**E - Tender**

**Tender for Providing House Keeping AMC**

at

NABARD-HO & NABARD-House, BKC, Mumbai

for the period

**01.05.2022 to 31.03.2023**

---

National Bank for Agriculture and Rural Development

Department of Premises, Security and Procurement,

NABARD Head Office

Gr. Floor, “A” Wing, C-24, G Block,
Bandra-Kurla Complex, Bandra (E)
Mumbai – 400051

dpsp@nabard.org

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<th>Date/Time</th>
</tr>
</thead>
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</tr>
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<td>04 April 2022</td>
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<td>Upto 2.00 PM on 08th April 2022</td>
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<td>Date of opening of Technical bid</td>
<td>3.00 PM on 08th April 2022</td>
</tr>
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E - Tender
Tender for Providing House Keeping AMC
at
NABARD-HO & NABARD-House, BKC, Mumbai
for the period
01.05.2022 to 31.03.2023

National Bank for Agriculture and Rural Development
Department of Premises, Security and Procurement,
NABARD Head Office
Gr. Floor, “A” Wing, C-24, G Block,
Bandra-Kurla Complex, Bandra (E)
Mumbai – 400051
dpsp@nabard.org

PART-I
TECHNICAL BID
M/s. MASA

महोदय/ Dear Sir,

निविदा आमंत्रित करने के लिए सूचना – बैंक के बांद्रा-कुर्ला कॉम्प्लेक्स स्थित प्रधान कार्यालय विलिंग और नाबार्ड हाउस आवासीय कालोनी के लिए 01.05.2022 से 31.03.2023 की अवधि के दौरान हाउस-कीपिंग सेवाओं के लिए वार्षिक रखरखाव संविदाएं

Notice Inviting Tender – Annual Maintenance Contracts for Housekeeping at Bank’s Head Office Building and NABARD House Residential Colony at Bandra Kurla Complex in Mumbai for the period 01.05.2022 to 31.03.2023:

NABARD invites e-tenders as follows:

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Particulars</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of Work</td>
<td><strong>Annual Maintenance Contracts for Housekeeping at Bank’s Head Office Building and NABARD House Residential Colony at Bandra Kurla Complex in Mumbai (₹.166.98 lakh per annum)</strong></td>
</tr>
</tbody>
</table>
| 2     | Period of Contract                    | **01.05.2022 to 31.03.2023**
The contract may be renewed for further two years (one year at each time) if services are found satisfactory as per mutually agreed terms and conditions. The renewal shall be at the sole discretion of NABARD. |
| 3     | Date of Tender                        | dd/mm/yyyy                                                                                                                                                                                               |
| 4     | Type of Tender                        | e-Tender                                                                                                                                                                                                |
| 5     | Availability & submission of tender   | **[https://www.nabard.org](https://www.nabard.org)**
[https://nabard.eproc.in](https://nabard.eproc.in)

The tender document will be available on the website, till the last date of submission i.e. **14:00 Hrs of 08th April, 2022**. This tender including all relevant documents are to be submitted/ uploaded online through the said website only. Detailed guidelines/ procedures to submit e-tender have been mentioned in Page 47 of this tender.

| 6     | Selection of bidder                   | Based on the lowest amount(L1) quoted by the bidder on an annual basis                                                                                                                                   |
| 7     | Pre-Bid meeting date, time and venue  | 03.00 p.m. on 28 March 2022 in DPSP at ground floor, ‘A’ wing, DPSP, NABARD Head Office                                                                                                               |
8. Last date for submission of Pre bid queries: 03.00 p.m. on 08 April, 2022 by e-mail (dpsp@nabard.org)

9. Issue of corrigendum /clarification (if any): 08 April 2022 in NABARD Website (www.nabard.org)

10. Last date of bid submission: E -Tenders must be submitted latest by 2.00 p.m. on 08 April, 2022 at https://nabard.eproc.in

11. Opening of Technical bid: 03.00 p.m. on 11 April, 2022

12. Opening of Price bid: To be notified separately to technically qualified bidders through online mode only

13. Earnest Money Deposit: ₹ 3.10 lakh

14. Security deposit: 5% of the annual contract amount

15. Nodal Officer for correspondence and Clarification: Shri Sunil Kumar Jha, AGM DPSP (022-26539016/022-26539164)
Email: dpsp@nabard.org

16. Submission of Tender: We invite you to submit tender for the captioned works. The location have been classified into 02 (Two) sites. The offer shall be in two parts, viz., Technical Bid (Part I) and Price Bid (Part II).

A. Technical Bid (Part-I)
   a. Notice Inviting Tender
   b. Form of Tender
   c. Pre-qualification criteria
   d. Proforma for electronic payments
   e. Scoring model for evaluation of tenders
   f. Scope of works
   g. General Terms & Conditions
   h. Article of Agreement
i. Details of Key Administrative personnel
j. Client’s Certificate regarding performance of Bidder
k. Special Conditions of Contract
l. Safety Code
m. Annexure : Manpower Requirement
n. Annexure II-A : Illustrative example/sample format for wage rates
o. Annexure II-B : Calculation Sheet – Rates
p. Appendix I : Proforma for Indemnifying the Employer against Contract Labour Rules
q. Pre-contract Integrity Pact

B. Price-Bid (Part –II)
   a. Annexure III : Calculation Sheet
   b. Price Bid

<table>
<thead>
<tr>
<th>SN</th>
<th>स्थान/ Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>नाबार्ड प्रधान कार्यालय बिल्डिंग, बांद्रा-कुर्ला कॉम्प्लेक्स, मुंबई / NABARD Head Office Building, Bandra Kurla Complex</td>
</tr>
<tr>
<td>2</td>
<td>नाबार्ड हाउस, बांद्रा-कुर्ला कॉम्प्लेक्स, मुंबई / NABARD House, Bandra Kurla Complex, Mumbai</td>
</tr>
</tbody>
</table>

17. Bidding in e-tender:
   (a) The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.
   (b) The bidder should allow to run an application namely enApple by accepting the risk and clicking on run. This exercise has to be done twice immediately after clicking on the Techno-Commercial bid. If this application is not run, then the bidder will not be able to save/submit his bid.
   (c) After filling the Techno-Commercial Bid, bidder should click ‘save’ for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to filled up and then bidder should click on “save” to record their price bid. Then once both the Techno-Commercial bid & price bid has been saved, the bidder can click on the “Submit” button to register their bid.
   NOTE: - The Techno-Commercial Bid & price bid cannot be revised once the “Final Submission” button has been clicked by the bidder. In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
   (d) During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
(e) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.

(f) All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply. Such successful Bidder shall be called hereafter supplier.

(g) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.

(h) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.

No deviation of the terms and conditions of the tender document is acceptable.

Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.

(i) Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee (both in figure and word) as per UOM indicated in the e-tender floor/tender document.

18. Integrity Pact: The bidder has to enter into Integrity Pact at his own cost on a Rs. 200/- non judicial stamp paper at bidder's cost with the Bank as per the format given to become eligible to participate in the tender. Independent Monitor Shri Pramod Kumar Sangewar (IRSS) (Retd) has been appointed as monitor for this Pact in consultation with the Central Vigilance Commission. It would be a preliminary qualification and bid documents will not be considered in the absence of the Integrity Pact.

19. Bidders are advised to visit the office building and residential colonies as stated above, to familiarize themselves with the nature of works to be carried out and get all clarifications as necessary from the Bank before quoting their rates.

20. NABARD reserves its right to accept or reject any bidder, either in whole or in part, without assigning any reasons for doing so. NABARD does not bind itself to accept the lowest or any tender at all.

21. Tenders which do not fulfill all or any of NABARD's conditions or are incomplete in any respect and tenders with the bidder's own special conditions are liable to be rejected.

22. The successful bidder shall execute an agreement with NABARD at his cost on non-judicial stamp paper at 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.

23. Any discrepancies, omissions, ambiguities in the tender documents, if any, or any doubt as to their meaning should be reported in writing to the “Chief General Manager, Department of Premises, Security and Procurement, NABARD” who will review the queries and if information sought is not clearly indicated or specified, NABARD will issue clarifications to all the bidders, 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 **five working days** prior to the date of submission of the tender.

24. Validity of offer will be for **90 days** from the date of opening of price bids.

25. For any clarifications, you may contact DPSP personally or by sending email at dpisp@nabard.org

भवदीप/ Yours faithfully

Sd/-

(K S Kumarswamy)
उप महाप्रबंधक/ Dy. General Manager
संलग्न: निविदा दस्तावेज/ Encl: Tender Document
Form of e-Tender  
(On Bidder’s Letter head)

The Chief General Manager  
Department of Premises, Security and Procurement  
NABARD Head Office  
Ground Floor “A” Wing, C-24, G-Block,  
Bandra Kurla Complex, Bandra (East)  
Mumbai 400 051

Dear Sir

Annual Maintenance Contract for Housekeeping services at NABARD’s Head Office Building and NABARD House, BKC, Mumbai for the period 01.05.2022 to 31.03.2023

Having examined the requirements, conditions and schedule of quantities relating to the captioned work and having visited and examined the site of the works and also having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to take up the Housekeeping services at NABARD’s HO Building and NABARD House, Bandra – Kurla Complex, at the rates mentioned in the price bid and in accordance with the conditions of the tender and conditions of contract attached hereto.

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

Should this Tender be accepted, I/we hereby agree to abide by and fulfil all the Terms and Conditions of the Tender and in default thereof, to forfeit and pay to you or your successors, or assignees or nominees (in Office) such sums of money as are stipulated in the conditions contained in the tender together with the written acceptance of the Contract.

I/We understand that NABARD is not bound to accept the lowest tender and reserves the right to accept any tender whether lowest or not as per the evaluation methodology as indicated in the tender document. I/We also understand that NABARD reserves the right to reject all the tenders without assigning any reason therefor and NABARD can also
reject any tender which prima facie violates any law applicable in the context of this tender.

Dated this _______________ day of ____________ 2022.
For and on behalf of M/s ________________________________

(Signature with seal)
Name ________________________________
Designation ________________________________
Place ________________________________
Date ________________________________
(Certified true copy of the Power of Attorney of the above signatory should be attached).

Witnesses
(1) Signature with ________________________________
Name, address and date ________________________________

(2) Signature with ________________________________
Name, address and date ________________________________

1. Should this Tender be accepted, I / we hereby agree to abide by and fulfill 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:
**Guidelines / Procedures for e-tender**

E-procurement is facilitated by C1 India (https://nabard.eproc.in) on behalf of NABARD. You are requested to read the terms & conditions of this tender before submitting your online tender. Bidder who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.

**Process of e-tendering**

(A) **Registration:**

The process involves bidder's registration with C1 India’s e-procurement portal which is free of cost. Only after registration, the bidder(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Price Bid over the internet will be done. The Bidder’s should possess Class III or above signing type digital certificate. Bidder’s are to make their own arrangement for bidding from a P.C. connected with Internet. C1 India is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

**SPECIAL NOTE:** The price bid and the commercial bid has to be submitted on-line at https://nabard.eproc.in

1. Bidder’s are required to register themselves online with C1 India and create own user id and password.

Bidder’s will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. Bidder are advised to refer to the NABARD e-tender manual for detailed guidance. In case of further clarification, please contact C1 India, (before the scheduled time of the e-tender).

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Person</th>
<th>email</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Fairlin Jivin</td>
<td><a href="mailto:fairlin.jivin@c1india.com">fairlin.jivin@c1india.com</a></td>
<td>+91-124-4302000 Ext 112</td>
</tr>
</tbody>
</table>

**Secondary Contact (C1 India)**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Person</th>
<th>email</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sachin Toraskar</td>
<td><a href="mailto:sachin.toraskar@c1india.com">sachin.toraskar@c1india.com</a></td>
<td>+91-124-4302000 Ext 100</td>
</tr>
<tr>
<td>2.</td>
<td>Saranraj Niacker</td>
<td><a href="mailto:saranraj.naicker@c1india.com">saranraj.naicker@c1india.com</a></td>
<td>+91-124-4302000 Ext 110</td>
</tr>
</tbody>
</table>
**System Requirement:**

**Hardware Required**

- Minimum Hardware Requirements:
  - Pentium IV and Above
  - Minimum 4 GB RAM
  - An available USB port (If Certificate is in USB-Token)
  - User has to install USB-Token drivers into computer system before usage of application.
  - If USB-Token driver is not installed before usage of application user cannot use his certificate for application
  - Reliable Internet Connectivity.

