

नाबार्ड

राष्ट्रीय बैंक स्टाफ महाविद्यालय
National Bank Staff College
आईएसओ 9001:2008 प्रमाणित संस्थान
ISO 9001:2008 Certified Institution

सेक्टर-एच, एल डी ए कालोनी
कानपुर रोड, लखनऊ -226012
दूरभाष : 0522- 2421044 /
62 /65
फैक्स : 0522-2421035
website : www.nbsc.in

Sector-H, LDA Colony
Kanpur Road, Lucknow-
226012
Phone : 0522-2421044/62/65
Fax : 0522-2421035
e- mail : nbsc@nabard.org

मानस की उत्कृष्टता हमारा ध्येय - SHAPING MINDS TO EXCEL

सं.रा.बैं.स्टाफ महा. लख./ परिसर - 51/ 2009 - 10

दिनांक 09 सितंबर 2009

प्रिय महोदय

राष्ट्रीय बैंक स्टाफ महाविद्यालय, लखनऊ में ऑरगॉनिक वेस्ट कनवर्टर मशीन के परिचालन तथा परिचालनात्मक रखरखाव एवं अतिरिक्त बागवानी कचरे के निपटान के लिए निविदा

1 राष्ट्रीय बैंक स्टाफ महाविद्यालय, लखनऊ, ने हाल ही में अपने परिसर में ऑरगॉनिक वेस्ट कनवर्टर मशीन स्थापित की है। इस मशीन के माध्यम से परिसर के भीतर पैदा हो रहे जैविक कचरे (किचन का वेस्ट तथा बागवानी कचरा) को कम्पोस्ट में परिवर्तित किया जाता है।

2 राष्ट्रीय बैंक स्टाफ महाविद्यालय ऑरगॉनिक वेस्ट कनवर्टर मशीन व संबंधित उपकरणों के परिचालन तथा परिचालनात्मक रखरखाव एवं अतिरिक्त बागवानी कचरे के निपटान के लिए निविदा के लिए ठेका देना चाहता है। इस कार्य के लिए उत्सुक ठेकेदारों से मुहरबन्द निविदाएं आमंत्रित है। टेंडर फार्म हमारी वैबसाइट www.nabard.org से डाउनलोड किया जा सकता है।

राष्ट्रीय बैंक स्टाफ महाविद्यालय, लखनऊ, सेक्टर -एच, एलडीए कॉलोनी, कानपुर रोड, लखनऊ - 226012 स्थित अपने परिसर में उपर्युक्त कार्य के लिए वार्षिक रखरखाव कॉन्ट्रैक्ट देना चाहता है। राष्ट्रीय बैंक स्टाफ महाविद्यालय /नाबार्ड के पास सूचीबद्ध ठेकेदारों / वेडरों से मुहरबन्द निविदाएं आमंत्रित है।

3 टेंडरकर्ताओं को सूचित किया जाता है कि वे स्थल को विजिट करें, वर्तमान स्थितियों का सर्वेक्षण करें ताकि किए जाने वाले कार्य से वे परिचित हो सकें व अपनी दरे कोट करने के पहले राष्ट्रीय बैंक स्टाफ महाविद्यालय से

आवश्यक स्पष्टीकरण प्राप्त कर सके.

4 **मुहरबन्द लिफाफे** में टेंडर प्रधानाचार्य, राष्ट्रीय बैंक स्टाफ महाविद्यालय, सेक्टर - एच, एल डी ए कॉलोनी, कानपुर रोड, लखनऊ - 226 012 को संबोधित किया जाना चाहिए व उस पर "**राष्ट्रीय बैंक स्टाफ महाविद्यालय, लखनऊ में ऑरगॅनिक वेस्ट कनवर्टर मशीन के परिचालन तथा परिचालनात्मक रखरखाव एवं अतिरिक्त बागवानी कचरे के निपटान के लिए निविदा**" लिखा होना चाहिए. पूरी तरह से भरे हुए टेंडर, जो टेंडरर द्वारा विधिवत् रूप से हस्ताक्षरित हो व सीलबन्द हो को प्रधानाचार्य सचिवालय में इस प्रयोजन हेतु रखे गए टेंडर बॉक्स में **दिनांक 23 सितंबर 2009 को 15.00 बजे तक अथवा उससे पहले** जमा कर दें. देरी से प्राप्त टेंडरों को स्वीकार नहीं किया जाएगा.

5 टेंडर को **दिनांक 23 सितंबर 2009 को 16.00 बजे** टेंडरकर्ताओं अथवा उनके प्राधिकृत प्रतिनिधियों, जो उपस्थित होंगे, की उपस्थिति में खोला जाएगा.

