



REF.NO.NB.U.P.RO.GAD(Pemises)/
07 Sept. 2007

/PDC- / 2007-08

M/s

Dear Sirs,

Annual maintenance contract for operation and operational maintenance of electrical installation at NABARD Office, 11, Vipin Khand, Gomti Nagar, Lucknow

NABARD Uttar Pradesh Regional Office intends to award the AMC for operations and operational maintenance of electric installations at NABARD Office, 11, Vipin Khand, Gomtinagar, Lucknow - 226010. For this a two stage bidding process i.e. Pre qualification with respect to Techno-Commercial aspects and Competitive Rates is being followed. Interested tenderers may obtain tender documents from the Premises Department, NABARD at the above address free of cost. The tender form can also be down loaded from NABARD website www.nabard.org.

The tenderers are advised to visit the site, conduct survey of the existing conditions so as to familiarise themselves with the nature of works to be carried out and get all clarifications as necessary from NABARD before submitting their Techno-Commercial bid and quoting their rates. Your sealed Tenders in two separate envelopes i.e. One for Pre-Qualification bid (as per part I, II & III) along with required draft for EMD and another bid for Competitive Rates and terms & conditions in the prescribed Tender Document should be addressed to The Chief General Manager, National Bank for Agriculture and Rural Development, and superscribed "TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR OPERATION AND OPERATIONAL MAINTENANCE OF ELECTRICAL INSTALLATIONS IN THE BANK'S OFFICE BUILDING.

The envelopes containing the Pre qualification bid and price bid completed in all respects, duly signed by the tenderer and sealed as necessary, should be dropped inside the Tender Box available in the Premises Department ('A' Wing) before **14.30 Hours on 20 Sept. 2007**. The late tenders shall not be accepted.

The envelopes / tenders containing Pre-Qualification bid will be opened on the same date i.e. **1500 hours** on 20 Sept. 2007 in the presence of the tenderers or their authorised representatives who choose to be present. NABARD reserves the right to accept or reject any Tender , either in whole or in part without assigning any reasons for doing so and is not bound to accept any Tender .

Based on the Pre-Qualification bid / tender the eligible bidders will be empanelled and the bids for competitive rates submitted by empanelled bidders will be opened / considered only.



NABARD also reserves the right to negotiate or partly accept any Tender or all Tenders received with out assigning any reasons thereof. The tenderer may have to furnish Rate Analysis for the scrutiny of rates by NABARD for negotiation, etc. if required. Tenders which do not fulfil all or any of the NABARD's conditions or are in complete in any respect and tenders with the tenderer's own conditions are liable to be rejected.

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, Regional Office, NABARD who will review the questions and if it is felt that the information sought is not clearly indicated or specified, NABARD will issue clarifications to all the tenderers which will become part of the Contract Document. NABARD will not be responsible if the discrepancies, omissions, ambiguities in the Tender Documents or any doubts as to their meaning are not brought to the notice of NABARD before three working days prior to the date of submission of the Tender.

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

- (a) Initially the Contract period will be upto 31 March 2008.
- (b) Maintenance works and Rate Contract works should be carried out within short notice and completed as per exigency. For this contractor will need to keep adequate stock of day-to-day material requirement.
- (c) Validity of offer should be 90 days from the date of opening of price bids.
- (d) The successful tenderer will be required to submit @ 5% of the tender amount as security deposit with in 7 days of award of work, which will be refunded after the satisfactory expiry of defect liability period/contract and will not bear any interest.

The tenderer shall enclose a Demand Draft amounting to Rs.6000.00 (Rupees six thousand only) drawn on any Nationalised / Scheduled Bank payable at Lucknow in favour of National Bank for Agriculture and Rural Development towards Earnest Money Deposit (EMD), failing which, the Tender shall be rejected and the EMD will not bear any interest. The successful tenderer will be issued with Acceptance of Tender / Work Order from NABARD and should commence the work from the date as mentioned in work order. You are invited to attend the meeting after visiting the site to satisfy yourself regarding queries and doubts, if any. This Notice Inviting Tender (NIT) shall also form part of the Tender Document.