**Other Requirements**

- **Operating System:** Windows 7, vista, Windows 8, etc.
- **Browser Version:** Internet Explorer Versions 10 or above

**Note:** Website will work only on Internet explorer

**Java Component:** Go to Control panel> Add/Remove Programs/ Programs and features

Check whether Java Runtime Environment is installed on your machine or not.
*(Only Single Java should be installed on the Machine)*

Java Runtime Environment (Latest Java Download from [www.java.com](http://www.java.com) Offline mode)

- Part I Technical Bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of the bid.

- Part II Price bid will be opened electronically of only those bidder(s) whose Part I Technical Bid is found to be Technical Bid acceptable by NABARD. Such bidder(s) will be intimated about the date of opening of Part II Price bid, through valid e-mail confirmed by them.
3. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.

4. Bidder’s are instructed to use Attach Documents link in bidding floor to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 20 MB. For further assistance, please follow instructions of bidder guide. Special Note towards Transaction fee: The bidders shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the bidder login. The bidders have to select the particular tender from the event dropdown box. The bidder shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the bidder shall generate a challan by filling up a form. The bidder shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the bidder shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to C-1 India’s designated bank account, the transaction fee shall be auto authorized and the bidder shall be receiving a system generated mail. Transaction fee is non-refundable. A bidder will not have the access to online e-tender without making the payment towards transaction fee.

**Note:** Bidder are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.

5. All notices and correspondence to the bidder(s) shall be sent by e-mail only during the process till finalization of tender by NABARD. Hence, the Bidder are required to ensure that their corporate e-mail I.D. provided is valid and updated at the stage of registration of bidder.

6. (i) Bidder are requested to see the web site again before the due date of tender submission to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document.

(ii) No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer (s) who have downloaded the documents from web site. Please see Website nabard.eproc.in

7. E-tender cannot be accessed after the due date and time mentioned in NIT.

8. **Bidding in e-tender:**

   (f) The process involves Electronic Bidding for submission of Technical Bid as well as Price Bid.

   (g) The bidder should allow to run an application namely enApple by accepting the risk and clicking on run. This exercise has to be done twice immediately after clicking on the
Technical Bid. If this application is not run, then the bidder will not be able to save/submit his bid.

(h) After filling the Technical Bid, Bidder should click ‘save’ for recording their Technical Bid. Once the same is done, the Price Bid link becomes active and the same has to filled up and then bidder should click on “save” to record their price bid. Then once both the Technical Bid & Price Bid has been saved, the bidder can click on the “Submit” button to register their bid.

NOTE: - The Technical Bid & Price Bid cannot be revised once the “Final Submission” button has been clicked by the bidder. In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.

At the time of submitting technical bid, the bidders are required to check photocopies of following documents should be enclosed/uploaded (Documents in original should be produced for verification as and when it is required by NABARD, failing which their bids will be summarily / out rightly rejected and will not be considered for any further correspondence):

- a) Registration Certificate as per existing norms (indicating the legal status – Company / Partnership firm/ Proprietorship Concern, etc.)  
- b) Copy of GST Registration Certificates  
- c) Copy of PAN Card  
- d) ESI Registration Number  
- e) PF Registration Number  
- f) Copies of Income Tax Return filed for last three financial years 
- h) Charted account Certificate as per the format mentioned in Annexure V.  
- i) Valid Registration Certificate issued by Competent Authority of Labour Department,  
- j) Work Experience Details, service provided to Government Departments /PSUs/Autonomous Bodies/ Corporate Bodies (Copies of Purchase Orders and completion certificates as required by Technical Bids received from Government Departments / PSUs / Autonomous Bodies / Corporates during each of the last three years should be enclosed / uploaded with clearly indicating the annual payment given to the bidder.  
- k) EMD details Receipt or Certificate in case of MSME as mentioned in Clause 16 of Terms & Conditions (Annexure II).  
- l) Integrity Pact.
INSTRUCTIONS TO BIDDERS

1. Selection will involve following stages i) upload of e-Tender ii) receipt of e-bids/e-tender iii) opening of technical bids iv) opening of financial bids v) award of contract. Bid will consist of two parts i.e. Technical Bid and Financial Bid. Bid will be submitted in 3 parts as follows:

- **File 1:** Copy of Bank Statement for Earnest Money Deposit (EMD) will be submitted online as per the details given in Para 2 of the NIT. The file should contain a receipt in this regard. Duly signed integrity pact as per format enclosed. (to be uploaded along with EMD)

- **File 2:** Technical bid, duly completed in all respects and signed, to be put into File No. 2. This file should be named as “Technical Bid”.

- **File 3:** Fully completed and signed Financial bid (Annexure B) to be put into File No. 3. This file should contain Financial Bid only and it should be named as "Financial Bid"

2. The bids, which are not named as mentioned above, are liable to be rejected. If for any reason, it is found that the Technical bid reveals the Financial Bid related details in any manner whatsoever, or, the Financial Bid is swapped in the file marked “Technical Bid”, the Bid document will be summarily rejected in the first instance itself. Bids, which are not named/marked, may not be considered.

Separate E-bids for the work - Technical Bid and Financial Bid shall be downloaded from the website of https://nabard.eproc.in/. The last date of receipt of Tender is on or before **14.00 hours on 08 April, 2022** and Technical Bids of Tenders will be opened on at **15.00 hours on 11 April, 2022**. Tenders received after stipulated date/time shall not be entertained. Bidders are requested to make note of dynamic time being displayed on e-Procurement portal of NABARD to ensure that the bids are submitted on time. Late tenders will not be accepted under any circumstances.

3. The Earnest Money Deposit as applicable as per site selection made by the bidder(as per para 2 of NIT), is to be submitted only through online transfer of funds, before the submission of the tender, to the account number given below.

<table>
<thead>
<tr>
<th>Name of the Account</th>
<th>NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Name</td>
<td>NABARD</td>
</tr>
<tr>
<td>Branch Name</td>
<td>HEAD OFFICE, MUMBAI</td>
</tr>
<tr>
<td>IFS code</td>
<td>NBRD00000002</td>
</tr>
<tr>
<td>Account Number</td>
<td>NABADMN07</td>
</tr>
</tbody>
</table>

**EMD submitted through any other mode of payment shall not be accepted.** No interest shall be paid on the EMD submitted by the bidders. EMD of unsuccessful bidders would be refunded after the award of work to the successful bidders. Tender for which the EMD amount has not been received in our bank account will not be accepted by NABARD except in case of MSEs as defined in MSE Procurement Policy issued by GoI or bidders who are registered with Central Procurement Organizations. Such exemption shall be given only on submission of proof. The EMD of successful bidder shall be retained by NABARD towards Security Deposit (SD). **The quantum of security deposit shall be 5% of the annual contract amount.** The successful bidder has to submit the balance amount of security deposit within 10 days of issue of work order. Security Deposit will be refunded after the expiry of the contract period. SD will not bear any interest.
4. Bidders are advised to visit the site(s) and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting. The 02 locations as indicated in the NIT have been classified into 02 (two) sites i.e., Site I & Site II. The 02 sites shall have a common technical bid and price bid.

5. It may be noted that Price Bid shall be opened only in respect of those bidders who have complied with the requirements as laid down in Pre-Qualification criteria / technical bid. The decision of the Bank in this regard shall be final. In the event of intending bidders's failure to satisfy the Bank, the Bank reserves the right to reject the tender and not to open the price bid.

6. Rates should include all items pertaining to the Housekeeping works 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.

7. The rate should include the discount (if any) also. There is no question of extra payment above the quoted rate under any circumstance for the tender item. In case of any variation in quantity or value, the same will not be made a matter of dispute by the Bidder.

8. The Contractor shall make necessary arrangement for watch and ward of his materials at his own risk and cost.

9. If last date of receipt of Tender and opening date is any holiday, then submission and opening of Tenders / Quotations shall be shifted to next working day without change of time and venue.

10. The bidders should quote their rates strictly adhering to Terms and Conditions stipulated in the Tender Document. Unsolicited correspondence after opening of the Tender shall not be entertained. Conditional / Deviational Tenders may be rejected without making any reference to the bidders.

11. 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 bidder. 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.

a) 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.

b) 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.

c) 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.

12. No advance shall be paid towards mobilisation and cost of materials.

13. NABARD will not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the contractor. No compensation shall be admissible for any loss suffered by the Contractor during the execution of the work. It shall be the Contractor's sole responsibility to protect NABARD's staff and his employees against accidents from any cause and he shall indemnify NABARD against any claims for
damage on account of injury to person or property, resulting from any such accidents with necessary Insurance cover.

14. **NABARD will not be under any liability to pay any compensation to the persons deployed by the contractor if they sustain any injury etc., while discharging the duties in the said premises.** The contractor shall get them insured against any liability under the Employee Compensation Act or any accident at its own cost. The Contractor should take necessary Insurance cover at his cost for his persons employed at site. The contractor should arrange to obtain necessary insurance cover (Workmen compensation policy and Contractors All Risk Policy) for the work at his cost and should be responsible for the safety of persons, employed by him. The Contractor shall be fully responsible and shall compensate 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 insurance policy may be obtained in the joint name of NABARD (to be appeared first) and the contractors respectively for the insured amount to the amount of at least 1.25 times of the tender amount and the original Insurance policy may be deposited in NABARD. In case, no insurance policy furnished before commencement of the work, NABARD will take the policy on behalf of the contractor and recover the amount of premium, interest on premium etc. from them. The decision of NABARD in this regard shall be final and binding. The insurance policy shall be work and site specific.

15. Any damages caused to the building / premises during the execution of the work shall be made good by the Contractor and if necessary, through suitable Insurance cover at his cost.

16. The Contractor shall use necessary safety equipment and maintain all safety measures during the execution of works and ensure compliance of Safety Code as per Rules and Regulations in force. The contractor undertakes from the date of allotment of tender, at all times and from time to time to remain solely responsible to defend NABARD and to hold and keep NABARD and its officers harmless and indemnified against all actions, costs, expenses, damages, claims, suits or demands, or any loss or liabilities of whatsoever nature arising directly or indirectly and also for and against all or any action whether by way of labour or legal proceedings or otherwise which may be brought against the

17. NABARD by any of the person employed by contractor or any other authority, arising out of execution of the contract including claims for all damages, costs, charges, expenses which NABARD may incur in respect thereof.

18. The Contractor shall monitor the on-going works or satisfactory completion of works or redressal of complaints through his staff.

19. Notwithstanding anything stated above, NABARD reserves the right to assess the bidder’s capability and capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of NABARD.

20. The decision of NABARD in awarding the work shall be final.

21. NABARD reserves the right to accept / negotiate / reject any Tender either in whole or in part without assigning any reasons therefor whatsoever and without entering into any further correspondence and hence, NABARD shall be under no obligation to accept the lowest or any other Tenders received in response to this Tender. The decision of NABARD in this regard shall be final and undisputable.

22. NABARD also reserves the right of supersession of any of the conditions stipulated in the Tender Document.
DECLARATION BY THE CONTRACTOR

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

Place : 

(Date) 

(Signature of the bidders) 

Address : Name and Seal :
PRE-QUALIFICATION CRITERIA

1. The Tenderer should have a minimum experience of seven (07) years of working with nature of works as briefly mentioned below.

A) House Keeping / Sweeping & Cleaning:

(1) Sweeping & cleaning of open space & common areas in the office buildings and residential colony/colonies.
(2) Collection and segregation of the household waste (wet and dry waste) everyday.
(3) façade glass cleaning, external window cleaning
(4) cleaning/deep cleaning of flats, toilets and bathrooms, etc.

2. The Contractors who are registered with any Govt. / Semi-Govt. / Govt. Undertakings / Autonomous bodies / Corporate Sector and having experience of executing above types of works under AMC contract may apply with detailed certificates / credentials along with the Technical Bid (Part I) of the tender to the Chief General Manager, NABARD, DPSP, Plot No. C/24, G-Block, Bandra-Kurla Complex, Bandra (E), Mumbai – 400051. The prescribed form can be downloaded from ‘Tenders’ page of our web site, www.nabard.org and https://nabard.eproc.in.

3. The contractors should meet following qualification criteria:

   (3.1) Minimum 7 years experience (as on 31.12.2021) in the field of Housekeeping Contracts, which include all the activities as listed in point no. 1 and should have at least one of the qualifying works carried out for Public Sector Undertakings (PSUs)/Banks/Govt. Office.