6 किसी भी टेंडर को पूर्णतः अथवा अंशतः स्वीकार करने अथवा अस्वीकार करने का अधिकार राष्ट्रीय बैंक स्टाफ महाविद्यालय के पास सुरक्षित रहेगा. ऐसा करने लिए राष्ट्रीय बैंक के लिए कारण बताना आवश्यक नहीं होगा तथा राष्ट्रीय बैंक स्टाफ महाविद्यालय न्यूनतम अथवा अन्य कोई टेण्डर स्वीकार करने को बाध्य नहीं है. टेंडरों पर मोलभाव करने अथवा किसी टेंडर को अथवा सभी टेंडरों को अंशतः स्वीकृत करने का अधिकार राष्ट्रीय बैंक स्टाफ महाविद्यालय के पास सुरक्षित रहेगा. ऐसा करने लिए राष्ट्रीय बैंक के लिए कारण बताना आवश्यक नहीं होगा. आवश्यकता पडने पर टेंडरकर्ता को राष्ट्रीय बैंक स्टाफ महाविद्यालय द्वारा मोल भाव के लिए दरों की जांच हेतु दर विश्लेषण प्रस्तुत करना होगा.

7 जो टेण्डर राष्ट्रीय बैंक स्टाफ महाविद्यालय की कोई भी अथवा सभी शर्तों को पूरा नहीं करते हैं अथवा जो किसी भी दृष्टि से अपूर्ण हैं तथा टेंडरकर्ता की स्वयं की शर्तों के टेंडर नामंजूर किए जा सकते हैं.

8 टेंडर दस्तावेज में कोई विसंगति, चूक, अनिश्चितता अथवा इसके अर्थ को लेकर किसी शंका को प्रधानाचार्य, राष्ट्रीय बैंक स्टाफ महाविद्यालय को लिखित में रिपोर्ट किया जाए. जो उसकी समीक्षा करेंगे व जहा चाही गई जानकारी के बारे में स्पष्ट रूप से निर्दिष्ट नहीं किया गया है, सभी टेंडरर को एक स्पष्टीकरण बुलेटिन जारी कर देगा जो टेंडर दस्तावेज का भाग होगा. टेंडर दस्तावेज में कोई विसंगति, चूक, अनिश्चितता अथवा इसके अर्थ को लेकर किसी शंका के संबंध में टेंडर जमा करने की तिथि के तीन कार्य दिवस पहले राष्ट्रीय बैंक स्टाफ महाविद्यालय के नोटिस में नहीं लाए जाने पर राष्ट्रीय बैंक स्टाफ महाविद्यालय इसके लिए जिम्मेदार नहीं होगा.

9 किसी राष्ट्रीयकृत / अनुसूचित बैंक पर आहरित व राष्ट्रीय बैंक स्टाफ महाविद्यालय, लखनऊ के पक्ष में देय डिमाण्ड ड्राफ्ट के माध्यम से रूपए 5000/- (रूपए पांच हजार मात्र) बयाने की राशि (Earnest Money Deposit) मुहरबन्द लिफाफे में कोटेशन के साथ जमा करवाई जानी चाहिए. ऐसा न करने पर टेण्डर नामंजूर कर दिए जाएंगे. बोलीकर्ताओं द्वारा जमा की गई बयाने की इस राशि पर कोई ब्याज देय नहीं होगा. असफल बोलीकर्ताओं की बयाने की राशि पर्याप्त समय के भीतर वापस कर दी जाएगी. सफल टेण्डरकर्ता की बयाने की राशि जमानत जमा के रूप में रख ली जाएगी.

10 प्रस्ताव की वैधता मूल्य बोलियों को खोले जाने की तिथि से 90 दिन होगी. तथापि, एक बार अंतिम रूप दे चुके दर कॉन्ट्रक्ट की अवधि तक लागू रहेंगे.

11 टेंडर आमंत्रित करने की सूचना भी टेंडर दस्तावेज की भाग होगी.

भवदीय

(मुकेश वत्स)
सहायक महाप्रबंधक

संलग्न : 1. टेंडर फार्म
2. करार
3. कॉन्ट्रक्ट के अनुदेश व सामान्य शर्तें
4. कार्य का दायरा
5. मात्राओं की सारणी (वित्तीय बोली)

FORM OF TENDER

Tender for Operation and Operational Maintenance of Organic Waste Converter Machine & related equipment including disposal of surplus horticulture waste at National Bank Staff College, Lucknow

Place : Lucknow

Date:

The Chief General Manager/Principal
National Bank Staff College
Sector-H, LDA Colony
Kanpur Road
Lucknow- 226 012

Dear Sir,

Having examined the scope of work, general, special conditions and entire tender document relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the quotation/tender. I/We hereby offer to execute the work specified in memorandum and in accordance the rates mentioned in the attached schedule of monthly charges in all respects with the specification and instructions in writing and with such materials as are provided for in all other respects in accordance with such conditions so far as they are applicable.

