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the NABARD Telangana RO Hyderabad and shall not knowingly lend to any person or company any of the effects of the NABARD, Telangana RO Hyderabad under its control.

18. The staff deployed shall not accept any gratitude or reward in any shape.
19. The contractor shall provide training at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.

20. Under the terms of their employment agreement with the Contractor the housekeeping staff shall not do any professional or other work for reward or otherwise either directly or indirectly, except for and on behalf of the Contractor.

21. That in the event of any loss occurred to NABARD Telangana RO Hyderabad, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the NABARD Telangana RO Hyderabad, the said loss can claim from the contractor up to the value of the loss. The decision of CGM/OIC NABARD, Telangana RO Hyderabad will be final and binding on the agency, respectively.

22. The contractor shall do and perform all such services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements as per the direction enumerated herein and in accordance with such directions, which the NABARD, Telangana RO Hyderabad may issue from time to time and which have been mutually agreed upon between the two parties.

23. NABARD, Telangana RO Hyderabad shall have the right, within reason, if any person employed by the contractor is considered to be undesirable or otherwise, to inform to the contractor and contractor shall replace such person immediately.

24. The contractor shall be responsible to maintain all property and equipment of the NABARD, Telangana RO Hyderabad entrusted to it.

25. The contractor will deploy supervisors as agent of the contractor and the instructions given to the supervisor by NABARD will be deemed to be instructions given to the contractor. The supervisor shall be required to follow the instructions of NABARD Telangana RO Hyderabad and ensure that the work done accordingly.

26. The contractor shall pay the personnel deployed in NABARD Office and Staff Quarters premises, their wages in accordance with the relevant Minimum Wages Act, on a monthly basis. The contractor shall also make PF contribution, ESI contribution and or any other statutory contribution in respect of the personnel deployed by them in NABARD.

27. All the Standard Conditions of the Contract shall be binding on the parties as per Indian Contract Act and prevailing Rules.

28. The Contractor shall comply with all the applicable Acts, Rules, Regulations and Law(s) for entering into Maintenance Contract and the Bank will not in any way be liable or responsible for any default / irregularities / penalties on the Contractor’s part.

29. The following requisites are to be fulfilled by the contractor:
   a. Time schedule of services
   b. Presence of required number of the persons at the site as per contract
c. Maintain desired quality of the work as per specification

30. The penalties for not complying with the above are indicated in Special Conditions of contract.

31. The contractor shall always post at site, experienced staff at site at least to the extent of strength as given elsewhere in this tender document, round the clock.

32. The contractor shall, for all intents and purposes, be the “NABARD” within the meaning of different Labour Legislations in respect of skilled and unskilled personnel so employed and deployed in NABARD and the manpower so employed and deployed in NABARD shall remain under the overall control and supervision of the contractor. The persons deployed by the contractor in NABARD shall not have claims of Master and Servant relationship (implicitly or explicitly) between him/her/them and NABARD nor have any principal and agent relationship with or against the NABARD. The contractor's personnel shall not claim any benefit/compensation/absorption/regularization of services under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.

33. The contractor shall maintain attendance register of his staff employed at various sites and wage register for payment (at least minimum wages as per Central or State Govt. whichever is higher shall be paid) with all records up to date as per the labour regulations. The contractor shall submit the monthly payment records to the staff employed by him.

34. The contractor shall ensure that the payment is regularly credited to the bank account of the individual labour employed at Bank’s premises and pay slips for respective payments are duly issued regularly. NABARD will ask for present/past pay slips and payment records related to ESI/PF to be submitted along with the monthly bill. In extraordinary case of wages being disbursed in cash, the same may be done in the presence of authorized representative of NABARD as required under relevant law.

35. The manpower deployed by the contractor should be polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of NABARD. Necessary grooming should be done by the contractor before posting the staff at site. He shall also comply with the provisions of all labour legislations. Receipt of any complaint in this regard shall be viewed seriously.

36. No additional payment shall be made if contractor keeps more staff at site for completing the pending work or if the minimum staff strength is not able to perform satisfactorily as per the contract provision.

37. The Contractor or his authorised representative should visit the site as per requirement and meet NABARD's Security Officer/bank’s Officer with prior appointment for any clarifications and to receive instructions, etc. at the site.