   (3.2) The bidders should have carried out similar works during last 7 years (ending 31.12.2021) with annual contract value (costing individually) not less than the amount as given in following table: (Rs. Lakh)

<table>
<thead>
<tr>
<th>SN</th>
<th>Experience Criteria</th>
<th>NABARD Head Office Building and NABARD House</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 similar work during last 7 years (ending 31.03.2021) with annual contract value (costing individually) not less than Rs. &gt;&gt;&gt;&gt;</td>
<td>120.00 Lakh</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td>OR</td>
</tr>
<tr>
<td>2</td>
<td>2 similar works during last 7 years (ending 31.03.2021) with annual contract value (costing individually) not less than Rs. &gt;&gt;&gt;&gt;</td>
<td>74.00 lakh</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td>OR</td>
</tr>
<tr>
<td>3</td>
<td>3 similar works during last 7 years (ending 31.03.2021) with annual contract value (costing individually) not less than Rs. &gt;&gt;&gt;&gt;</td>
<td>60.00 Lakh</td>
</tr>
</tbody>
</table>

4. The tenderers should have Annual Turnover of **Rs. 44.00 lakh** (Rupees Forty eight lakh only) during the last three years ending 31 March 2021 supported with audited balance sheet or a registered Chartered Accountant certified statement of accounts.
5. The bidder should have minimum 40 manpower (unskilled) personnel in its pay roll yearly for the last 3 years ending 31 December 2021(furnish details).

6. Should have their own office within the city / suburban areas of Mumbai, Navi Mumbai, Thane.

7. Tender shall be accompanied by a copy of each of the documents like,
   a) Articles of Association/Memorandum of Association/ partnership deed/ any other relevant document showing composition of the firm,
   b) List of eligible work executed during last seven years,
   c) PAN, GSTN Registration
   d) Employee State Insurance Act registration,
   e) PF registration & Labour Registration/License,
   f) Particulars of bankers & Bank account details.
   g) Details of work experience shall be supported by work orders and corresponding completion certificates.
   h) 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 format.
   i) Details of works on hand
   j) The latest Audited balance sheet of the business of the contractor duly certified by a Chartered Accountant/certificate of turnover issued by a Chartered Accountant for the last three years should be enclosed.

If required, original certificates shall be produced for verification by the tenderer and will be returned after verification.

8. The tenderers should have applicable Tax registrations (PAN, GSTN TIN, TAN, etc.) and also registration with Provident Fund, ESIC, etc., supported with documentary evidence and licenses, permissions, approvals issued by Labour enforcement and other statutory authorities, wherever applicable.

9. Tenderers should have a current bank account with a scheduled commercial bank.

10. 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. Intending applicants are required to furnish details about their firm/organization, experience, competence, etc.

12. The application form should be signed by a person on behalf of the Firm/Organization, who is duly authorized to do so.

13. If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed.

14. Applications containing false or inadequate information are liable for rejection and Bank reserves the right to blacklist those agencies.

15. The firms which do not fulfil prequalification criteria shall not be considered for selection and award of work.
Information on Pre-Qualification Criteria  
(To be submitted in Tenderer’s own Letter head)

No. ..................................
Date: ................................

To
The Chief General Manager
National Bank for Agriculture and Rural Development
Department of Premises, Security & Procurement, Head Office
Plot No. C/24, ‘G’-Block
Bandra-Kurla Complex, Bandra (East),
Mumbai - 400051

Dear Sir,

Prequalification of contractors under Housekeeping Annual Maintenance Contract for NABARD’s Head Office Building and NABARD House, BKC, Mumbai for the period 01.05.2022 to 31.03.2023.

With reference to your advertisement in the Newspaper on ................., I / We offer our services as AMC contractor for Housekeeping works in NABARD’s Head Office Building and NABARD House, BKC, Mumbai.

We understand that you reserve the right to accept or reject any or all the tenders either in full or in part without assigning any reason therefor.

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. We also agree to keep the earnest money valid during the entire period of validity of tender.

All the desired information in the prescribed format i.e. format of technical bid(Part I), documents and certificates as required by you, are enclosed herewith for your perusal.

Thanking you.

Yours faithfully

(Signature of Authorized person on behalf of the Firm / Agency / Tenderer)

(Tenderer's Seal)
PRE CONTRACT INTEGRITY PACT
(to be submitted On Rs. 200/- Non-judicial stamp paper)

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on __________ day of the month of __________ between, on one hand, National Bank for Agriculture and Rural Development (NABARD), represented by Shri ________, CGM, NABARD, DPSP, NABARD, HO, Mumbai hereinafter called the “Employer” which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Part and M/s __________________ represented by Shri ____________, Chief Executive Officer (hereinafter called “Tenderer” which expression shall include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the Employer proposes to carry out the work of "__________________________" and the Tenderer is willing to offer/ has offered the quotes and

WHEREAS THE Tenderer is a private company/ public company/ Government undertaking/ partnership/ registered export agency, constituted in accordance with the relevant law in the matter and the Employer is a body corporate established under NABARD Act, 1981 having its Head Office at Plot No. C-24, Block ‘G’, Bandra-Kurla Complex, Bandra (East), Mumbai.

NOW, THEREFORE,
To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:

- Enable the Employer to obtain the desired said stores/equipment at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement and
- Enabling Tenderers to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the EMPLOYER will commit to prevent corruption, in any form, by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

**Commitments of the Employer**

1.1 The Employer undertakes that no official of the Employer, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit of any other advantage from the TENDERER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

1.2 The Employer undertakes that no official of the Employer, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit of any other advantage from the TENDERER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

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1.2 The Employer undertakes that no official of the Employer, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit of any other advantage from the TENDERER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.
The Employer will, during the pre-contract stage, treat all TENDERERs alike and will provide to all TENDERERs the same information and will not provide any such information to any particular TENDERER, which could afford an advantage to that particular TENDERER in comparison to other TENDERERs.

All the officials of the EMPLOYER will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

In case any such preceding misconduct on the part of such official(s) is reported by the TENDERER to the EMPLOYER with full and verifiable facts and the same is prima facie found to the correct by the EMPLOYER, necessary disciplinary proceedings, or any other action as deemed fit including criminal proceedings may be initiated by the EMPLOYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry in being conducted by the EMPLOYER the proceedings under the contract would not be stalled.

The TENDERER commits itself to take all measures to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during an pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:

The TENDERER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the EMPLOYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
3.2 The TENDERER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the EMPLOYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Bank for showing or forbearing to show favour or disfavor to any person in relation to the contract or any other contract with the Bank.

TENDERERS shall disclose the name and address of agents and representatives and Indian TENDERERS shall disclose their foreign principles or associates.

By the tenderer indicating any other intermediary, in connection with this bid/contract.

The TENDERER further confirms and declares to the EMPLOYER that the TENDERER is the original manufacturer/ integrator/ authorized government sponsored export entity of the defense stores and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the EMPLOYER or any of its functionaries, whether officially or unofficially to the award of the contract to the TENDERER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.
brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

The TENDERER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

The TENDERER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

The TENDERER shall not use improperly for purposes of competition or personal gain or pass on to others, any information provided by the EMPLOYER as part of the business relationship regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The TENDERER also undertakes to exercise due and adequate care lest any such information is divulged.

The TENDERER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

The TENDERER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

The TENDERER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

If the TENDERER or any employee of the TENDERER or any person acting on behalf of the TENDERER either directly or indirectly is a relative of any of the officers of the EMPLOYER, or alternatively if any relative of an officer of the EMPLOYER has financial interest/ stake in the TENDERER’s firm, the same shall be disclosed by the TENDERER at the time of filling of tender.

This project is subject to the ‘Rishiteedar’ Shabda Kampani Adhiniyam 1986, which applies to the project in question.
The term ‘relative’ for this purpose would be as defined in Section 6 of the Companies Act 1986.

The TENDERER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the EMPLOYER.

Previous Transgression

The TENDERER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with an Public Sector Enterprises in India or any Government Department in India that could justify TENDERER’s exclusion from the tender process.

The TENDERER agrees that if it makes incorrect statement on this subject, TENDERER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

Earnest Money (Security Deposit)

While submitting Price bid, the TENDERER shall deposit an amount Rs. 3.10 lakh as Earnest Money/ Security Deposit, with the EMPLOYER through online in favour of NABARD.

The Earnest Money/ Security Deposit shall be valid up-to a period of one year or the complete conclusion of the contractual obligations to the complete satisfaction of both the TENDERER and the EMPLOYER, including defect liability period, whichever is later.
In case of the successful TENDERER a clause would also be incorporated in the Article retaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the EMPLOYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

No interest shall be payable by the EMPLOYER to the TENDERER on Earnest Money/Security Deposit for the period of its currency.

To immediately cancel the contract, if already signed, without giving any compensation to the TENDERER.

The Earnest Money Deposit (in pre-contract stage) and/ or Security Deposit/ Performance Bond (after the contract is signed) shall stand forfeited either fully or partially as decided by the EMPLOYER and the EMPLOYER shall not be required to assign any reason therefore.

To recover all sums already paid by the EMPLOYER, and in case of an Indian TENDERER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a TENDERER from a country other than India with interest thereon at 2%, higher than the LIBOR. If any outstanding payment is due to the TENDERER from the EMPLOYER in connection with another contract

नियोक्ता द्वारा निविदाकर्ता को अंग्रेजी धन/प्रतिभूति जमाराशि पर इसके चलन के दौरान कोई भी ब्याज देना नहीं होगा.

No interest shall be payable by the EMPLOYER to the TENDERER on Earnest Money/Security Deposit for the period of its currency.

निविदाकर्ता की बिना कोई कारण बताए या उनकी कोई क्षतिपूर्ति किए बिना निविदा-पूर्व चर्चा तकाल रद्द कर सकता है। तथापि अन्य निविदाकर्ता के साथ निविदा प्रक्रिया जारी रहेगी.

To immediately call off the pre-contract negotiations without assigning any reason or giving any compensation to the TENDERER. However, the proceedings with the other TENDERER(s) would continue.

नियोक्ता के निर्णय के अनुसार पूर्व या आश्चर्य रूप से अंग्रेजी धन जमाराशि/निविदा पूर्व स्तर पर/प्रतिभूति जमाराशि जब्त की जाएगी और नियोक्ता को इसके लिए कोई कारण देना नहीं होगा.

The Earnest Money Deposit (in pre-contract stage) and/ or Security Deposit/ Performance Bond (after the contract is signed) shall stand forfeited either fully or partially as decided by the EMPLOYER and the EMPLOYER shall not be required to assign any reason therefore.

यदि संविदा का निषादन किया गया हो तो निविदाकर्ता को किसी क्षतिपूर्ति के बिना तकाल संविदा समाप्त की जाएगी.

To immediately cancel the contract, if already signed, without giving any compensation to the TENDERER.

राजस्थानी निविदाकार होने की स्थिति में नियोक्ता द्वारा भूगतान की गई सभी राशियों पर भारतीय स्टेट बैक की मुख्य उद्धर दर से %2 अधिक की वसूली की जाएगी। जबकि निविदाकर्ता भारत के अन्य राज्यों की से अधिक देिे की स्थिति में भूगतान की गई राशि पर %2 एलआईबी देिे की वसूली की जाएगी.

यदि किसी अन्य कारण के लिए दूसरे देिे के संबंध में नियोक्ता द्वारा निविदाकर्ता को कोई बकाया भूगतान किया जाना है तो ब्याज सहित इस राशि से बकाया राशि की वसूली की जाएगी.

To recover all sums already paid by the EMPLOYER, and in case of an Indian TENDERER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a TENDERER from a country other than India with interest thereon at 2%, higher than the LIBOR. If any outstanding payment is due to the TENDERER from the EMPLOYER in connection with another contract
for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.

To encash the advance bank guarantee and performance bond/ warranty bond, if furnished by the TENDERER, in order to recover the payments, already made by the EMPLOYER, along with interest.

To cancel all or any other contracts with TENDERER. The TENDERER shall be liable to pay compensation for any loss or damage to the EMPLOYER resulting from such cancellation/ rescission and the EMPLOYER shall be entitled to deduct the amount so payable from the money(s) due to the TENDERER.

To debar the TENDERER from participating in future bidding processes of the Government of India for a minimum period of five years, which may be further extended at the discretion of the EMPLOYER.

In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the EMPLOYER with the TENDERER, the same shall not be opened.

Forfeiture of Performance Bond in case of a decision by the EMPLOYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

The EMPLOYER will be entitled to take all or any of the actions mentioned at para of this Pact also on the Commission by the TENDERER or any one employed by it or acting on its behalf (whether with our without the knowledge of the TENDERER), of
an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

The decision of the EMPLOYER to the effect that a breach of the provisions of the Pact has been committed by the TENDERER shall be final and conclusive on the TENDERER. However, the TENDERER can approach the Independent External Monitor(s) appointed for the purposes of this Pact.