MEMORANDUM

Description of work	Tender for Operation and Operational Maintenance of Organic Waste Converter Machine & related equipment including disposal of surplus horticulture waste at National Bank Staff College, Lucknow
Contract period	2 years (initially upto 31.03.2010)
EMD	Rs.5000/- (Rupees five thousand only) in the form of DD, drawn in favour of "National Bank Staff College, Lucknow".

2. Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said conditions of the Annual Contract Agreement annexed

thereto so far as they may be applicable.

3. Our Bankers are:

- 1.
- 2.

4. Address of the firm

- Tel No.
- Fax
- Mobile No.

5. The names of the partners of

- 1.
Our firm are
- 2.
- 3.

6. Name of the partner of the Firm authorized to sign

- 1.
- 2.

.....

Name of the persons with Power of Attorney to sign the Contract

- 1.
- 2.

Yours faithfully,

(Signature and seal of the Contractor)

Signature and address of witnesses:

AGREEMENT

This agreement made on the _____ day of the month _____ in the year _____ BETWEEN the National Bank for Agriculture and Rural Development, established under the National Bank for Agriculture and Rural Development Act, 1981 having its Head Office at Mumbai and its Training Institute 'National Bank Staff College' at Sector-H, LDA Colony, Kanpur Road, Lucknow (hereinafter referred to as the Bank's Training Insititute viz. National Bank Staff College and or its successors and assignees) on the ONE PART;

and

M/s _____, a proprietary/partnership/limited company concern having its office at _____ duly represented by its duly constituted and authorized representative, Shri/Smt _____ (hereinafter called the authorized representative of the Contractor) on the other part.

Whereas the NBSC is desirous to carry out annual maintenance of Civil, Plumbing & Electrical works at National Bank Staff College Campus, Sector-H, LDA Colony, Kanpur Road, Lucknow and same have been accepted by M/s _____ at NBSC, Lucknow on the terms and conditions as set out therein and inter-alia others as mentioned below:

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement viz.

In witness whereof parties hereto have hereunto set their respective hands and seals the day and year first above written.

Signed, sealed and delivered by the said Contractor M/s _____ to the Employer, NABARD in the presence of :

Signature of Contractor (with seal)

Dy. General Manager
Signature of Authorised representative
of the Employer/Accepting Authority

Witness (Signature, Name and Address)

1. -----
2. -----

Tender for Operation and Operational Maintenance of Organic Waste Converter Machine & related equipment including disposal of surplus horticulture waste at National Bank Staff College, Lucknow

General Conditions/Instructions to the Contractors

1. Contractors are advised to visit the site and understand the nature and scope of the work and doubts of any nature should be got clarified before quoting.
2. Rate should include charges for removal of surplus horticulture waste/debris out of premises to nearest municipal dump.
3. Quoted rate should be workable and should include all overheads and profits.
4. Rates should include all taxes, duties, octroi, levies, wages as per contract labour act, work contract tax, ESI, PF etc. and should be firm for the entire contract period. No variation of rates will be allowed.
5. Monthly payments will be made in the case of items covered in the operation contract based on the bills submitted by the contractor and certified by the concerned officer/Caretaker regarding satisfactory services.
6. Any discrepancy in settlement of bills may be brought to the notice of the NBSC within a period of one month after the settlement of the Bills. NBSC will not entertain any claim regarding any dispute in settlement of the bills after the stipulated period.
7. Income tax, surcharge, Works Contract tax and other taxes as applicable will be deducted from total payment due to the contractors.
8. In case of delay in attending the work in time, NBSC will be at liberty to get the work done through any other contractor and the cost may be recovered from the contractor (for operation of work only).
9. The Contractor shall observe all the safety precautions for the safety of the labour and the employees/residents of the NBSC Campus during execution of works. The contractor should arrange to obtain necessary insurance cover for its employees and third party. He would be responsible for the safety of persons employed by him.