38. The Contractor's workmen should report to P&SO/site supervisor as per timings mentioned in the Price bid/ Bill of Quantities. A register will be kept at site on all the locations showing attendance on day to day basis and which will be countersigned by the security guard on duty the time when contractor’s
worker arrives & signs at site. The same shall also be signed by AM P&S/ P&SO and the same or copy shall be presented along with the Contractor’s monthly bill.

39. The workers / staff employed should wear colour code uniforms displaying contractor firm’s name. The Contractor should not employ any person who is prohibited by Law from being employed for fulfilling obligations under this Contract. Any indecent behaviour / suspicious activities of the staff employed shall be viewed seriously and a suitable penalty shall be imposed on contractor. The contractor is also required to submit the list of workers with photo ID, educational qualification, address proof, etc. before deputing the workers.

40. Any act of indiscipline / misconduct / theft / pilferage on the part of any employee engaged by the Contractor resulting in any loss to NABARD in kind or cash will be viewed seriously and NABARD will have the right to levy damages or fine and / or even terminate the Contract forthwith, if necessary.

41. In case of any default or failure on Contractor’s part to comply with all / any one of the Terms/ Conditions, NABARD reserves the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount/s from dues otherwise payable to Contractor and/or by taking recourse to appropriate recovery proceedings. The contractor shall keep NABARD indemnified against all claims whatsoever in respect of the manpower deployed by it in NABARD. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same. In case NABARD or its employee is made contractor and is supposed to contest the case, NABARD will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the contractor to NABARD or any person authorized by NABARD, on demand. Further, the contractor will ensure that no financial or any other liability comes to NABARD or its employee in this respect of any nature whatsoever and shall keep NABARD or any employee of NABARD indemnified in this respect.

42. "Any dispute or difference whatsoever arising on any matter concerning this contract between the parties out of or relating to the services, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with Arbitration and Conciliation Act, 1996 or any modification thereof. The arbitration shall be conducted by sole arbitrator appointed by NABARD and the award made in pursuance thereof shall be binding on the parties."

43. The venue of the arbitration shall be at Hyderabad.

44. The language of arbitration shall be English.

45. Work under the contract shall be continued by the contractor during the arbitration proceedings unless otherwise directed in writing by NABARD, unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained.
46. The Contractor should not at any time do, cause or permit any nuisance on the site / do anything which shall cause unnecessary disturbances or inconvenience to the occupants / visitors at site or near the site of work.

47. The personnel deployed by the Contractor can use the common facilities such as drinking water, toilet, etc. if any, provided at the premises. However, it should be ensured that the same should be kept in hygienic condition.

48. The work should be carried out with minimum inconvenience to the occupants/NABARD Staff. The workmen employed by the Contractor should abide by the Rules and Regulations maintained by NABARD in the premises, especially in respect of working hours, entry of the workers to the premises, interpersonal relation with the occupants, etc.

49. The contractor shall promptly and timely obtain all such consents, permissions, approvals, licenses etc., as may be necessary or required, in accordance with this Tender. The Contractor should obtain approvals, if any, necessary for the work from the Statutory Bodies on behalf of the NABARD. The Contractor shall assist the NABARD fully in respect of any liaison with the Municipal or any other Authority for necessary approval / permission with regard to the maintenance works. The fees and other statutory charges, if any, will be reimbursed to the Contractor based on the original receipts produced to the NABARD.

50. The Contractor shall ensure that the employed staff shall not undertake any private work inside or outside NABARD’s residential/Office premises.

51. The engaged staff shall also undertake other specific work related with/without housekeeping services and other works during working hours as per instruction of Officer/P&SO, if required.

52. The staff shall subject themselves to security check at the time of leaving the Bank’s premises daily.

53. No articles, other than personal belongings, shall be taken out without approval from Assistant General Manager (Protocol & Security)/ Assistant Care Taker / Care Taker.

54. They shall not engage themselves in any activity detrimental to the interests / reputation of the Bank.

55. The personnel deployed by the Contractor for duty in the said premises shall not be deemed to be employees of ‘NABARD’ in any manner and they shall not be eligible for any benefits which the ‘NABARD’ provides to its employees. The obligation if any, for any benefit shall be the sole responsibility and rests entirely with the Contractor.

56. NABARD will not be under any liability to pay any compensation to the personnel deployed by the Contractor for their sustaining any injury etc. while discharging the duties in the said premises. The Contractor shall get the personnel posted for duty at the said premises, insured against accidents at his own cost.