The TENDERER undertakes that it has not supplied/s not supplying similar product/systems or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU and it is found at any stage that similar product/systems or sub systems was supplied by the TENDERER to any other Ministry/Department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the TENDERER to the EMPLOYER, if the contract has already been concluded.

The EMPLOYER has appointed Independent External Monitor Shri P K Sangewar (hereinafter referred to as Monitor) for this Pact in consultation with the Central Vigilance Commission.

The task of the Monitor shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

The Monitor shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.
The TENDERER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the EMPLOYER including that provided by the TENDERER. The TENDERER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the TENDERER/Subcontractor(s) with confidentiality.

The EMPLOYER 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 parties. The parties will offer to the Monitor the option to participate in such meetings.

The Monitor will submit a written report to the designated Authority of EMPLOYER within 8 to 10 weeks from the date of reference or intimation to him by the EMPLOYER/ TENDERER and should the occasion arise submit proposals for correcting problematic situations.

Facilitation of Investigation

As soon as the Monitor notices or has reason to believe, a violation of this Pact, he will so inform the Authority designated by the EMPLOYER.
In case of any allegation of violation of any provisions of this Pact or payment of commission, the EMPLOYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the TENDERER and the TENDERER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

Law and Place of Jurisdiction

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the EMPLOYER.

Other Legal Actions

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

Validity

The validity of this Integrity Pact shall be from date of its signing and extend up to 5 years or the complete execution of the contract to the satisfaction of both the EMPLOYER and the TENDERER/Seller, including warranty period, whichever is later in case TENDERER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the EMPLOYER.
Should one or several provisions of this Pact turn out to be invalid, the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

The parties hereby sign this Integrity Pact at _____________________ on ________________.

नियोक्ता नियोक्ता नियोक्ता

EMPLOYER TENDERER

पदनाम Designation भिन्न भिन्न भिन्न

Designation मुख्य कार्यकारी अधिकारी

नाबार्ड NABARD चीफ एक्सिक्यूटिव ऑफाइसर

अधिकारी का नाम Name of the Officer

साक्ष्य Witness साक्ष्य Witness

________________________ 1. __________________________

________________________ 2.

* द्वितीय आयुर्विकर्ताओं के भारतीय एजेंटों की भागीदारी के वंश में नियोक्ता की नीति के अनुसार इन

शर्तों के प्रावधानों में संशोधन/हटाने की आवश्यकता होगी.

Provisions of these clauses would need to be amended/ deleted in line with the policy of the EMPLOYER in regard to involvement of Indian agents of foreign suppliers.
Draft ARTICLES OF AGREEMENT
On Non-judicial stamp paper of ₹.200/=:

AGREEMENT FOR ANNUAL MAINTENANCE CONTRACT

THIS AGREEMENT is made at Mumbai on this ...... day of ______ 2022

BETWEEN

National Bank for Agriculture and Rural Development, a body corporate established under an Act of Parliament viz. the National Bank for Agriculture and Rural Development Act, 1981 having its Head office at C-24, ‘G’ Block, Bandra-Kurla Complex, Bandra(East), Mumbai-400051, hereinafter referred to as “NABARD” (which expression shall, unless repugnant to the context or meaning thereof, means and includes its successors and assigns) of the ONE PART

AND

M/s. …………………………, a firm/society/company registered/incorporated under the Companies Act, 1956 Act and having its registered office at …………………………………………………hereinafter referred to as the ‘Contractor’ which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors, liquidators, administrators and assigns) of the OTHER PART.

(NABARD and the Contractor are collectively hereinafter referred to as “the parties”)

WHEREAS

(1) NABARD, being desirous of outsourcing the works relating to Annual Maintenance contract for Housekeeping, open space cleaning, garbage collection, flat / façade cleaning Services (hereinafter referred to “the said works”) of its premises at NABARD Head Office Building and NABARD House, Bandra Kurla Complex, Mumbai, 400051 (hereinafter collectively referred to as “the said Premises”) for the period 01.05.2022 to 31.03.2023, had, vide its letter No. ……………….dated …………, issued a “Notice Inviting Tender” (hereinafter referred to as “the NIT”) inviting bids for providing the said works at the said Premises. A copy of the NIT is annexed herewith as “Annexure 1” and to be read as part and parcel of this Agreement.

(2) The Contractor had, vide its letter dated ………………., submitted its Tender for undertaking the said works at the said Premises.

(3) NABARD, vide its Letters of Intent No. ……………….dated ………… had selected the Contractor for carrying out the said works at the said Premises.

(4) The parties hereby agree, record and confirm the various terms and conditions for carrying out the said works at the said Premises hereinafter appearing.

NOW THIS INDENTURE WITNESSES AS FOLLOWS:

1. The contract shall commence from 01.05.2022 and shall continue till 31.03.2023 unless it is curtailed or terminated by NABARD owing to deficiency of services, sub-standard quality of manpower deployed, breach of contract, reduction or cessation of the requirements etc. NABARD shall pay a sum of Rs........ lakh for the said period to the Contractor for carrying out the said works in the said Premises as per the details given in Annexure II-A. The rate will remain fixed throughout the entire period of contract i.e. till 31.03.2023 and is inclusive of all costs such as insurance, taxes, duties, levies, cess, transportation, salaries and
wages that may be levied, imposed, charged, paid or incurred by the Contractor. In case of payment of supply of skilled/semiskilled/unskilled labour, the rates will be revised proportionately as per the revision in minimum wages as announced by State/Central Govt. whose rates are adopted. NABARD will make payments only after the satisfactory completion of the periodic services on monthly / quarterly basis as indicated in the tender document.

The contractor will implement and operationalise web based / app based complaint registration system if supplied by NABARD. No payment will be made by NABARD to the contractor in this regard.

2. The contract may be extended for further period/s after the expiry of the initial period i.e. 31.03.2023 as indicated in the tender document. NABARD shall, in that event, make a request in writing in this behalf to the Contractor one month prior to the expiry of the current contract/extended contract and upon such request, the Contractor shall provide the said works at the said Premises, on the same terms and conditions or with some addition/deletion/modification, for a further specific period, mutually agreed upon by the parties.

3. The Contractor should carry out the rotation of its deployed personnel within its client organizations during the contract period.

4. The Contractor should make discreet inquires about the character and antecedents of the persons whom they are deploying in NABARD. The Contractor shall ensure that the individuals deployed in NABARD satisfy the minimum technical and educational qualifications as mentioned in the tender document.

5. The Contractor shall furnish the following documents in respect of the individuals who will be deployed by it in NABARD by:-
   i) List of individuals deployed
   ii) Bio-Data containing educational qualifications and previous experience/s, date of birth, etc.
   iii) Certification of verification of antecedents of persons by local Police authority.
   iv) Identity Cards bearing photograph.

6. The number of manpower required will be purely based on the requirement at site. The minimum requirement of manpower is indicated in Annexure I of the tender document. No additional payment shall be made if the contractor keeps more staff for completing the pending work or if minimum staff strength is not able to perform satisfactorily as per the contract provision. All deployed manpower shall wear Identity card/s provided by the office every day during working hours.

NABARD shall have discretion to change the scope of work and deployment of number of manpower whenever required.

7. The said works at the said Premises, which will be entrusted to the Contractor from time to time by NABARD, are to be rendered without causing any hindrance or disturbance to any staff member of the NABARD working during the normal working hours. The work shall be carried out efficiently, in consonance and in conformity with the standards of a neatly and hygienically maintained premises.

8. The Contractor shall, for all intents and purposes, be the “Employer” within the meaning of different labour legislation in respect of manpower so employed by him and deployed in NABARD and the manpower so employed by him 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.

9. The Contractor shall promptly and timely obtain all such consents, permissions, approvals, licenses etc., as may be necessary or required for carrying out the said works in the said Premises in accordance with this Agreement. The Contractor shall also inform and assist NABARD in procuring any registration, permissions or approvals, which may be at any time during the currency of this Agreement or the extended period be statutorily required to be obtained by NABARD for availing the services under this Agreement. The Contractor shall obtain appropriate license under the Contract Labour (Regulation and Abolition) Act 1970 and the Rules and shall comply with all terms and conditions thereof strictly, and shall keep such license duly validated and/or renewed from time to time throughout the currency of this Agreement.

10. All persons deployed by the Contractor in NABARD will be subjected to security check by the NABARD while entering and leaving the premises. The Contractor shall be required to provide supervisory staff for ensuring efficient and smooth operations.

11. The Contractor shall attend to complaints relating to the said work received from the employees of the NABARD and shall devise a system whereby such complaints when brought to the notice of the Contractor will be attended promptly by him or his employees concerned.

12. The Contractor shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed. NABARD shall, in no way be responsible for settlement of such issues whatsoever.

13. NABARD shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by the Contractor in the course of their performing the functions/duties, or for payment towards any compensation.

14. 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 party 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.

15. It will be the responsibility of the Contractor to meet transportation, food, medical and any other requirements in respect of the persons deployed by him in NABARD. It will be the responsibility of the contractor for disposal of debris to the approved dumping ground and NABARD will have no liability in this regard.

16. The Contractor shall provide suitable uniforms consisting of Shoes, Dress, and Sweater to the persons employed by it and necessary tools, equipment and machinery for carrying out the said works at the said Premises. Such persons without complete uniform will be treated as
absent. The Contractor shall also provide all safety items such as safety shoes, gloves, masks, etc.

17. The Contractor, wherever and whatever material is provided by NABARD, shall use it properly. Any improper use leading to wastage / pilferage shall be made good by the Contractor to NABARD.

18. NABARD will not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, tools, equipment, machinery, Contractors vehicles or vehicles of the personnel of the Contractor. NABARD will not be under any liability to pay any compensation to the persons deployed by the Contractor if they sustain any injury etc., while discharging the duties in the said premises. The Contractor shall get them insured against any liability under the Employee Compensation Act or any accident at its own cost. The Contractor should arrange to obtain necessary insurance cover (Workmen Compensation policy and Contractors All Risk 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. The CAR policies are required to be at least for 1.25 times of the contract value.

19. The Contractor’s personnel shall not divulge or disclose to any person, any details of office, operational processes, technical know-how, security arrangements, administrative/ organizational matters as all are of confidential/secret nature.

20. 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.

21. The Contractor shall ensure proper conduct of its personnel in the said premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work, etc.

22. The Contractor shall depute a coordinator who would be responsible for immediate interaction with the Officer-in-charge of Department of Premises, Security and Procurement, Head Office NABARD so that optimal services of the persons deployed by the Contractor could be availed without any disruption.

23. The Contractor shall immediately provide a substitute in the event of any person leaving the job due to his/her personal reasons. In case of delay in attending the work or providing the substitute in time shall attract a pre-estimated fine and NABARD will be at liberty to get the work done through any other agency and the cost therefor shall be recovered from the Contractor at the discretion of NABARD. Contractor shall maintain a proper Record/Register indicating reasons for not attending to any particular complaint within time schedule, failing which penalty as per Bank’s decision shall be levied. The expected period of completion of the various items and the amount of deduction beyond that period for pending complaints as per tender conditions shall be applicable.

24. The Contractor, upon receiving a notice from NABARD, shall replace immediately any of its personnel who is found unacceptable to NABARD because of security risks, incompetence/conflict of interest/misconduct.

25. In case, the manpower deployed by the Contractor commits any act of omission/commission that amounts to misconduct/indiscipline/incompetence, the Contractor will be liable to take appropriate disciplinary action against such persons, and if so required by NABARD, remove him/them from the said Premises.
26. The Contractor shall pay the manpower deployed in NABARD their wages in accordance with the Minimum Wages Act, 1948 as applicable in the State of Maharashtra/GoI, whichever is higher on a monthly basis. The Contractor shall also make PF contribution, ESI contribution and any other statutory contribution in respect of the manpower deployed in NABARD. The Contractor shall also pay statutory tax, wherever applicable.

27. The Contractor, as a taxable service provider, must be registered with Central Excise Department and obtained Registration and should attach a copy of Certificate along with the Agreement. The Invoices / Bills / Challans should be serially numbered and it should contain the Name and address of Service Provider & Service Receiver, Description of service, etc.

28. The Contractor shall raise the bill along with attendance sheet in the first week of the succeeding month. As far as possible, the payment will be released by the second week of the succeeding month. However, the Contractor must ensure that the salaries of their deployed staffs are released before the 7th day of the following month in the presence of NABARD's representative, irrespective of receipt of payment from NABARD.

29. The Tax Deduction at Source (TDS) shall be effected as per the provisions of the Income Tax Act, as amended from time to time and a certificate to this effect shall be provided to the Contractor by NABARD.