Yours faithfully,

**(S. Rehman)
Dy. General Manager**



FORM OF TENDER

Annual Maintenance Contract for (040M) electrical installation at banks office

Place: Lucknow

Date :

The Chief General Manager

National Bank for Agriculture
and Rural Development
11, Vipin Khand, Gomti Nagar,
Lucknow

Dear Sir

1. Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and provisions of the said conditions of the Contract Agreement annexed thereto. Details of registration/ licence etc.

2. Our Bankers are :-

- i.
- ii.

3. Address of the firm

Tel. No :

Fax :

Mobile No. :

- i) _____
- ii) _____

Name of the persons with power of Attorney to sign the contract

- i) _____
- ii) _____

4. Name of the partner of the firm authorised to sign

- i) _____
- ii) _____
- iii) _____

5. The names of the Partners of our firm are



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

7. I / We have visited the site, examined the site of works specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender,

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

9. I / We enclose herewith interest free Earnest Money Deposit (EMD) for Rs 6000.00 (Rupees six thousand only) by Demand Draft payable at Lucknow in favour of National Bank for Agriculture and Rural Development and the sum shall be forfeited in the event of our withdrawal of Tender before expiry of the validity period of offer and / or in the event of our failure to execute the Contract when called upon to do so by accepting our Tender.

10. I / We agree to pay all Government (Central and State) Taxes such as trade tax, Excise Duty, Octroi, service tax etc. and other taxes prevailing from time to time and the rates quoted by us are inclusive of the same.

11. The rates quoted by me / us are firm and shall not be subjected to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever during commencing of the contract period.

I) _____
II) _____

**NAME OF THE PERSON AUTHORISED TO
SIGN AND SUBMIT THE TENDER**

Documentary proof in respect of Letter of Authority / Power of Attorney to be enclosed alongwith the Tender.

DATE :
PLACE :

YOURS FAITHFULLY

(SIGNATURE OF THE TENDERER)

**NAME AND ADDRESS OF THE TENDERER
AND SEAL**



NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT

- Description of work : Annual Maintenance Contract for "Operation and operational maintenance of Electrical Installations"
- Contract Period : Upto March, 2008
- EMD : Rs 6000.00 (Rupees six thousand only) in the form of DD, drawn in favour of "National Bank for Agriculture and Rural Development, payable at Lucknow"
- Validity of offer : 90 days from the date of opening of the tender

GENERAL INSTRUCTIONS TO THE CONTRACTORS AND GENERAL CONDITIONS

1. Contractors are advised to visit the site and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting.
2. The quantities indicated in the BOQ (bill of quantities) for rate contract works are only tentative and shall be executed only at the sole discretion of NABARD by issuing separate work slips/ work orders for specific requirement from time to time and the works should be commenced within short notice and completed as per exigency/urgency.
3. Quoted rates should be workable and reasonable and should include incidental and allover heads and profits. The contractor should furnish Rate Analysis for scrutiny of the rates if required, by NABARD.
4. Rates should include all Taxes (including service tax), Duties, Octroi, Levies, Wages as per Act, etc. and should be firm for the entire Contract period. No escalation of rates will be allowed for the entire contract period on any account.
5. Materials used and the completed work 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 and / or in case of any discrepancy, the decision of NABARD will be final.
6. Monthly payment will be made in the case of maintenance works based on bill submitted by the contractors and certified by the concerned ACT/ CT/ Engineer to the effect that the complaints recorded in the registers have been attended.
7. Separate work slips / work orders will be issued by the bank in respect of the items which are not covered under the monthly charges. Besides the AMC bills, any other bills for the works carried out with out proper work slips/ work order will be rejected and no further representation will be entertained.