57. NABARD shall, in the event of the Contractor committing any breach of any of the terms and conditions or if the services provided by the Contractor is
considered to be unsatisfactory by the ‘NABARD’ or for any other reason considered by the ‘NABARD’ as insufficient, be entitled to terminate the contract by giving one month notice in writing and the Contractor shall not be entitled to any compensation for such termination.

58. On expiry of or early termination of the Contract, the personnel engaged shall vacate the said premises, without any way causing any damage to the said premises and the property therein.

59. In case of any dispute or difference between the parties under this Contract, the same shall be referred to the arbitration of the Chief General Manager/ Officer in Charge, Telangana RO Hyderabad or of the person nominated by him/her and his/her decision shall be final and binding on the parties.

60. The above list of duties is only indicative in nature. The personnel deployed by the Contractor should perform any other duties assigned by Bank's authorised officials from time to time as per requirement.

61. Termination of agreement: “If the services of the contractor are not found to be satisfactory, the contractor will be given a notice, with a notice period of 30 days, to improve his services. If the contractor fails to improve his services within the Notice period, NABARD shall have the discretion to terminate the contract either in part or in whole, on any day after the expiry of the said notice period if
   a. in the opinion of the Bank (which shall not be called in question by the contractor and shall be binding on the contractor) the contractor fails or refuses to implement this agreement to the Bank’s satisfaction and/or
   b. the contractor commits a breach of any terms and conditions of this agreement and/or
   c. the contractor is adjudged an insolvent or a compromise is entered by him with his creditors or if distress or execution or other process is levied upon or receiver is appointed for any part of the assets or property of contractor and/or
   d. for any reason whatsoever, the contractor becomes disentitled in law to perform his obligations under this agreement and/or
   e. if there is any variation in the ownership/partnership or management of the contractor or his business without the prior approval in writing of the Bank to such variation.

62. In the event of termination of this agreement for any reason whatsoever, the contractor/or persons employed by him or his agents shall not be entitled for any sum or sums whatsoever from the Bank by way of compensation, damages or otherwise.

63. **In case the Contractor desires to terminate the Contract, he may do so by giving the Bank a notice period of three months.**

64. On site storage space will be provided to the Contractor subject to availability. NABARD will not be responsible for Contractor's materials.
65. The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part of it, without written permission of NABARD. But he can engage various licensed agencies/agencies for carrying out different works.

66. While submitting the monthly bill for AMC, the contractors have to submit all the required documents/statements as desired by NABARD. Contractor will not link payments to his labours with the settlement of his bill by NABARD.

67. It is the contractor’s responsibility to coordinate with other service providers viz. companies, municipality etc. for completion of the work, if required and attending to the work along with liaising with local bodies including making payments to statutory bodies. Bank shall reimburse the payments for such works on production of valid receipts. No other charges for such works shall be payable.

68. Validity of Offer: 90 days from the date of opening of the price bid.

69. The successful bidder shall execute an agreement with NABARD at his cost on non-judicial stamp paper as per the prevailing rates in accordance with the standard format enclosed (articles of agreement) within 14 days from the date of issue of work order failing which bidders EMD may stand forfeited.

70. Additional Terms and Conditions, Special conditions, Safety conditions as stated in attached sheets.

SPECIAL INSTRUCTIONS:

a) The contractor will provide sufficient manpower to ensure that the items indicated in the scope of work are attended to and executed to the satisfaction of the Bank. In case of emergency the contractor shall be required to post additional staff without any extra cost to the Bank.

b) The contractor will provide sufficient number of supervisors to ensure proper and effective supervision.

c) The manpower provided by the contractor should be available round the clock in office Premises. The deployment of manpower and their timing may be flexible and could be changed/increased depending upon the quantum of work and requirement of Bank.

d) The contractor will provide necessary substitutes in case of absentees.

e) Quantities indicated in the Financial Bid may vary to the extent or may be deleted without any notice and as such the rates quoted should be workable and should include all overheads, profits, taxes as applicable and all other incidental charges.

f) No interest will be paid on EMD, Security Deposit/Retention Money. No mobilisation advance will be given to contractor. The RMD shall be refunded to the contractor on completion of AMC period and completion of all contractual obligations.

g) Quoted rates should be workable, reasonable and should include incidental and all overheads and profits. The Tenderer will furnish Rate Analysis for scrutiny of the rates by NABARD, if required.
h) **PAYMENT**: The contractor shall be required to raise bill for monthly payments of civil/plumbing/sanitary services/personnel in the name of the Chief General Manager, NABARD, Telangana Regional Office, Hyderabad. Based on the attendance sheets of the contractor duly verified by the Caretaker of the Bank Colonies, attested by the officer nominated by the bank will be paid. The Contractor will ensure that workers engaged by him must receive their entitled wages on time. In view of this, the following procedure will be adopted.