30. The Contractor shall also liable for depositing all taxes, levies, Cess etc. on account of carrying out the said work to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

31. The Contractor shall maintain all statutory registers under the applicable law. The Contractor shall produce the same, on demand, to NABARD or any other authority under law.

32. The Contractor on its part and through its own resources shall ensure that the goods, materials and equipment, etc. of NABARD are not damaged in the process of carrying out the said work and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If NABARD suffer any loss or damage on account of negligence, default or theft on the part of the employees /agents of the Contractor, then the Contractor shall be liable to compensate for the same. The Contractor shall fully indemnify NABARD against any such loss or damage. NABARD shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the Contractor under this contract.

33. The Contractor will have to deposit a security amount of Rs…………(Rupees……….)

34. In case of breach of any terms and conditions of this Agreement, the Performance Security Deposit of the Contractor will be liable to be forfeited by NABARD besides annulment of the Agreement.

35. In case, the Contractor fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof, NABARD is put to any loss/obligation, NABARD will be entitled to get itself adjusted out of the outstanding bills or the Security Deposit of the Contractor, to the extent of the loss or obligation in monitory terms. If the adjustment is not possible, then the same may be recoverable from the contractor.
36. In case any of documents furnished by the Contractor is found to be false at any stage, it would be deemed to be a breach of the terms of this Agreement making it liable for legal action besides termination of contract.

37. If the Contractor becomes insolvent or fails to observe or perform any condition of this Agreement then notwithstanding any previous waiver of such default or action being taken under any other clause hereof NABARD may terminate the contract and forfeit the said performance security deposit and recover from the contractor any loss suffered by NABARD on account of the Agreement being terminated.

38. The Contractor shall not transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of NABARD.

39. If the services of the contractor are not found satisfactory, the contractor will be given one month notice 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, any day after the expiry of the said notice period. However, the contractor firm can terminate the agreement by giving three months notice in advance. If the Contractor fails to give such three months notice in writing for termination of the agreement, then the Security Deposit will be forfeited. Notwithstanding anything contained in this Agreement, the Contractor shall continue to provide services of the persons deployed in NABARD on the terms and conditions of this Agreement till the date of termination this agreement.

40. On the expiry or early termination of the Agreement, the Contractor will withdraw all its personnel without in any way causing any damage to the said premises and the property therein and clear their accounts by paying them all their legal dues. The persons deployed by the contractor shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular/otherwise capacity in NABARD.

41. Resolution of disputes

41.1 This Agreement shall be governed by and construed in accordance with the laws of India.

41.2 Disputes or differences whatsoever, arising between NABARD and the Contractor shall be resolved amicably between NABARD’s representative and the Contractor’s representative.

41.3 In case of failure to resolve the disputes and differences amicably within 30 days of the receipt of notice by the other party, then the same shall be resolved as follows:

"Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this Agreement or the validity or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties."

41.4 The venue of the arbitration shall be at Mumbai

41.5 The language of arbitration shall be English.

41.6 Work under the Agreement 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. Save as those which are otherwise explicitly provided in the Agreement, no payment due or payable
by NABARD to the Contractor shall be withheld on account of the ongoing arbitration proceedings, if any, unless it is the subject matter, or one of the subject matters thereof.

42. Any notice, for the purpose of this Agreement, has to be sent in writing to either of the parties by facsimile transmission, by registered post with acknowledgement due or by a reputed courier service. All notices shall be deemed to have been validly given on (i) the business day immediately following the date of transmission with confirmed answer back, if transmitted by facsimile transmission, or (ii) the expiry of 5 days after posting, if sent by post, or (iii) the business date of receipt, if sent by courier.

43. This Agreement, its Annexures and the NIT constitute the entire Agreement between the Contractor and NABARD, and supersede any prior or contemporaneous communications, representations or agreements between the parties, whether oral or written, regarding the subject matter of this Agreement. In the event of conflict between the provisions of this Agreement and any attached Annexure or the NIT, the provisions of this Agreement will prevail to the extent of such conflict take precedence. In the event of conflict between the provisions of any attached Annexures and the NIT, the provisions of any attached Annexures will to the extent of such conflict take precedence. The terms and conditions of this Agreement may not be changed except by an amendment signed by an authorized representative of each party. NIT shall be the reference document to the extent the terms and conditions are either not reiterated or not given a contrary meaning under this Agreement.

44. This agreement is being executed in duplicate, NABARD should keep the original and the Contractor shall keep the duplicate.

45. The Contractor shall bear the stamp duty on this agreement for both the original and the duplicate copies.

In witness whereof the parties hereto, have caused their presence to be signed on the above by the duly authorised officials at the place and on the day, month and year first herein above written.

Signed, sealed and delivered Signed, sealed and delivered

By Shri _____________________  by Shri _____________________

DGM/ GM

For & on behalf of NABARD the duly authorized signatory for & on behalf of the Contractor

In the presence of In the presence of

1............................. 1.............................

2............................. 2.............................
FORMAT OF TECHNICAL BID

(a) Name of the firm and Composition of the Firm
(Full particulars (whether the Tenderer is an individual / 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.)

(a.1) Registered Head Office Address

(a.2) Local Office Address

(a.3) Year of establishment

(b) Work Experience
(Details of work experience as per the requirements in the pre-qualification criteria supported by work orders indicating the value & 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 / RBI / 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.)

(c) Credit worthiness of the Tenderer & Turn Over during the specified period
(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 Turn Over for the last three years ending 31.03.2020.)

(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) Details of the completed works
(The client wise names of work(s), year(s) of execution of work(s) awarded and actual costs of executed works, names and full contact details of the officers / authorities / departments under whom the works(s) was / were executed should be furnished.)

(h) Details of persons engaged
(The Tenderer should furnish the no. of persons engaged by him for each of his clients with details of qualification of each person and details of job assigned to him / job handled by him.

(i) 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.)

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

(k) Details of Registration with Provident Fund and ESIC

(l) Whether registered for GSTN/service tax purposes. If so, Also furnish relevant copies.

m) 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.

(n) whether registered with labour authority and holding valid labour license. If so mention no. and date and attach a copy of registration.

Note :- The bidder should furnish relevant documents as proof for supporting the claims in the Format of Technical Bid.

Signature of the Tenderer / Authorized person on behalf of the Firm / Organization

(Authorisation letter/power of attorney to be enclosed)

Place:

Date:
1. Details of Key Administrative Personnel:

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2. Details of tools, equipment with the tenderer keeping in view the scope of works in the tender. (please attach a separate sheet duly signed and seal of the tenderer).
CLIENT’s CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR

Give details of the similar type of Civil, plumbing and carpentry AMC work (satisfying the requirements mentioned in the Tender notice) completed during the last seven years in the following Proforma (separate form of each work).

Name & address of the Client:

Details of Works executed by M/s:

1. Name of work with brief particulars:
2. Agreement No. and date:
3. Agreement/Contract amount:
4. Date of commencement of work:
5. Stipulated date of completion:
6. Actual date of completion:
7. Details of compensation levied for delay (indicate amount) if any:
8. Gross amount of the work completed and paid:
9. Name and address of the authority under whom works executed:
10. Whether the contractor employed qualified / experienced supervisor during execution of work?
11. Quality of work (indicate grading) Outstanding/Very Good/Good/Satisfactory/poor
12. Amt. of work paid on reduced rates, if any.
13 Did the contractor go for arbitration?
   i) If yes, total amount of claim:
   ii) Total amount awarded:
14: Comments on the capabilities of the contractor.
   a) Technical proficiency: Outstanding/Very Good/Good/Satisfactory/poor
   b) Financial soundness: Outstanding/Very Good/Good/Satisfactory/poor
   c) Mobilization of manpower: Outstanding/Very Good/Good/Satisfactory/poor
   e) General behaviour Outstanding/Very Good/Good/Satisfactory/poor

Note: All columns should be filled in properly

Signature of Reporting Officer* with Office seal

*Officer of the rank of executive officer or equivalent
PROFORMA FOR ELECTRONIC PAYMENT

Details of Bank account to be furnished by the contractors/ service providers for effecting payment

Name and address of contractors/ service providers with phone nos.

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<table>
<thead>
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<tbody>
<tr>
<td>1</td>
<td>Name of the account holder (As appearing in the Bank account)</td>
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<tr>
<td>2</td>
<td>Name of the Bank</td>
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<td>3</td>
<td>Name of the Branch</td>
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<tr>
<td>4</td>
<td>Account number</td>
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<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>
</tbody>
</table>

Signature

Please attach (1) a photocopy of one cancelled cheque leaf of the above Bank account and (2) copy of PAN card and (3) allotment letter / registration letter under GSTN.
General Terms and Conditions

Annual Maintenance Contract for Housekeeping Services at NABARD’s Head Office Building and NABARD House colony for a contract period from 01.05.2022 to 31.03.2023

1. PREPARATION OF THE BID DOCUMENTS THROUGH e-TENDERING

Selection will involve following stages before issuance of letter of appointment.

i) upload of e-Tender
ii) receipt of e-bids/e-tender
iii) opening of technical bids
iv) opening of financial bids
v) award of contract

3.2. Bid will consist of two parts i.e. Technical Bid and Financial Bid. Bid will be submitted in 3 files:

a) File 1:

i) Copy of Bank Statement for Earnest Money Deposit (EMD) of Rs. 3.10 lakh will be submitted online to NABARD -A/c No. NABADMN07, IFSC Code: NBRD0000002. The file should contain a receipt in this regard

ii) duly signed integrity pact as per format enclosed. (to be uploaded along with EMD)

b) File 2: Technical bid, duly completed in all respects and signed, to be put into File No. 2. This file should be named as "Technical Bid".

c) File 3: Fully completed and signed Financial bid (Annexure B) to be put into File No. 3. This file should contain Financial Bid only and it should be named as "Financial Bid"

The bids, which are not named as mentioned above, are liable to be rejected. If for any reason, it is found that the Technical bid reveals the Financial Bid related details in any manner whatsoever, or, the Financial Bid is swapped in the file marked “Technical Bid”, the Bid document get disqualified and will be summarily rejected in the first instance itself. Bids, which are not named/marked, may not be considered.

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Name of the Person</th>
<th>Contact No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fairlin Jivin</td>
<td>0124 4302000 ext 112 <a href="mailto:fairlin.jivin@c1india.com">fairlin.jivin@c1india.com</a></td>
</tr>
<tr>
<td>2</td>
<td>Sachin Toraskar</td>
<td>0124 4302000 ext 200 <a href="mailto:sachin.toraskar@c1india.com">sachin.toraskar@c1india.com</a></td>
</tr>
</tbody>
</table>

2. Tenderers are advised to visit both the sites and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting.
3. 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.

4. Rates should include all Taxes, Duties, Octroi, Levies, GST, etc., in accordance with various statutory enactments and should be firm for the entire Contract Period. No increase in rates will be allowed during the entire Contract Period on this account. The rates will be considered for revision only in case of (i) revision of minimum wages and (ii) revision of statutory taxes like GST to the relevant extent.

5. Security Deposit: The quantum of security deposit shall be 5% of the annual contract amount. The EMD of successful tenderer shall be retained by NABARD towards Security Deposit (SD). The successful tenderer has to submit the balance amount of security deposit within 10 days of issue of work order. Security Deposit will be refunded after the expiry of the contract period after ensuring that contractor has completed all contract obligations. SD will not bear any interest.

6. Materials used should conform to relevant BIS Codes. BIS and CPWD Specifications and method of measurements shall be followed as applicable. However, in the absence of the same, the decision of NABARD will be final.

7. Monthly/ Quarterly/ Periodical payments will be made in the case of Housekeeping AMC works based on the bills submitted by the Contractor and certified by the concerned ACT/Site Supervisor 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 ACT/CT (Assistant Caretaker/ Caretaker) after completion of the respective works on the formats enclosed/given for respective work and should submit all these with the bill.

8. 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.

9. Income Tax, GST and other taxes, as applicable, will be deducted from total payment due to the Contractors as per the prevalent rules of the authorities.

10. 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 therefor shall be recovered from the Contractor at the discretion of NABARD.

11. The Contractor should have valid license relating to his Contract as per the existing laws and the workmen employed by the Contractor should also have the relevant experience in their trade.

12. The Contractor should arrange to obtain necessary insurance cover i.e. (i) Workmen Compensation policy and (ii) Contractors All Risk Policy (CAR policy) for all 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.
13. 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.

14. The contractor shall pay the personnel deployed in NABARD premises, their wages in accordance with the Minimum Wages Act, 1948 on a monthly basis. The contractor shall also make PF contribution, ESI contribution and or any other statutory contribution as applicable in respect of the personnel deployed by them in NABARD.