8. Any discrepancy in settlement of bills may be brought to the notice of the bank within a period of one month after the settlement of the bills. The bank will not entertain any claim regarding any dispute in settlement of the bills after stipulated time.
9. Additional works and replacement / repair works shall be paid as per the rates covered under rate contract (Part II) works as applicable. The items not covered in the BOQ of the Contract Document shall be paid at the rates as per Rate Analysis based on the market prices supported by documentary proof with 15% towards Contractor's overheads and profit plus taxes as applicable OR on the basis of maximum retail price of the company whose product has been installed. The Rate Analysis shall be submitted by the Contractor for scrutiny and approval of NABARD.
10. All complaints covered under the maintenance charges in the Annual maintenance contract are to be attended with in a period of 7 days and other works for which work slips are issued , shall be attended after the issue of work slips. In case of emergency the complaint shall be attended immediately (notwithstanding a period of 7 days) as per instructions of the Bank' ACT / Engineer . In case of delay in attending the work in time , the bank will be at liberty to get the work done through any other agency and the cost therefore shall be recovered from the contractor at the discretion of the bank.
11. The Contractor should have valid License/ registration (A Class approved) from central/ state statutory bodies for carrying out such works/ contracts relating to his Contract and the workmen shall have necessary technical qualification (Diploma in electrical/mechanical, ITI, wiremen / technician certificate etc. from govt. recognised institutions) and desired licence employed by the Contractor should also have the valid License and experience in their trade.
12. The Contractor should arrange to obtain necessary insurance cover (Workmen compensation policy) for his employees at his cost and should be responsible for the safety of persons, employed by him. The copy of insurance policy will be submitted with the Bank.
- 13 The working hours to be observed by the contractors shall generally be requirement of the Bank. 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.
14. All the Standard Conditions of the Contract shall be binding on the contractors as per Indian Contract Act and prevailing Rules.
15. The Contractor shall comply with all the applicable Acts, Rules, Regulations and Law(s) for entering in to Construction / Maintenance Contract and NABARD will not in any way be liable or responsible for any default / irregularities / penalties on the Contractor's part.
16. The Contractor shall comply with the provisions of Contract, Labour (Regulation & Abolition) Act, 1996, Minimum Wages Act and all other Labour Laws and other Statutory Regulations (both Central and State) that may be forced from time to time by the appropriate authorities. NABARD shall not be held responsible for any penalty on failure of the any Labour Regulations. NABARD shall have the power to inspect the Wage Register and for physical



verification of salary paid to the staff with reference to any records of the Contractor and to insist the Contractor to comply with Laws.

17. The Contractor should be responsible to fulfil 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 Contractor.

18. The contractors workman shall be wearing uniforms superscribed with the name, **“electrician”** along with identification cards of the contractor during their working hours at the site.

19. The Contractor should obtain necessary permission that may be required for the purpose of this Contract from such authorities as may be prescribed by Law from time to time.

20. The Contractor or his authorised representative should visit the site frequently as required by NABARD and meet NABARD' Engineer with prior appointment for any clarifications and to receive instructions, take measurements, etc. at the site.

21. Any act of indiscipline / negligence / 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 claim damages or levy fine and / or terminate the Contract forthwith, if necessary.

22. In case of any default or failure on Contractor's part to comply with all / any one of the Terms / Conditions, NABARD 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.

23. If any dispute arises on any matter concerning this Contract, the decision of NABARD shall be final and binding.

24. 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.

25. The work should be carried out with least in convenience to office. 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.

26. The Contractor should obtain approvals, if any, necessary for the work from the statutory bodies on behalf of NABARD. The Contractor shall assist NABARD fully in respect of any



liaison with the authority for necessary approval / permission with regard to the execution of works. The fees and other statutory charges, if any, will be reimbursed to the Contractor based on the original receipts produced to NABARD.

27. The Contract can be terminated by NABARD on 30 days' notice if services are found to be unsatisfactory and if there is no improvement even after issue of one notice to the contractor.

28 .On site storage space will be provided to the Contractor subject to availability. NABARD 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 to NABARD.

29. The Contractor shall provide everything necessary for the proper execution of the works. NABARD will not supply any T&P materials or any other equipment, materials, labour ,etc. and no payment in this respect will be made by NABARD. The Contractor shall supply, fix and maintain all the scaffoldings, T&P etc. at his cost during the execution of any work and remove them as soon as the work is completed.