10. The Contractor will post minimum two semi-skilled workers to carry out operation and operational maintenance of the Organic Waste Converter Machine located at National Bank Staff College, Lucknow. The worker's services will be required invariably between 09.00 a.m. to 06.00 p.m. on daily basis round the year, except Sunday/National Holidays. However, in the case of emergency, work will have to be continued till the same is completed and for which no extra charges will be paid by NBSC. The contractor shall arrange for attending emergency works after office hours/holidays & charges of the same should be included in quoted rates.
11. The Contractor shall comply with all the applicable Acts, Rules, Regulations, requirement of Law(s) for entering into operation contract and NBSC will not in any way be liable or responsible for any default/irregularities/penalties on the contractor's part. The contractor shall indemnify NBSC against all claims on this account.
12. The contractor shall comply with the provisions of contract, Labour Regulation & Abolition Act, 1970, Minimum Wages Act and all other labour laws and other Statutory Regulations (both Central and State) that may be enforced from time to time by the appropriate authorities. NBSC shall not be held responsible for any penalty on account of failure to adhere to the above labour regulations, etc. NBSC shall have the power to inspect the wage book and muster books and any other records of the contractor and to ask the contractor to comply with Laws.
13. The contractor should be responsible to fulfill all the obligations in connection with the workers employed by the contractor for the purpose of the contract and all the Statutory and other liabilities, if any, including minimum wages, leave salary, uniform, ex-gratia, gratuity, ESI, Provident Fund, Workman Compensation, if any, etc. in connection therewith shall be on the contractor account and payable by the concerned contractor.
14. The contractor or his supervisor should visit the site atleast twice in a week or as and when required by NBSC for which no extra payment will be made as they should be readily available to NBSC.
15. The contractor should provide uniforms to his workers engaged at site. The contractor should arrange to issue photo identity card, which should be used during the presence of their workmen in NBSC premises.
16. The contractor shall be fully responsible and shall compensate NBSC 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 NBSC in this regard shall be final and binding. The contractor shall obtain workmen insurance policy from insurance company and submit the same.

17. The contractor should not employ any person who is prohibited by law from being employed for fulfilling obligations under this contract.
18. Any act of indiscipline/misconduct/theft/pilferage on the part of any employee engaged by the contractor resulting in any loss to NBSC in kind or cash will be viewed seriously and NBSC will have the right to levy damages or fine and /or even terminate the contract forthwith.
19. In case of any default or failure on contractor's part to comply with all/any one of the terms/conditions, NBSC reserves to itself 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.
20. If any dispute arises on any matter concerning this contract, the decision of NBSC shall be final and binding.
21. 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.
22. The workers employed by the contractor can use the common facilities such as drinking water, toilet, etc., if any, provided at the premises. However, it should be ensured that the same should be kept in hygienic condition.
23. The workmen employed by the contractor should abide with the rules and regulations inside NBSC.
24. The contractor should obtain approvals, if any, necessary for the work from the statutory bodies on behalf of NBSC. The fees, if any, will be reimbursed based on the original receipts issued by them.
25. The contract can be terminated by NBSC on 15 days notice if the services are found to be unsatisfactory and the EMD will be forfeited.

26. NBSC reserves the right to accept/reject/revise any quotations/tenders either in whole or in part without assigning any reasons therefor, whatsoever.
27. On-site storage space will be given as per availability. NBSC will not be responsible for contractor's materials. The contractor may be required to vacate the storage space as per exigency without any extra cost.
28. The contractor shall provide everything necessary for the proper execution of the works. NBSC will not supply any T & P materials or any other materials required for Operation works. No payment for T & P materials, etc. will be made by NBSC. However, NBSC will provide power, water free of cost for works within the premises with prior permission but indiscriminate use will not be allowed.
29. The contractor shall not directly or indirectly transfer, assign and sublet the contract or any part of it.
30. The property shall be handed over to contractor for maintenance on "as is where is basis" and the contractor shall be required to do the pending work (if any), without any extra cost. In regard to the pending works (as per scope of work) contractor shall not give excuse such as so and so work should have been done by the previous AMC contractors and is not within their scope.
31. Retention Money @5% would be deducted from the Gross value of work done from every bill to be refunded after three months subject to satisfactory work.
32. In case of works other than maintenance, not included in the Schedule of Quantities, the contractor shall submit the quotations and obtain approval from the NBSC before execution of work. In such cases, he shall be given rates as under:
 - a. Rate of the materials as per his purchase voucher (the cash vouchers should be form authorized stockiest). Trade discount available on the MRP of various items should be availed and passed on to the employer.
 - b. Labour based on number of workers (minimum wages).
 - c. Profit and overheads @ 15% of (a) & (b) above.
33. The Contractor shall make his own arrangements to provide alternative workers on the day when regular staff is absent.