15. The contractor will be responsible for timely payment to its personnel deployed in the premises and compliance of all statutory provisions relating to minimum wages, Provident Fund and Employees State Insurance, etc. in respect of the persons deployed by them in NABARD. The Contractor shall be responsible to fulfill all the obligations in connection with the workers employed by it for the purpose of the Contract and all the Statutory and other liabilities if any including minimum wages of Central/ State Govt. (whichever is higher shall be applicable) , leave, salary, uniform, identity cards, ex-gratia, ESI, Provident Fund, Workman Compensation, Leave Pay, if any, etc. (as applicable) in connection therewith shall be on the Contractor account and payable by the concerned Contractor. The contractor shall liaise with Labour Deptt. of State Govt. / Central Govt. and comply with all necessary regulations/instructions in this regard.

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

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.

The following requisites are to be fulfilled by the contractor:

- Time schedule of works
- Presence of required number of the persons at the site as per contract
- Maintain desired quality of the work as per specification

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

17. **Annexure I :-** The contractor shall always deploy/retain experienced staff at site at least to the extent of strength as given in Annexure I.

18. **Annexure II:-** (Calculation sheet for supply of manpower and minimum wages) is required to be submitted duly filled along with the Price bid/BOQ. Tenders/bids not complying with the minimum wages payment are liable to be rejected which will be ascertained on the basis of Annexure – II-A ; submitted by the contractor. Bank will ascertain whether the contractor will be able to pay the minimum wages and other components from Annexure II-A.

19. **While** filling up Annexure III of the price bid, the bidder shall reasonably assess the likely Minimum wages projected to be paid during the year April 2022-March 2023 considering past trends /proportionate increase in the minimum wages notified by the Central or State Government (whichever is higher) during the previous year(s), before filling in the above
No increase in rates will be allowed during the entire Contract Period on this account. The bidders/bidders may please note that the rate quoted in the price bid shall be firm for the duration of the contract and nothing extra shall be paid over and above their quoted rates during the currency of the contract. The rates will be considered for revision only in case of revision of statutory taxes like GST as applicable. If the Bank finds that the above projected minimum wages are insufficient to meet the Minimum Wage obligations during the contract period, their offer shall stand disqualified and not be considered for further evaluation by the Bank.

20. **The renewal of the contract, shall be at the sole discretion of the Bank, one year at a time. In case of renewal of contract beyond one year, the rates (Minimum Wages +VDA) shall be fixed by the Bank as indicated in Appendix-2. However, the bidder shall always ensure that payment of monthly wages to personnel employed in NABARD premises is always in accordance with the Minimum Wages Act, 1948 for the entire duration of the contract including the extended period.**

21. The contractor shall, for all intents and purposes, be the “Employer” 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.

22. **The Contractor shall comply with the provisions of Contract Labour (Regulation and Abolition) Act, 1970, Minimum Wages Act and all other Labour Laws and other Statutory Regulations (both Central and States) that may be enforced from time to time by the Appropriate Authorities. NABARD shall not be responsible for any penalty on failure on the part of contractor to comply with any Labour Regulations. The contractor shall maintain attendance register of his staff employed at various sites and wage register for payment (at least minimum wages as per Center 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.**

23. **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. The contractor should also furnish the present/past pay slips and payment records related to ESI/PF 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 as under relevant law and should not be repeated.**

24. 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.
25. 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.

26. The Contractor or his authorised representative should visit the site as per requirement and meet NABARD’s Engineer with prior appointment for any clarifications and to receive instructions, etc. at the site.

27. The Contractor’s workmen should report to ACT/ 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 ACT & the same or copy shall be presented along with the Contractor’s monthly bill.

28. 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 behavior / 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. An attendance register shall be maintained at site indicating number of persons deployed for the inspection by NABARD officials/representative.

29. 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.

30. 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 party 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 dispute of any nature whatsoever and shall keep NABARD or any employee of NABARD indemnified in this respect.

(a) "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."

(b) The venue of the arbitration shall be at Mumbai.
(c) The language of arbitration shall be English.

(d) 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.

31. 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.

32. 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 by the contractor that the same should be kept maintained in hygienic condition.

33. The work should be carried out with minimum inconvenience to the occupants. 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.

34. 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.

35. The Contractor shall ensure that the employed staff shall not undertake any private work inside or outside NABARD's residential/Office premises. Any employee is found to be indulge in such activities shall be immediately removed from the site.

36. The engaged staff shall also undertake other specific work related with/without housekeeping works and other works during working hours as per instruction of ACT/Engineer, if required.

37. 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) 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.

38. 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.

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

40. On site storage space will be provided to the Contractor subject to availability. However, the Contractor may erect temporary sheds for storage purposes at his cost with the permission of the NABARD. NABARD will not be responsible for Contractor's materials. The Contractor may be required to vacate the storage space and sheds as per exigency without any extra cost to NABARD. If any statutory charges are required to be paid for erection of sheds, the same should be borne by the Contractor.

41. The Contractor shall provide all necessary Tools & Plants materials or any other equipment, materials, labour, etc. and no payment in this regard will be made by NABARD. The Contractor shall supply, fix and maintain all the scaffoldings, jhulla, T&P, etc., at his cost during the execution of any work and remove them as soon as the work is completed, without causing any damage to NABARD's property.

42. For facade cleaning in HO building & NB House, nothing extra will be paid for Jhulla, scaffolding etc. and the rate quoted by the contractor shall be inclusive of such expenditures.

43. 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.

44. 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 monthly payments to his labours with the settlement of his bill by NABARD.

45. 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.

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

47. 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.

48. Terms & Condition –Related to Financial Bid

i. In the Financial Bids, if a firm/bidder quotes impracticably low Service charges i.e. less than or equal to 1% of the Service Charges the bid shall be treated as unresponsive and will not be considered for further evaluation and will be disqualified.
ii. If multiple bidders are found to be L1 (Lowest bidder) vendors shall be decided based on the highest marks obtained in their technical parameters among the lowest quoted bidders as per following scoring model given in Annexure II-B.

47. In case of any such lowest contractor in his revised offer quotes rate of any item more than their respective original rate quoted already at the time of submission of tender, then such revised offer shall be treated invalid. Such case of revised offer of the lowest contractor or case of refusal to submit revised offer by the lowest contractor shall be treated as withdrawal of his tender before acceptance and 50% of his earnest money shall be forfeited.

48. In case all the lowest contractors those have same tendered amount (as a result, of their quoted rate of individual items), refuse to submit revised offers, then tenders are to be recalled after forfeiting 50% of EMD of each lowest contractors. Contractor, whose earnest money is forfeited because of non-submission of revised offer, or quoting higher revised rate(s) of any item(s) than their respective original rate quoted already at the time of submission of his bid shall not be allowed to participate in the retendering process of the work.

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

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

Signature of the Tenderer :
Name and Seal :
Place :
Date :
Address :
SCENE OF WORKS

(A) Scope of housekeeping works in Residential Colony

Part I: Cleaning of Open Spaces:
The work should be carried out in such a way as to maintain high standard aesthetic and hygienic conditions in the colonies.

a) **Daily** sweeping of the common areas within the buildings, open spaces (including lawns & gardens), pathways, passages, stilts, parking areas, pump rooms, head rooms without any dirt or dust including unwanted material thrown by the residents. Any portion of the colony falling under common area shall be considered for sweeping / cleaning as per the requirement.

b) **Daily** collection of garbage (wet & dry separate) from all the flats at regular time schedule for each building (Time schedule to be fixed in consultation with CT/ ACT of the colony). Contractor should keep the residents of the respective building/s informed about the collection timings and timings should not be changed at any point unless advised to all residents. Any change in this regard should be authorized by the ACT/CT in the colony) and disposing the garbage at a location as designated/approved by BMC or the same in BMC Dustbin. The items which are not taken away by BMC should be stored at a designated place as per the instructions.

c) The garbage may be segregated (wet and dry) / or the segregated garbage may be kept separately as per BMC norms, if required, so that the same can be lifted by BMC.

d) **Daily** cleaning and mopping of Dispensary, Community Hall, ACT’s room, Sports Club room, Security Guard rooms, Gymnasium, furniture, toilets, bathrooms, doors and windows, etc.

e) **Daily** cleaning and mopping of the entrance passage (including letter boxes and name boards) at ground floor, staircases and passages at all floors in all buildings (including granite/Tile cladding on the walls).

f) **Daily** cleaning of Lift cars with wet cloth and removal of dust etc. from the floor, walls and bottom channel of Lift gates at each floor with brush, etc. Care should be taken that lift gates do not malfunction on account of presence of dust or similar material.

g) **Daily** sweeping of internal developed Children parks daily, cleaning the benches in the garden, removal of stones, etc.

h) **Weekly** cleaning, washing and sweeping of stilts, head rooms with required detergent and doors & windows of Dispensary Community Hall, ACT Room, Sports Club and Gymnasium.

i) **Monthly** cleaning of the terraces, common area doors, Lift rooms & top of parapets by removing algae deposits, silt/dust, weeds, shrubs, etc. Special care should be taken during the rainy-season to avoid water logging on account of non-cleaning. The periodicity will not be considered as a constraint in these type of works.

j) **Monthly** sweeping, mopping and cleaning of all vacant flats. The same should be got certified by the ACT.
k) **Monthly** – Cleaning of fans, geyser & lights and removal of cobwebs from the staircases, passages, cleaning of pipes/conduits, windows in the staircases, etc.

l) **Quarterly** cleaning & washing of the paver blocks in common area so that the area is free from dust, algae deposits to avoid slippery surfaces, especially during rainy season using bleaching powder. Special attention should be given to the entrance areas all the time.

m) **Periodic** removal of plants/shrubs as and when required from the outer walls/parapet/chajjas, etc. of the buildings and preventive measures for stopping the growth of such plants.

n) Keep all the Open/ Storm water drain/pipe clean, such that water flow is free without any blockage or stagnation.

o) Any other works relating to the maintenance including sweeping, washing and cleaning, etc. as NABARD may specify from time to time.

**Part II: Cleaning of Toilets and Bathrooms** : Once in week in occupied flats (Cleaning material to be supplied by the Bank). This work will be carried out by the regular sweepers. The work includes all activities required for cleaning.

**Part III: Special cleaning works in the flats**

a) Cleaning of entire flat, including fans, geyser, furniture, toilets, bathrooms, doors and windows, lights, etc. of Dispensary, ACT’s room, Sports Club room, Security Guard rooms, Gymnasium, Terrace of each building including removing the deposits near rainwater pipe entry.- **Daily**

b) Cleaning of inaccessible spots in the colony -**weekly**.

c) Cleaning of toilets and bathrooms in all VOFs of the colonies- **Weekly**

d) Cleaning of ceiling fans, lighting fixtures, chandeliers, exhaust fans, geyser, glass mirrors, cupboards (outside), wooden windows and grills, etc. with soft cloth in all the flats of the colonies- **Quarterly**

e) Cleaning of basins and glass louvers using approved cleaning material- **Quarterly**

f) Cleaning the kitchen platform including modular furniture and storages- **Quarterly**

g) Cleaning of sliding windows (both from inner and outer side including jhoola if required), window panes, grills, balcony railings, doors, ventilators, name plates (with Brasso), sign boards and letter boxes- **Quarterly**

h) Carefully removing nylon mesh (netlon) from the windows/ventilators, washing the same with detergents and fixing at the same place. Due care should be taken that the netlon is not damaged in the process.- **Quarterly**

i) Removal of cobwebs from wall, ceiling, pelmet and inaccessible spots by broom, etc.- **Quarterly**

j) Thorough sweeping, mopping and cleaning works in the flat after carrying out the above cleaning works.- **Quarterly**

k) Cleaning of toilets and bathrooms including basins and glass louvers using approved cleaning material

l) Cleaning the kitchen platform including modular furniture and storages
m) Cleaning of sliding windows (both from inner and outer side including jhoola if required), window panes, grills, balcony railings, doors, ventilators, name plates (with Brasso), sign boards and letter boxes.

n) Carefully removing nylon mesh (netlon) from the windows/ventilators, washing the same with detergents and fixing at the same place. Due care should be taken that the netlon is not damaged in the process.

o) Removal of cobwebs from wall, ceiling, pelmet and inaccessible spots by broom, etc.

p) Thorough sweeping, mopping and cleaning works in the flat after carrying out the above cleaning works.

The work shall be carried out in proper workmanship manner as directed by the Bank. The Contractor has to take the signature of the residents as token for work done in their flat etc. all complete as directed. The work to be done in following type of flats (along with periodicity).