30. The Contractor shall not directly or indirectly transfer, assign or sublet the Contract any part of it, without written permission of NABARD.

31. Any defect which may appear within the commencing of the contract due to mishandling/negligence should be rectified by the Contractor at his cost and only thereafter the Security Deposit will be refunded to the Contractor.

32. The EMD / SD will not bear any interest. If the Tenderer withdraws his Tender before expiry of the validity period of the Tender or if the Contractor fails to execute / complete the works satisfactorily, NABARD reserves the right to forfeit the EMD / SD.

33. The Quotation / Tender is strictly on Item Rate basis. The contract is strictly a works contract and in no way a labour contract.

34. All the pages of the Tender Document shall be signed by the Tenderer.

35. Bids are to be dropped in the tender box by hand only. Those submitted by unauthorised agents and FAX / Telex / Telegraphic bids shall not be entertained / considered.

36. Rates should include for removal of debris out of premises to the safe LMC limit, removing stains, cleaning the site thoroughly and unless the same is done to the satisfaction of the NABARD's Engineer, the Bill will not be accepted.

37. In come Tax, Works Contract Tax etc. And any other taxes as applicable will be deducted from any payment due to the Contractors.

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



39. If last date of receipt of Tender /Quotation and opening date is a holiday then submission and opening of Tenders / Quotations shall be shifted to next working day without change of time and venue.
40. The Tenderers 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 / Deviating Tenders may be rejected without making any reference to the Tenderers.
41. The Tenders will be opened in the presence of such Tenderers or their authorised representatives who choose to be present.
42. No advance shall be paid towards mobilisation and cost of materials.
43. Any replaced item shall be identical in technical specifications to the existing one. If not available then before putting similar item approval of the Bank's Engineer will be necessary.
44. A penalty @0.05% of the contract amount shall be imposed subject to a maximum of 5% of the contract amount, if contractor fails to provide services/ restore normalcy within 2 days/ rectify defects/ repair machine.
45. 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.
46. The Contractor shall engage necessary qualified and experienced supervisory staff at his cost during the execution of the work for attending to day to day affairs.
47. Notwithstanding anything stated above, NABARD reserves the right to assess the Tenderer's capability and capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of NABARD.
48. The decision of NABARD in awarding the work shall be final and can not be subjected to arbitration.
49. NABARD reserves the right to accept / negotiate / reject any Tender either in whole or in part with out assigning any reasons therefor whatsoever and without entering in to 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 indisputable.
50. NABARD also reserves the right of supersession of any of the conditions stipulated in the Tender Document.



51. Rates should be filled in the Tender neatly and as far as possible, no correction shall be made. 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 rates which 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.

52. (a) 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 for injury to person or property, resulting from any such accidents with necessary Insurance cover.

(b) The Contractor should take necessary Insurance cover at his cost for his persons employed at site.

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

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.

Seal and Signature of the contractor



Special conditions/instructions to the contractors:

- 1) ***The contractor shall have a valid A class electrical license issued by the competent authority of the central/state government.*** They should have done/doing similar nature of works with govt/public/reputed private organisations for atleast 3-5 years. The offer without valid copy of said contractor license and experience proofs/certificates will be treated as cancelled. No further correspondence in this regard will be entertained. If contract is awarded to the contractor then the original copy of the license will be produced before the Bank's official for verification.
- 2) The manpower (supervisor/electrician/ as well as helper) engaged by the contractor should have necessary qualifications and valid license issued by the competent authority and also have sufficient experience i.e. for supervisor atleast 8-10 years experience and for electrician / wiremen 3-5 years in similar type of works. If contract is awarded to the contractor then the original copy of the license/experience will be produced before the Bank's official for verification.
- 3) Change of manpower without prior permission of Bank is not permissible. In case of change of manpower also the original copy of the licence of new persons deployed will be produced before the Bank's official for verification.
- 4) Contractor shall deploy staff in proper uniform and identity card.
- 5) Monthly payments will be made in case of items covered in the annual maintenance contract based on the monthly bills submitted by the contractor . The bills shall be submitted in the first week of every month for the works carried out in the previous month.
- 6) The bills should be submitted along with the monthly report as per format attached herewith (indicating total nos. of complaints recorded in the complaint register, no. of complaints attended, no. of complaints not attended and the reasons thereof etc.). The bills and the above mentioned attached per forma should be certified by the concerned ACT/CT and Engineer alongwith their remarks in this regard.
- 7) Separate work slips/ work orders will be issued by the ACT in respect of the items which are not covered under the lump sum charges. The contractor may raise bills for the same with in the period of one month after completion of the work. The Bank will be at liberty to reject any claim made after the stipulated time period.
- 8) The bills of the works carried out with out proper work slip/ work-order are liable to rejection and no further representation in this regard will be entertained.
- 9) Contractor will follow the prescribed formats/ procedures for receiving complaints, issue of work slips by ACT and preparation of bills etc. as stipulated by the Bank from time to time.