(i) Contractor shall pay their entitled wages on the 05 of the every month. It shall not be linked to the payment of the bill.

(ii) Payment must be made by the service providers through ECS/NEFT/any other electronic payment system. Under no circumstances payments will be made in cash. To ensure this, service provider will get a bank account opened for every engaged employee.

(iii) While submitting the bill for the next month, the services provider must file a certificate certifying the following:-

   a. Wages of employees were paid as per minimum wages norm applicable has been credited to their bank accounts on (date)
   b. ESI Contribution relating to workers amounting to Rs..... was deposited on (date) (copy of the challan enclosed)
   c. EPF contribution relating to workers amounting to Rs..... was deposited on (date) (copy of the challan enclosed)
   d. The service provider is complying with all statutory Labour Laws including Minimum Wage Act.

j. The contractor shall compulsorily issue a salary slip to every personnel in the indicating details of salary including Name of Employee, Designation, Month, No. of Days present,-ESI No., PF No., etc.

**DECLARATION BY THE CONTRACTOR**

I/We have read and understood the special terms and conditions for the services required of civil/plumbing/sanitary etc. in the entire premises (both inside and outside)/Staff Quarters and I/we have taken into account the above while quoting the rates. I/we accept all the above points without any reservation from my/our side, in all respects.

I/We accept all the Terms and Conditions in all respects without any reservation.

Signature of the Tenderer: Name and Seal:

Place:

Date:
SAFETY CODE

1. The contractor shall be responsible for all injury to persons, and for all structural and decorative damage to property which may arise from the operation or neglect of contractor or their staff or damages arising from carelessness, accident or any other cause whatsoever in any way connected with carrying out of the contractor. The contractor shall indemnify the Bank and hold it harmless in respect of all and any such injury or damages to persons or property as aforesaid and also in respect of any claim made in respect of injury or damages under Acts of Government or otherwise and also in respect of any Award of compensation of damages consequent upon such claims.

2. The Contractor shall maintain in a readily accessible place first aid appliances including adequate supply of sterilized dressings and cotton wool.

3. An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.

4. It is entirely the responsibility of the contractor to follow the safety procedures such as using safety belts, life lines, helmets, rubber gloves etc. depending upon the nature of works Contractor is free to approach NABARD for any suggestion in this regard. However any lapse in this regard will be viewed seriously.

5. A penalty of ₹1,000.00 shall be levied for violation of safety norms including non-use of personal protective equipment. A penalty of ₹2,000.00 shall be levied if violation is repeated.

6. Penal action will also be taken if the contractor’s supervisors and workmen do not wear the uniforms and photo identity cards issued by the contractor and thus pose a security risk to the safety of the Bank’s establishments, its officers and the families of its officers residing in flats. The decision of the Bank in all such cases attracting penalties shall be final and binding on the contractor.

7. An adequate insurance coverage shall be arranged by the contractor for all employees/workmen against accident & the Bank shall not be responsible for any liability arising out of any accident / injury caused to the employees/workmen while executing the work.

8. The Bank shall be at liberty and is hereby empowered to deduct the amount of any damages compensation, cost charges and expenses arising or accruing from or in respect of any such claim or damages from any or all sums due or to become due to the contractor.

9. Smoking and chewing pan/ tobacco are prohibited in the Office. As part of the contract, the contractor must satisfy the above mentioned safety requirements and must ensure at all the time that these are followed without any deviation.
Declaration by the Contractor

I/We have read and understood the Safety code for civil/plumbing/sanitary AMC services in the entire Office premises and Staff Quarters, I/we have taken into account the above while quoting the rates. I/we accept all the above points without any reservation from my/our side, in all respects.

Signature of the tenderer with seal

Name and Seal
Place:
Date:
Address:
INDEMNITY BOND

(On non-judicial stamp paper of Rs.100/-)

KNOW all men by these presents that I, Shri..............................................................of M/s .............................................................. do hereby execute Indemnity Bond in favor of National Bank for Agriculture and Rural Development (NABARD), having their Telangana Regional Office at 1-1-61, RTC Cross Roads, Musheerabad, Hyderabad-500020 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 Contract” for civil/plumbing/sanitary Services at office premises of NABARD Regional Office, RTC X Roads, Hyderabad and Staff quarters at Ameerpet, Hyderabad for the period 01.04.2022 to 31.03.2025.”