<table>
<thead>
<tr>
<th>SN</th>
<th>Staff Quarters</th>
<th>Type of flats</th>
<th>No of flats</th>
<th>Periodicity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NABARD House</td>
<td>3 BHK</td>
<td>13</td>
<td>Quarterly</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 BHK</td>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Payment for cleaning of flats will be done only for the number of occupied flats actually cleaned.

The cleaning materials for this work will be provided by the Bank.

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**B: Scope of Housekeeping work in Head Office Building**

i. Cleaning of all toilets - both ladies and gents and passage outside the toilets including sweeping / mopping / wet-cleaning of floors, clearing and cleaning of litter bins, cleaning of mirrors, etc. – **Minimum Four times daily and more as per requirement**

ii. Cleaning (sweeping/mopping) of the passage outside the toilets – **Four times daily**

iii. **Daily** Sweeping of all staircases and mopping/wet-cleaning/scrubbing

iv. Removal of waste paper from all floors to basement area - **Daily**

v. Cleaning of roof terrace and terrace on 2nd floor / 1st floor / 8th floor -- **Weekly**

vi. Cleaning of solar panels - **Weekly**

vii. Cleaning of upper and lower basements -- **daily sweeping and weekly washing**

viii. Sweeping of open compound area and pedestrian strip outside the building -- **daily**

ix. Cleaning of the auditorium – **fortnightly**

x. **Monthly** washing of Staircase Headroom Structures in the open area, staircases from basement to ground floor, exhaust structures (mushroom structures in open area), ramp retaining walls and plinth protection pathways around the building.

xi. Cleaning as per the need in all above places. No extra payment will be made for the same.

xii. Any other cleaning works in the office building as per the instructions of engineer / ACT / CT.
Wooling and cleaning of metal cladding of main entrance chhajja - Quarterly

(C) Facade and window Cleaning for HO Building, BKC, Mumbai and NABARD House, BKC (To be done through a specialised and reputed agency)

The Facade Glass including windows Cleaning Work has following Scope of works:

1. The Contractor has to engage trained operatives for facade glass cleaning works as the buildings are high rise buildings. The necessary supervision arrangements shall be made during executing of work.

2. The work involves cleaning of all exterior glasses (including those of windows of the entire building) internally as well as externally. In the BOQ, the approx. external area is mentioned and the lump sum payment will be made on the basis of this mentioned area instead of paying on actual measurement. The glass area is around 2000 Sq M. in respect of HO building and 150 sq m in respect of NABARD House, BKC.

3. All the windows glasses for the entire office building (which are many in number) are to be cleaned.

4. The contractor has to provide all the cleaning tools and required chemical compound. The contractor will arrange for all jhulla and abseiling kit, etc., for cleaning the external faces of the glasses.

5. The contractor will provide and use good quality chemical compounds as approved by NABARD to ensure that all the moss and dirt deposits are cleaned thoroughly. The period/time of cleaning will be decided by NABARD.

6. The works shall be carried out four times in one year. The contractor will strive to remove the dry water marks, silicone sealants marks etc.

7. After completion of the work, the contractor will remove all tool, tackles, compound etc. from the site.

(D) Floor scrubbing Machines / tools required for cleaning

Contractor has to provide/arrange for and operate adequate number floor scrubbing machines, vacuum cleaners, scrubbing tools, etc. for cleaning of the areas as per the requirement or as per the directions of the Protocol & Security officer/ACT/CT. The maintenance of these machines will be done by the contractor and no extra payment will be made to the contractor on this account. Tenderer may take into this factor while quoting the rates.

Important instructions:

a) The housekeeping staff shall be responsible for cleaning of the washrooms/toilets to ensure that the same is spic-and-span.

b) Sweeping and mopping would automatically include cleaning cobwebs, tiles flooring, wall tiles and skirting in the said areas.
c) Cleaning all niches and portions under windows and shelves of the washrooms.

d) Cleaning of Windows & Doors, Glasses internally every day & externally once in three months. (Approachable height)

e) Washing of toilet floors and tiles with suitable ceramic tiles cleaning chemicals every day.

f) Cleaning of washbasin and W/C from inside and out with specified chemicals and soap Four times during their shift and whenever else need arises.

g) Keeping the passage clean at all times even if it means cleaning repeatedly.

h) Pick up any litter lying around the washrooms of the Bank premises.

i) Any damage to the fittings/fixtures will be brought to the notice of the caretaker/security officer immediately.

j) Over and above the activities mentioned above, if any further work will be done as and when required as per the instructions of the Concerned Authorities.

k) Permanent kind of stains inside the bathroom can be cleaned with the help of stain removers for which the contractor may demand relevant stain remover from the Bank.

Special Instructions for all house keeping works.

i. The Vendor/Contractor will provide sweepers, both male and female workers, whose identity is duly verified by the Police, to ensure that the items indicated in the scope of work are attended to and executed to the satisfaction of the Bank.

ii. The manpower provided by you shall be available from 07.00 Hrs. to 1600 Hrs. and /or from 11.00 AM to 08.00 PM as required. The deployment of manpower may be flexible and could be changed depending upon the work.

iii. You will provide substitutes in case of absentees. Penalty will be imposed in case of absences as given in the special terms and conditions of the contract. Contractor may take all necessary measures so that the work do not suffer on account of the absence of its staff and to avoid penalty.

iv. The rate quoted by you for the housekeeping work will include the cost of manpower only (except in case of façade cleaning).

The necessary cleaning materials / chemicals will be provided by the Bank.

v. All housekeeping staff must be suitably trained with experience in a similar building to perform duties entrusted to them, and must be in proper uniform at all times. The staff must be polite and may be trained for the behaviour in the office.

2. Bank will supply the wheel burrow and hand cart for carrying the collected waste/garbage etc.

3. NABARD shall not be responsible to your workers in any manner whatsoever. The behavior of the workers will be polite and no complaint in this regard shall be entertained. Contractor shall be responsible for any complaints in this regard.

4. NABARD will reserve its right to recover the loss of damage from you, if any, caused by your works during the period of performance of the work from any amount payable to you or otherwise NABARD's decision in this regard shall be final.
SPECIAL CONDITIONS OF THE CONTRACT

1. If a bidder / tenderer quotes less than 1% charges / consideration, the bid shall be treated as unresponsive and will not be considered”.

2. The work may be awarded by NABARD to the bidder having highest marks in the Evaluation criteria (as decided by NABARD) among the L1 bidders.

3. In case of multiple L1 bidders getting equal marks, the final selection can be done base on the draw of lots, as may be decided jointly by NABARD and selected bidders or by pulling the highest number from a box containing 30 numbers.

4. NABARD does not bind itself to accept abnormally low bids. The rates quoted by the tenderer/bidder should be able to demonstrate the capability of the tenderer/bidder to deliver the contract at the offered price. Abnormally low bids/rates will be subject to analysis by NABARD. If required, NABARD may call written clarification from bidder, including detailed price analysis of the bid price in relation to scope, schedule, allocation of risks and responsibilities and any other requirements of the bid document and tenderer/bidder shall have to furnish Rate Analysis for the scrutiny of rates by NABARD within stipulated time. NABARD reserves the right to reject the bid if bid is found to be abnormally low to deliver/perform the contract.”

5. The appointed contractor is required to generate End of the Day (EoD) reports on status of works, labour deployed, etc. to the concerned officer of the Bank.

6. Contractor shall follow the prescribed formats/procedures for official documentation like registers, etc. as stipulated by NABARD from time to time.

7. Contractor shall maintain job cards and a proper Record/Register indicating reasons for not attending to any particular work time schedule. The periodicity and expected schedules are given in the scope of work and the amount of deduction/penalty beyond that period for pending work as well as for any substandard work will be as under:

<table>
<thead>
<tr>
<th>Nature of work</th>
<th>Time of completion</th>
<th>Penalty for delay</th>
</tr>
</thead>
<tbody>
<tr>
<td>All items indicated in scope of works based on their periodicity</td>
<td>As given in scope of works</td>
<td>Rs. 500 per day per pending work</td>
</tr>
</tbody>
</table>

8. The responsibility of engaging and maintaining sanctioned strength of housekeepers is solely on the Contractor in view of timely attention and completion of the routine works within the given time frame. In case of non-attendance or non-timely attendance or below-standard carrying out of any work by the contractor, the Bank shall get the work satisfactorily carried out through its other agencies at the risk and cost of the contractor. Apart from making payments to the said other agencies from the dues of the contractor, the Bank shall also levy a penalty of 15% of all such payments made to other agencies.

9. **Penalty clause:** In case of absence of workers (minimum specified in the BOQ), the amount will be deducted as below.
If the contractor fails to deploy the number of manpower as required under the agreement / tender and such absence of manpower in each category of workmen exceeds 5% or more of total man days in a month, then a penalty of **Rs. 650.00** per day shall be imposed on the contractor for all absent days including 15% of the absences during the month. The amount of penalty shall be adjusted from the amount payable to the contractor and shall not be deducted by the contractor from the wages payable to the workmen.

**Additional Penalty:** If the contractor continues to fail to engage sufficient workers and does not show sufficient progress in attending to the works, NABARD may, after issuing written notices, levy additional penalty at its discretion, which will be recovered from the Contractor’s bill.

10. In case of emergency work, no extra payment for working in odd hour will be made.

11. The property will be handed over to the Contractor for housekeeping works on ‘as is where is’ basis and the contractor shall be required to carry out pending works at his cost and continue to ensure proper service to a reasonably satisfactory level.

12. In case the Contractor is asked to remove the garbage that has been collected on account of other activities not belonging to contractor, the removal charges shall be paid separately.

13. NABARD reserves to change scope of work or the number of labours during the contract period.

14. The staff deployed by the firm at site should have adequate experience and knowledge in their respective works.

**Declaration by the Contractor**

We / I have read and understood the Scope of Work and special terms and conditions for the Housekeeping AMC works in the entire Office premises / Colony (both inside and outside) and we / I have taken into account the above while quoting the rates. We / I accept all the above points without any reservation from our / my side, in all respects.

Further, we / I also declare that no prohibitive things/banned chemicals will be used, which are harmful to human life.

Place :
Date :
Address :

(Signature of the Tenderer)

Name and Seal :
SAFETY CODE

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

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

No portable single ladder shall be over 8 metres in length. The width between the side rails shall not be less than 30 cm. Clear and the distance between two adjacent rungs shall not be more than 30 cm. When a ladder is used an extra mazdoor shall be engaged for holding the ladder.

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.

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

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.

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.

**Declaration by the Contractor**

We / I have read and understood the Safety code for the Housekeeping AMC works in the entire Office premises / Colony (both inside and outside) and we / I have taken into account the above while quoting the rates. We / I accept all the above points without any reservation from our / my side, in all respects.

Place :
Date : (Signature of the Tenderer)
Address : Name and Seal :
Annexure

Annual Maintenance contract for Housekeeping

Report in respect of the maintenance works carried out at the site and to be submitted along with the bill by the contractor

Name of the office / colony: ..........................................................