- 10) In regard to the items replaced at Bank's cost, the contractor shall deposit the old fittings/ fixtures/ equipment's with the ACT of the concerned premises and submit the certificate to that effect along with the bill.
- 11) The contractor or his authorised supervisor shall supervise the maintenance works and shall be available at site.
- 12) Liaisoning with Electricity Supply Company will be done by the contractor as and when required. The contractor should be competent to issue test report/ other certificates required by these organisations.
- 13) The replacement wherever payable extra will be done only on written permission of the Bank.
- 14) All the works shall be carried out under the guidance of Bank's engineer and ACT.
- 15) All works of repairs etc. carried out must be technically sound and acceptable to the Bank. These works shall be inspected by the Bank's engineer before payment.
- 16) The contractor shall keep sufficient stock of day-to-day requirement materials in the space provided by the Bank. It will be done at contractor's own risk and no extra payment will be made for maintaining this stock.
- 17) Any misguidance or dishonesty to the Bank such as in respect of highly inflated measurements of works, use of fake material, charging the occupants for carrying out maintenance work etc. will be viewed seriously and if required appropriate penalty for the above may be imposed by the Bank.
- 18) This contract is not a Labour Contract. It is a Works Contract. Payment of the monthly charges shall be done on the basis of the works completed mentioned in the Contract respective of the deputation of the number of the workers on the site by the contractor. The duties of supervisory staff shall be during office hours and workers shall be in three shifts for 24 hours 365 days working. Contractor may assess and deploy adequate manpower accordingly. That worker must be provided with a mobile phone so that he can be contacted directly and independently by the ACT/Engineer in case of requirements.

Scope of work:

1) General:

- (a) Wiring termination problems (including replacement of lugs wherever required) from energy meter onwards upto the incoming of water pumps, lifts and other electrical utility services. However any replacement of wiring / cabling will be payable.



- (b) Geysers, ceiling fans, exhaust fans and lift fans in stalled in the building under warranty period. The contractor will have to detect the type of fault in the same and in form the ACT/CT in that regard so that they can be got rectified through the concerned companies. However, the contractor will attend minor repairs etc.
- (c) Replacement of all MCBs (SP, DP, TP, TPN, FP etc.), RCCBs, RCBOs, MCCBs, Kit-Kat fuses, Changeover switches, FSU (Fuse Switch Units) whenever required will be payable.
- (d) Inside the office replacement of all switches , sockets, bells, fan regulators, geyser and air conditioner socket tops are to be replaced when required and are payable by the Bank.
- (e) Quarterly cleaning and checking of all the ceiling/ exhaust/ lift fans etc./ ceiling fans in side the building.
- (f) Monthly cleaning of the meter/MCC/LCC Rooms/ distribution boards/.
- (g) Routine preventive maintenance works such as checking, cleaning, tightening of electrical wiring connections/joints and putting accessories as and when required.
- (h) Measurement of earth resistance for all the available earth pits once a year.
- (i) The electric lamps in areas outside the building are to be replaced by the contractor if fused. The lamps may be supplied by the Bank, which otherwise will be procured by the contractor . For such replacements extra payment is allowed as per terms and conditions of this contract.
- (j) All the MCBs / RCBOs / ELCBs shall be replaced when needed by the contractor when instructed by the Bank' Engineer. The cost for same shall be paid to the contractor as per payment terms of this contract.