THIS DEED WITNESSETH AS FOLLOWS:-

I/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 ............ 2022.

SIGNED AND DELIVERED BY THE AFORESAID M/s
IN THE PRESENCE OF WITNESS:

(1) ........................................
(2) ........................................
Annexure II

PROFORMA FOR ELECTRONIC PAYMENT

Details of Bank account to be furnished by the contractors/service providers for effecting payment with phone Nos.:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the account holder (As appearing in the Bank account)</td>
</tr>
<tr>
<td>2</td>
<td>Name of the Bank</td>
</tr>
<tr>
<td>3</td>
<td>Name of the Branch</td>
</tr>
<tr>
<td>4</td>
<td>Account Number</td>
</tr>
<tr>
<td>5</td>
<td>RTGS/NEFT/IFS Code</td>
</tr>
<tr>
<td>6</td>
<td>Type of account (Savings, Current, etc.)</td>
</tr>
<tr>
<td>7</td>
<td>PAN Number</td>
</tr>
<tr>
<td>8</td>
<td>GSTN Number</td>
</tr>
<tr>
<td>9</td>
<td>Contact Number (Phone/Mobile) Email ID:</td>
</tr>
<tr>
<td>10</td>
<td>Address for correspondence</td>
</tr>
</tbody>
</table>

Signature
Seal & Stamp

Please attach
(1) One original cancelled cheque leaf of the above Bank account and
(2) Copy of PAN Card
(3) Allotment letter/registration letter under GSTN
(4) Copy of address proof
# Annexure III

## ORGANIZATIONAL/FINANCIAL PROFILE OF THE BIDDER

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Constitution Proprietary/Partnership/Private Ltd./Public Ltd.</td>
</tr>
<tr>
<td>2</td>
<td>Date of Establishment</td>
</tr>
<tr>
<td>3</td>
<td>Address for Communication</td>
</tr>
<tr>
<td></td>
<td>Postal</td>
</tr>
<tr>
<td></td>
<td>Telephone/Mobile</td>
</tr>
<tr>
<td></td>
<td>Email</td>
</tr>
<tr>
<td>4</td>
<td>Classification</td>
</tr>
<tr>
<td></td>
<td>Solution Provider/System Integrator</td>
</tr>
<tr>
<td></td>
<td>Hardware/Vendor/Bidder/Software Developer, etc.</td>
</tr>
<tr>
<td>5</td>
<td>If Joint Venture, then specify names of Partners in the Service</td>
</tr>
<tr>
<td></td>
<td>Support Co, JV</td>
</tr>
<tr>
<td></td>
<td>i)</td>
</tr>
<tr>
<td></td>
<td>ii)</td>
</tr>
<tr>
<td></td>
<td>......</td>
</tr>
<tr>
<td>6</td>
<td>Others (please specify)</td>
</tr>
<tr>
<td>7</td>
<td>Name(s) of Proprietor(s) / Partner(s) / Directors</td>
</tr>
<tr>
<td></td>
<td>Position/Designation</td>
</tr>
<tr>
<td>8</td>
<td>Number of Engineers/Staff familiar with the Product/Services</td>
</tr>
<tr>
<td></td>
<td>offered.</td>
</tr>
<tr>
<td>9</td>
<td>Total Number of Employees</td>
</tr>
<tr>
<td>10</td>
<td>Number of locations where Service Support Centers are available.</td>
</tr>
</tbody>
</table>

### Business Figures for 3 years (copies of supporting documents to be enclosed)

<table>
<thead>
<tr>
<th>Year</th>
<th>Sales turnover (₹. Lakh)</th>
<th>Net Profit (₹. Lakh)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year Before Last</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
IT returns for last 3 years (copies to be submitted)

<table>
<thead>
<tr>
<th>Financial Year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-19</td>
<td></td>
</tr>
<tr>
<td>2019-20</td>
<td></td>
</tr>
<tr>
<td>2021-21</td>
<td></td>
</tr>
</tbody>
</table>

Signature, Stamp of Vendor/Bidder Name:
Annexure IV

LIST OF PROFESSIONAL STAFF

List of professional staff with the contractor, giving their qualification, experience, including that in the present organisation*