(i) Daily Works:

<table>
<thead>
<tr>
<th>SN</th>
<th>Nature of work</th>
<th>Date/s</th>
<th>Sign of Supervisor</th>
<th>Sign of ACT</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Common area cleaning including gardens</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Collection of garbage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Cleaning and mopping of dispensary, community hall, Gymnasium, Security Rooms, ACT Office</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Cleaning and mopping of Building entrances, all staircases</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Cleaning and mopping of Lift car gates</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(ii) Periodical works

<table>
<thead>
<tr>
<th>SN</th>
<th>Nature of work</th>
<th>Periodicity</th>
<th>Date/s</th>
<th>Sign of Supervisor</th>
<th>Sign of ACT</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Washing of stilt parking areas / other covered areas/basement</td>
<td>Weekly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Terrace cleaning</td>
<td>Monthly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Lift Room cleaning</td>
<td>Monthly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Service Description</td>
<td>Frequency</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>------------------------------------------</td>
<td>-----------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Vacant flat cleaning</td>
<td>Monthly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Staircase windows, pipes, cobwebs</td>
<td>Monthly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Paver Block washing</td>
<td>Monthly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Façade Cleaning</td>
<td>Quarterly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The proforma to be modified as per the site, scope of work and schedules thereof.
Annexure I
Daily Manpower requirement

<table>
<thead>
<tr>
<th>Area /location</th>
<th>Supervisor (Skilled) No.</th>
<th>Manpower for cleaning +garbage collection (Unskilled) No.</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>NABARD House, BKC (20 flats)</td>
<td>HO supervisor to attend</td>
<td>6</td>
<td>Common Supervisor for both sites</td>
</tr>
<tr>
<td>NABARD Head Office, BKC</td>
<td>1</td>
<td>44</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1</strong></td>
<td><strong>50</strong></td>
<td></td>
</tr>
</tbody>
</table>

Note: Out of 44 sweepers at Head Office, 14 shall be ladies sweepers.
Annexure II-A

House Keeping Services at HO Building and NABARD House Area

**Sample Calculation of Minimum wages as per Central Government Order dated 12 October 2021**

*(Per Month Calculation as per applicable category)*

**Area Category : A**

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Description</th>
<th>Details</th>
<th>Skilled</th>
<th>unskilled</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Total of Basic + VDA for a month( 26 X minimum wages per day)</td>
<td>As per Central Govt. Order dated 12.10.2021</td>
<td>20670</td>
<td>17004</td>
</tr>
<tr>
<td>2</td>
<td>EPF (The contributions are payable on maximum wage ceiling of Rs. 15000/)</td>
<td>13%</td>
<td>1950</td>
<td>1950</td>
</tr>
<tr>
<td>3</td>
<td>ESI (The contributions are payable on maximum wage ceiling of Rs. 21000/)</td>
<td>3.25%</td>
<td>672</td>
<td>553</td>
</tr>
<tr>
<td>4</td>
<td>Bonus</td>
<td>8.33%</td>
<td>1722</td>
<td>1416</td>
</tr>
<tr>
<td>5</td>
<td>Total</td>
<td>Sr.No. 1 to Sr.No. 4</td>
<td>25014</td>
<td>20923</td>
</tr>
</tbody>
</table>

**Note:**

1. The above calculations are indicative only.
2. Bidder/Tenderer/s may specify particulars of the other statutory payments, if any, they are required to pay their employees. If, the bidder doesn’t quote for the other statutory payments, the responsibility of such payments will be solely on the bidder himself and NABARD will not be responsible for the same and will not entertain any such claims thereon in this regard.
3. The payment towards bonus, gratuity, EPF and ESI shall be reimbursed on production of documentary evidence.
4. The firm should register the details of its employees with the EPF and ESI authorities.

Place: 
Date: (Signature of the Tenderer)
Address: Name and seal
ANNEXURE II-B

Scoring Model for deciding the L1 in case of multiple vendor found to be L1:

<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 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 field in House Keeping</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>( \geq 15 ) years</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>( \geq 10 ) years &lt; 15 years</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>( \geq 7 ) years &lt; 10 years</td>
<td>2</td>
</tr>
<tr>
<td>3.</td>
<td>Average Turn Over during the last 3 years ending 31.03.2021</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>( \geq 80 ) lakhs</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>( \geq 70 ) &lt; 80 lakhs</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>( \geq 56 ) &lt; 70 lakhs</td>
<td>2</td>
</tr>
<tr>
<td>4.</td>
<td>No. of Assignments in Public/private institution (with supply more than 30 manpower.) handled in India in last 7 year (as on date of bid submission)</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>( \geq 10 )</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>( \geq 5 ) &lt; 10</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>( \geq 2 ) &lt; 5</td>
<td>1</td>
</tr>
<tr>
<td>5.</td>
<td>Maximum Executed House Keeping work for the last 7 years in a year</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>( \geq ) to 2000 Flats’ colony</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>( \geq 1200 ) Flats</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>( \geq 700 ) &lt; 1200 Flats.</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 out of total 50 marks.

Place : 
Date : (Signature of the Tenderer) 
Address : Name and seal
APPENDIX-I

Pro-forma for Indemnifying the Employer against Contract labour Rules/regulations (On Rs. 200 Non-Judicial Stamp Paper)

To,

Chief General Manager,
National bank for Agriculture and Rural Development
DPSP, Bandra(East )
Mumbai- 400051

Dear Sir/Madam

Annual Maintenance Contracts for Housekeeping at Bank’s Head Office Building and NABARD House Residential Colony at Bandra Kurla Complex in Mumbai for the period 01.05.2022 to 31.03.2023

We, M/s....................... (Name of contractor), hereby undertake that we shall comply with all the statutory rules/ regulations with regard to the employment of contract labour and their payment.

We also hereby fully indemnify and keep indemnified the Employer, i.e. NABARD, against any payments to be made to the contract labour and for the observance of the laws in this regard without prejudice to our right to claim indemnity from our sub-contractors.

Yours faithfully,

For Authorised signatory
APPENDIX-II

Illustrative Example for consideration of rates (Minimum Wages +VDA) during the renewed/extended period of the contract beyond one year

**Category: (say) Unskilled**

Beyond the current contract period of one year, wage revision shall be made for the extended period of the contract as illustrated below:

Assuming the contract is awarded in April 2020 and the rate quoted by the successful bidder is Rs 640/-, no revision in rates shall be admitted/paid during the contract period. However, for the extended period of the contract beyond one year, the following shall apply:

A) Average (minimum wages +VDA) during the contract year (Rs)

\[(W_{April\ 20} + W_{October\ 20})/2\]

ie \((629+639)/2 = 634\)

B) Rate (Minimum wages +VDA) quoted by the contractor (Rs) = \(W_{base}\)

= (say) 640

C) Minimum wage difference during 1st half of contract year (ie April 20) and the corresponding 1st half of the extended year of contract (April 21) (Rs):

\((W_{April\ 21} + W_{April\ 20}) = 645-629 = 16\)

D) Minimum wage difference during 2nd half of contract year (ie Oct 20) and the corresponding 2nd half of the extended year of contract (Oct 21) (Rs):

\((W_{October\ 21} + W_{October\ 20}) = 654-639 = 15\)

E) Average difference of (C) and (D) above (Rs) = \(W_{difference}\)

= \((15+16)/2\)

= 15.50

F) Rate (Minimum Wages +VDA) to be paid during the extended period of the contract

= Rs [(B) + (E)] above

= \(W_{base} + W_{difference}\)

= Rs 640 + 15.50 = Rs 655.50

The revised (Minimum Wages +VDA) as indicated at (F) above shall be firm for the extended period of the contract.

Place:
Date: (Signature of the Tenderer)
Address: Name and seal
E - Tender

Tender for Providing House Keeping AMC

at

NABARD-HO & NABARD-House, BKC, Mumbai

for the period

01.05.2022 to 31.03.2023

National Bank for Agriculture and Rural Development

Department of Premises, Security and Procurement,

NABARD Head Office

Gr. Floor, “A” Wing, C-24, G Block,

Bandra-Kurla Complex, Bandra (E)

Mumbai – 400051

dbsp@nabard.org

PART-II

PRICE BID

<table>
<thead>
<tr>
<th>Tender Publishing Date</th>
<th>29 March 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queries to be Raised</td>
<td>04 April 2022</td>
</tr>
<tr>
<td>Date &amp; time of Pre-Bid meeting</td>
<td>3.00 PM on 05 th April 2022</td>
</tr>
<tr>
<td>Date of submission of tenders</td>
<td>Upto 2.00 PM on 08 th April 2022</td>
</tr>
<tr>
<td>Date of opening of Technical bid</td>
<td>3.00 PM on 08th April 2022</td>
</tr>
<tr>
<td>Date of opening of Price bid</td>
<td>Will be intimated to Qualified Bidders in due course.</td>
</tr>
</tbody>
</table>
**PRICE BID**

National Bank for Agriculture and Rural Development

Annual Maintenance Contract for House Keeping Services at HO Building and NABARD House Area

at Mumbai for the period 01.05.2022 to 31.03.2023

BILL OF QUANTITIES

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Description</th>
<th>Basis</th>
<th>Rate (₹)</th>
<th>No. of Skilled workers</th>
<th>TOTAL Amt. (₹)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Total of Basic + VDA for a month (26 X minimum wages per day)</td>
<td>GoI Notification</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>EPF (The contributions are payable on maximum wage ceiling of Rs. 15000/) shall be paid on reimbursement basis on production of requisite documents</td>
<td>13%</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>ESI (The contributions are payable on maximum wage ceiling of Rs. 21000/) shall be paid on reimbursement basis on production of requisite documents</td>
<td>3.25%</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Bonus (shall be paid on reimbursement basis on production of requisite documents)</td>
<td>8.33%</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td><strong>Sub Total</strong></td>
<td>S.No. 1 to S.No. 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td><strong>Sub Total wages per year</strong></td>
<td>12 X Sr.no. 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Total of Basic + VDA for a month(26 X minimum wages per day)</td>
<td>GoI Notification</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-------------------------------------------------------------</td>
<td>------------------</td>
<td>----</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>EPF (The contributions are payable on maximum wage ceiling of Rs. 15000/) shall be paid on reimbursement basis on production of requisite documents</td>
<td>13%</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>ESI (The contributions are payable on maximum wage ceiling of Rs. 21000/) shall be paid on reimbursement basis on production of requisite documents</td>
<td>3.25%</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Bonus (shall be paid on reimbursement basis on production of requisite documents)</td>
<td>8.33%</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Sub Total</td>
<td>S.No. 7 to S.No. 10</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Sub Total wages per year</td>
<td>12 X S.No. 11</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>GRAND TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part B - Service Charges (To be filled by the contractor)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Basis for Quotation</th>
<th>Amount of quoted(₹.)</th>
</tr>
</thead>
</table>
| Service Charges: | | Percentage (%) rate to be quoted over minimum wages at Sr.No.1 + Sr.No. 7 ........% | ............
| NB: It should be inclusive of Management & Supervisor charges including Contractor’s Profit, materials/manure required on monthly basis & tools and machinery as per requirement, Uniform for labourers, all overheads, etc. should be provided by the contractor as per Scope of Works specified in technical bid. | | (S.No.1 + S.No. 7) x % Rate |
| Part A + Part B (Sr.no. 13 + Sr.no. 14) in Rs. (absolute amount worked out by bidder) | | |
| GST @ 18% on Sr.no. 15 | | |
| Grand Total(Sr.no. 15 + Sr.no. 16) | | |
Note:

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. Tenderers are advised to ensure payment of minimum wages and other statutory payments at all times as per Central Govt notifications during the currency of the Contract. No extra amount shall be paid over and above the quoted rate. The contractor should submit the Bank Statement in respect of salary payment monthly along with the claim.

3. Tenderers are advised to quote Service charges in % rate and correspondingly work out the absolute amount also in Part B of Price Bid as per the scope of work. The total amount (ie. Wages per month plus Service Charges) plus applicable GST shall be considered for comparison for deciding L1 (lowest quoted vendor).

4. The proof of remittance of statutory contribution of PF (Employer and Employee) and ESI to the appropriate agency for those workers deployed by the Selected Bidder to execute the contract work in NABARD, must be provided by the Selected Bidder to NABARD every month along with the claim bill, failing which the claim bill shall not be settled. The Selected Bidder shall also submit the proof of remittance of Bonus, if any, for those workers deployed by the Selected Bidder to execute the contract work in NABARD along with the claim Bill for each month, failing which the claim bill shall not be settled.

5. Quoted rate for Service Charges should be workable, reasonable and should include incidental and all overheads and profits. Service Charges less than One Percent (ie. Zero and its derivatives) will not be considered and such tenders shall be treated as Invalid. The Tenderer will furnish Rate Analysis for scrutiny of the rates by NABARD, if required. Statutory deductions such as TDS on IT and GST shall be made as per the rules. No increase in rates will be allowed during the entire Contract Period on this account, even in the extended periods of the contracts. The rates will be considered for revision only in case of revision of statutory taxes like GST to the relevant extent.

6. The contractor has to quote for all the items of BOQ. Incomplete BOQ will not be considered. The rates will be compared only after comparing rates with taxes while evaluation of the price bids.

7. Before deployment of staff, their bio-data/ competence shall be verified by the Bank’s officials in the beginning of AMC as well as changing the staff/labor.

8. The deduction from the monthly payment will be made based on the absence of labors and also as per the penalty clause in Special Terms and Conditions.

9. The contractor has to give satisfactory services for all works of AMC and bank reserves the right to remove/delete any particular work from the awarded AMC. The contractor has to submit one monthly/quarterly bill, as the case may be.

10. The contractor will comply with Labor Laws requirements and maintain the muster roll and wage register etc. and produce the same in the NABARD office, if required. The contractor shall submit the necessary information/data to the concerned statutory authorities in the desired format.
11. The working hours as mentioned in price bid includes one-hour lunch break. For pro-rata deduction, the total no. of days in a month will be taken as 30 days.

Accepted all terms & conditions of Price Bid

Place : 
Date : (Signature of the Tenderer)
Address : Name and seal