2) Operation and operational maintenance

- (a) Operation and operational maintenance of 2x630 kVA, 11 kV/ 433V, 3 phase, 50 cycle, dry type transformers and HT bus comprising of 25 kA, 11 kV, VCBs (1 incomer and 2 outgoing feeder). connected HT cables, metering, relays and other protection devices installed with the system. MV power distribution system comprising of bus ducks, MCCs, LCCs, Cables, emergency power distribution panel, complete earthing system periodical checking of earth resistance, watering of earth chamber, lightning arrestors installed etc. Liasioning and coordination with utility departments for supply of power, metering and billing, authorised service agents, manufacturers of equipment's etc.
- (b) Operation and operational maintenance of 250 kVA, 3 phase, 50 cycle, DG set comprising of Cumin's engine (306 bHp) alternator and battery support system for starting, AMF panels,



(c) Power and lighting arrangement on various floors of the building including sub distribution boards, main distribution boards, MV, LV cabling, circuit wiring, light fittings and fixtures and other electrical appliances, compound and garden lighting installed.

(d) Water supply pumps (2x7.5 Hp/10 Hp) including tubewell with submersible motor (7.5 Hp Standby pump) their electrical starting and protection system. Monthly servicing like oiling, greasing, cleaning, replacement of worn out gland packing, tightening of loose parts, checking of bearing temperature, replacement of worn out rubber bushes, cleaning of starter and switch contacts, oiling / greasing of the moving parts of the switch and starters, testing of over load, and call back services between the period 8 AM to 8 PM. The monthly servicing, as above, shall be carried out by qualified / skilled technician and the report thereof, shall be submitted to Bank with the monthly bill. The bill shall be withheld till submission of such reports. Monthly service shall be undertaken in the last week of the month. The contractor shall maintain a register for type of servicing etc. The same shall be verified by the Bank's representative. The bills for maintenance of pump sets will be settled on the certification by ACT that the monthly servicing as stated above has been carried out by the Contractor duly verified by Bank's Engineer.

3) The operation and maintenance shall include repairs and replacement of non return valve, gate valves and foot valve inside the pump house. The work includes complete works related to suction line including foot valve etc. It also includes the replacement of starter parts like over load relays / contractors, solenoid coil, timer, fuses, screws etc. and repairs / rewinding of pump motor, replacement of bearings, pump bushes, impellers, shaft, shaft keys, motor fan etc. whenever required.

4) All tools and machinery required for routine works, preventive maintenance etc. such as pliers, cutter, screw drivers, spanner set, blower, drill machine, megger, earth tester, pipe wrench, tripod, safety equipment's etc. shall be provided by the contractor.

5) The contractor shall ensure that all the equipment's are kept in working conditions throughout the contract period. In case of water supply pump the contractor should arrange to repair the pumps within a period of maximum 7 days in case of major breakdown. It may be ensured that at no point of time both the operational pump and the standby pump be non-operational simultaneously.

6) The bank will not accept any liability for any mishap accident caused while working in the Bank's premises.

7) The breakdown calls are to be attended on an emergency basis without any extra charge.

8) All the major repairs / rewinding / overhauling of equipment's shall be done by reputed / authorised agencies with prior information to Bank.

9) The working hours to be observed by the contractors shall be 365 days 24 hours. However the pump operation shall be during the day time between 8 AM to 8 PM.



10) All the automatic water level control systems including the sensors and control panels (excluding replacement of cable) shall be included in the comprehensive AMC charges. Contractor may take stock of the existing condition of these water level controllers and any repair work needed in them may be built in their AMC lump-sum charges. Any overflow of water due to malfunctioning of the water level controllers in the overhead tanks is not desirable.

11) A log book will be maintained by the operators for HT/LT system containing details. Log book shall be given by the bank.

12) All material shall be provided by bank except fringe items like tapes, dusters, cloth, grease, ropes, fuses, wires, test lamps etc.

Safety Precautions:

As a part of the contract, the contractor must satisfy the under mentioned safety requirements and must ensure at all times that these are followed without any deviations.

1. Smoking is prohibited at all places specifically in the air-conditioned area.
2. Any job where welding etc. is required or some work where lighting of flame is involved or some temporary electrical connections are to be made, such jobs should be done with the prior permission of the Bank's engineer.
3. 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. A first aid box should be maintained by the contractor at the premises for his workers. Contractor is free to approach the Bank for any suggestion in this regard. However any lapse in this regard will be viewed seriously.
4. The contractor should ensure that his workers posted at the Bank's premises are well conversant with operation of fire extinguishers as well.
5. The contractor shall take all precautions to avoid accident and probable causes of same. He must take utmost care regarding the safety of his workers posted at Bank's premises.
- 6) While carrying out works like using drill machines or any such item, bare wires with out plug tops should not be inserted into the sockets for electrical power.
- 7) The wiremen should take adequate safety measures (such as body grounding) while carrying out repairs on any electrical appliance. Contractor shall deploy manpower after verifying their credential local anything verified.
- 8) During carrying out any work involving excavations/ digging alterations of wires/ cables paths every care should be taken to avoid electrical shock or any damage to the existing cables. De-energisation of particular circuits must be considered when and where required.



**NATIONAL BANK FOR AGRICULTURE
AND RURAL DEVELOPMENT**

Note

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 excuses such as so and so work should have been done by the previous AMC contractors and is not in their scope.



QUOTATION FOR PROVIDING OPERATION AND OPERATIONAL MAINTENANCE OF SUBSTATION/ DG SET AND OTHER ALLIED ELECTRICAL INSTALLATION AS DETAILED IN THE SCOPE OF WORK:

S.No.	name of premises and location	Operation and operational maintenance of Elect. installations	Lump-sum charges per month in Rs. in figures and in words
1	NABARD office building 11, Vipin Khand, Gomti Nagar, Lucknow	a. 2 x 630 kVA substation including HT/LT distribution. b. 250 kVA DG set. c. Tubewell/ water supply pump.	

B. RATES FOR MISCELLANEOUS WORKS:

S.No.	Item	Unit	Only rate in Rs. both in words and figures
1	Wiring for light point with 2*1.5 sq. mm multistrand copper conductor, PVC insulated, single core flexible wire in existing concealed conduits		
2	Supplying and drawing following size PVC insulated, multistrand, copper conductor, single core flexible cable in existing surface/recessed PVC / steel conduits/ PVC casing capping as directed including termination as directed (a) 1.5 sq. mm (b) 2.5 sq. mm (c) 4 sq. mm (d) 6 sq. mm		
	Subtotal (B) in Rs		



C. RATES FOR REPLACEMENT/INSTALLATION OF MATERIAL

S.No.	Item	Qty.	Rate in Rs.	Amount in Rs.
1	Fluorescent tube 36/40 W (Philips)			
2	Fluorescent tube 18/20 W (Philips)			
3	Incandescent lamp 40/60/100 W (Philips)			
4	Kit-kat fuse set 6/16/25/32/63 A			
5	MCB 10/20 (A legrand same as in the flats			
6	40A DP ELCB/RCCB (Legrand) same as in flats			
7	40 A FP ELCB/RCCB			
8	Glass cover (dome type) for the existing ceiling mounted fittings etc.			
9	Glass cover (dome type) for the existing ceiling hanging fittings in the flats			
10	Glass cover for the existing wall mounted fittings in the flats			
11	Electronic type fan regulator same as installed in the flats (North West make)			
12	70W halogen bulb (Philips power tone)			
13	9W PL lamp Philips			
14	Call bell as installed in the flat			
15	Rewinding of 48"/56" ceiling fans			
16	Rewinding of 7.5 hP mono block pumps 10 hP mono block pumps Replacement of bearings of above pumps			
	Subtotal (C) in Rs			

Quotation summary

Totals and subtotals should all be written in figures as well as in words.

NAME AND SEAL ADDRESS :

DATE :
PLACE :

(SIGNATURE OF THE TENDERER)



Part I - Pre qualification

1. Name of the Applicant/Organisation and address of the registered office.
2. Year of establishment
3. Type of the Organisation (whether Sole Proprietorship/Partnership/Private Limited/
Limited or Cooperative Body etc.)
4. Name of the Proprietor/Partners/Directors of the Organisation/Firm.
 - (a)
 - (b)
 - (c)
 - (d)
 - (e)
 - (f)
5. Details of Registration (Whether Partnership firm, Company, etc.) - Registering Authority, Date, Registration No.
6. Whether registered with Government/Semi govt/Municipal Authorities or any other public organisation and if so, in which class and since when?
7. Experience in the field of operation and operational maintenance of AMC of 2 x 630 kVA substation & power distribution.
8. Adequate and satisfactory evidence to indicate financial capacity of the Organisation to undertake the said work with names of Bankers and their full address. (Income Tax clearance certificate should be attached for the last 3 years).
9. Yearly turnover of the company during last 5 years (Year-wise) Rs.
10. Ability to provide Bank Guarantee or other equivalent forms of security from a Scheduled Bank.
11. Ability to provide Bank Guarantee or other equivalent form of security from a Scheduled Bank.

Rs.
12. Number of supplementary sheets attached.



13. Whether any Civil Suit/litigation arisen in the contracts executed during the last ten years/being executed now. If yes, please furnish the details in the proforma given below:

* (Audited Balance Sheet and Profit and Loss account for past three years shall be attached).

Sr. No.	Name of the work and Employer	Nature of	Work Order No. & date work	Present stage of work	Value of contract (Rs.)	Brief details of litigation
1.	2.	3.	4.	5.	6.	7.

14. Details of PF & ESI registration

Signature of the Applicant



Part - II : Works capability and previous experience

- a) List of important work executed by the organisation during last three years costing Rs. 1.20 lakh/year and above (with emphasis on multi-storied Building electrical maintenance).

Sl. No.	Name of the Project and Location residential/ office	Nature of work involved in the contract (e.g. offices and No. of storeys)	Name and full postal address of the owner. Also indicate whether govt or Private Body.	Contract Amount (Rs.)
1	2	3	4	5

- b) List of important works ON HAND costing Rs. _____ lakhs and above (with emphasis on multi-storied buildings with controlled concrete and ancilliary services)

Sl. No.	Name of the work and Location	Nature of work involved in the contract (e.g. residential, offices, etc. and No. of storeys)	Name and full postal address of the owner and organisation. Also indicate whether Govt. or Semi-Govt. Body.	Contract Amount (Rs.)	or	Private
1	2	3	4	5		

AMC/Completion Period	Present stage of work with reason if the work is getting delayed.	Any other relevant information.
6.	7.	8.

Signature of the Applicant

- c) List of available Plants, available Machineries, Equipment, etc.



Sl. No.	Name of Plant/Machinery/ Equipment and Accessories	Total No.of units/sq.mt.	No.of units/sq.mt. can be spared for Bank's work.
1.	2.	3.	4.
1.	Pumps with capacity		
2.	Air Compressors		
3.	Welding, bar cutting and bending equipment.		
4.	Hoists with capacity		
5.	Testing tools		
6.	Wrench sets		
7.	Coupling tools		
8.	Avometer		
9.	Crimping tool (hydraulic/manual)		
10.	Multimeter		
11.	Drill machine etc.		

Signature of the Applicant

d) References

Please give reference with full postal address of two persons (Engineers or top officials of an Organisation for whom you have executed such works of importance), who may be directly contacted by the bank about the ability, competence or capability of your Organisation.

e) Number of supplementary sheets attached for Part II.

Signature of the Applicant



Part III - Technical Personnel and Experience

**List of Technical Personnel, giving details about their
technical qualifications, experience, etc.**

Sr. No.	Name	Age	Qualification	Experience	Nature of works handled	Name of the projects handled costing more than Rs. _____ lakhs	Date from which employed in your organisation	Any other remarks
1	2	3	4	5	6	7	8	9

Signature of the Applicant

NOTE : Indicate other points, if any, to show your technical and managerial competency to