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Name</th>
<th>Age</th>
<th>Qualification</th>
<th>Experience</th>
<th>Natur e of works handled</th>
<th>Name of the assignments handled</th>
<th>Date from which employed in current organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
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<td>2</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
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<td></td>
<td></td>
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<td>4</td>
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<td>5</td>
<td></td>
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<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>7</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
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</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

* Use separate/additional sheets as per the requirement

Signature of the applicant with full address and office seal

Note: Indicate other points (including clients’ certificates), if any, relating to your technical and managerial competency which you would like to bring to our notice.
Annexure V

UNDERTAKING

This is to certify that M/s (Name of the agency with address) has paid the contract labour employed for services of NABARD for the month of (Month with Year) as per statutory requirement and rules and laws in force related to payment of EPF, ESI, Bonus and provided weekly off.

Signature:
Name:
Date
PART- II
PRICE BID
NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT

Annual Maintenance Contract on Civil/plumbing/sanitary work/services in the Office premises of NABARD at RTC Cross Roads, Musheerabad and NABARD Staff Quarters at Ameerpet, Hyderabad for a period from 01 April 2022 to 31 March 2025.

Description of Property: NABARD Regional Office premises Ground + four floors and common area, etc) and staff quarters at Ameerpet (Ground + Seven floors in ‘A’, ‘B’ and Ground + 3 floors in “C” and “D” blocks and common area.

Period of AMC - 01 April 2022 to 31 March 2025.

The contractor is required to post One skilled Plumber between 9:00 am to 6:00 pm from Monday to Friday at Office Premises, RTC X Roads for 22 days a month and from 09.00 am to 06.00 pm from Monday to Saturday at Staff Quarters in Ameerpet of NABARD, Telangana Regional Office for 26 days a month.

The quoted rate shall include wages payable to these personnel posted at site.

Rates to be quoted based on the scope of works and specification/description of items as well as terms and conditions contained in the Tender Document.

Rates to be quoted as per the latest notification issued by the Office of the Chief Labour Commissioner (C), Ministry of Labour and Employment, Govt. of India.

For the purpose of calculating minimum wages the Plumber is considered as Skilled.

Rates to be quoted based on the scope of works and specification/description of items as well as terms and conditions contained in the Tender Document. The rates to be quoted taking into consideration the details of scope of work given in the tender terms and conditions including special terms and conditions.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>Details</th>
<th>Staff Quarters Ameerpet (Rs.)</th>
<th>Office Premises (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Minimum wages (as per Central Govt. or Telangana State Govt. whichever is higher) inclusive of Special Allowance /VDA. (As per prevailing law)</td>
<td>1). One skilled plumber for civil/plumbing/sanitary services at office premises for 22 working days in a month. 2). One skilled plumber for civil/plumbing/sanitary</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>services at Staff Quarters for 26 working days in a month.</td>
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<td></td>
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<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>EPF (Employer portion)</td>
<td>13% of A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>ESI Contribution</td>
<td>3.25% of A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Bonus</td>
<td>8.33% of A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Other charges/other statutory payments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Sub Total (A+B+C+D+E)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Add Contractors Profit, Overheads, consumables, material charges etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Total (F+G) excluding GST</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J</td>
<td>Grand Total (Staff quarters and Office premises) (Excluding GST) per month</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K</td>
<td>AMC for 12 Months (excluding GST)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note 1:** Rates shall be quoted as “Total Cost per Month”.

**Note 2:** The agency is required to provide 1 skilled Plumber at NABARD Regional Office premises including NABSAMRUDDHI and NABCONS offices at RTC 'X' Roads, Musheerabad for 22 days a month and 1 skilled Plumber at NABARD Staff Quarters, Ameerpet for 26 days a month.

**Note 3:** No change shall be allowed in this table.

**Note 4:** Minimum wages, ESI, EPF etc. above shall be paid as per Central Govt. Acts/Notifications including amendments/ modification.

VDA=Variable Dearness Allowance, ESI= Employee State Insurance, EPF= Employee Provident Fund

I/we declare that:

a) The rates quoted are as per the conditions mentioned in this tender document.

b) The Financial Bid is liable to be rejected if any of the above rates and percentage are found not to be in compliance with the respective statutory laws.

Accepted all terms & conditions of price bid
<table>
<thead>
<tr>
<th>Place</th>
<th>Signature of Tenderer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Name and Seal</td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>