DECLARATION BY THE CONTRACTOR

I have read and understood all the instructions/conditions given above and I have taken

into account the above instructions/conditions while quoting the rates.

Date:

Signature

Place:

Name & Address

Seal of the contractor

ANNEXURE - C

Tender for Operation and Operational Maintenance of Organic Waste Converter Machine & related equipment including disposal of surplus horticulture waste at National Bank Staff College, Lucknow

Scope and special conditions of work

1. The OWC machine, Double Curing System & Double Shredder shall be maintained in good condition so as to ensure interruption free operation.
2. It is responsibility of Contractor to provide necessary tools, tackles, including safety gadgets and consumable. Indicative list of tools & Plant and consumables is given below :

T&P

- a. Waste handling trolleys - 4 Nos.
- b. Collection trolley - 1 No.
- c. Weighing Machine (50 kg.) - 1 No.
- d. Dust bins as per requirement
- e. Trowels, Tagadi etc. as per requirement

Routine Consumable items

- a. HDPE woven sacks as per requirement
- b. Hand Gloves for operators
- c. Masks for operators
- d. Buckets as per requirement,
- e. Broomstick/brushes
- f. Phenyl
- g. Saw-dust

Contractor may have any other items which he feels necessary for operational maintenance of system.

3. Consumables viz Bioculum will be arranged by NBSC. However, indent for the material should be given atleast one month in advance.
4. The contractor shall maintain a register/log book for recording details viz. Daily operation/running hours of the system, quantity of the final product (compost) generated from each cycle/per day etc. The contractor shall also produce the log book/weekly record alongwith details of balance compost in stock etc. for verification to the NBSC's representative.

5. The broad scope of work is indicated below :

- a. Operation and operational maintenance of Organic Waste Converter machine and related accessories as per the operation manual of the machine. Copy of the operation manual and related papers shall be provided to the contractor.
- b. Minor repairs, troubleshooting & maintenance of the machine
- c. The horticulture waste would be brought and unloaded at a central place by horticulture contractor/service providers. Kitchen waste will be collected by the contractor. The location of the temporary storage place of the waste would be allocated and decided by NBSC depending on the availability of appropriate space.
- d. Segregation of Organic Waste from the accumulated waste. No inorganic waste viz. Plastic/polythene/metal etc. to be fed into the machine.
- e. Shifting of the segregated waste (including kitchen waste & horticulture waste) from this central location to the machine room for processing.
- f. Surplus waste including horticulture waste, if any or waste which is not suitable for utilisation in the OWC machine would be disposed off by the contractor at regular intervals, outside NBSC/BIRD campus to nearest municipal dump. No additional charges would be payable to the contractor on account of transportation/cartage/loading unloading charges/disposal etc. It shall be the contractor's sole responsibility to dispose-off the waste in a proper manner not detrimental to the health of the residents of campus.
- g. The compost generated from the machine would be weighed and packed in 50 kg. HDPE bags. The compost bags would be handed over to the Horticulture contractor as and when instructed by NBSC. Proper record of compost generated will be maintained by the contractor.
- h. Excess compost, if any, would be sold by the contractor in the open market. Proceeds of the same would be deposited with NBSC as and when the compost is sold. A commission @15% would be payable to the contractor on sale proceeds at the end of the month towards labour, transportation etc.
- i. Cleaning, washing and sanitising the machine and surrounding of curing system and the shop-floor at the end of the process after the day's work is over. If flies/maggots are observed, herbal sanitisers (Azacel + herbocel) to be applied.
- j. Cleaning & washing of HDPE crates at the start of fresh cycle.
- k. Regular cleaning of Leachate Collection Tray

6. **Works not included in this tender:** Servicing and Maintenance of the OWC Machine

DECLARATION BY THE CONTRACTORS

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

Date:

Signature:

Place:

Name & Address:

Seal of the Contractor:

SCHEDULE OF QUANTITY

Tender for Operation and Operational Maintenance of Organic Waste Converter Machine & related equipment and disposal of surplus horticulture waste at National Bank Staff College, Lucknow

S.NO.	DESCRIPTION OF ITEM	UNIT	Lumpsum Charges per month in Rs.
1	Monthly lumpsum charges for Operation and Operational Maintenance of Organic Waste Converter Machine and related equipment and disposal of surplus horticulture waste generated at National Bank Staff College, Lucknow out of campus as per the conditions & specifications/scope of work described in tender inclusive of all labour, T&P etc. complete	L.S.	

Amount (in words)
(Rupees _____)

Date:

Signature:

Place:

Name & Address:

Seal of the Contractor: