



REF.NO.NB.PD. / AMC /606- ELECT-SQ / 2006-07

12 MARCH 2007

M/s. (ALL 38 EMPANELLED FIRM)

DEAR SIRs,

**NOTICE INVITING TENDER - ANNUAL MAINTENANCE CONTRACT  
FOR MAINTENANCE OF ELECTRICAL INSTALLATION IN THE  
BANK'S STAFF QUARTERS AT DAMODAR PARK , GHATKOPAR  
(WEST) , MUMBAI FOR THE PERIOD FROM 01 APRIL 07 TO 31  
MARCH 2008**

We invite you to tender for the captioned work. The Tender Document is enclosed. The tender form can also be downloaded from NABARD website [www.nabard.org](http://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 quoting their rates. Your sealed Tender in the prescribed Tender Document should be addressed to The Chief General Manager, National Bank for Agriculture and Rural Development, (2<sup>nd</sup> Floor, 'B' Wing), Bandra- Kurla Complex, Bandra (East), Mumbai : 400 051 and super scribed "TENDER FOR AMC FOR MAINTENANCE OF ELECTRICAL INSTALLATIONS IN THE BANK'S STAFF QUARTERS AT KANDIVILI, MUMBAI.

The envelope containing the priced Tender 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 23 March 2007** and late tenders shall not be accepted.

The Tenders will be opened on the same date i.e. 23 March 2007 at 15.00 hours 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 the lowest or any Tender. NABARD also reserves the right to negotiate or partly accept any Tender or all Tenders received without 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 fulfill all or any of the NABARD's conditions or are incomplete 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, Premises Department,



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.

1. Comprehensive Maintenance works should be carried out within short notice and completed as per exigency.
2. Validity of offer should be 90 days from the date of opening of quotations.
3. The successful tenderer will be required to submit @ 2% of the tender amount as security deposit, which will be refunded after the expiry of defect liability period and will not bear any interest.
4. 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 WC policy should be taken for 125% of the Contract value per annum and should be submitted to the bank in original within 7 days from the date of issue of Work order. If the Contractor fails to take necessary Insurance policy within 7 days, then the Bank's shall have the right to take policy for the same and debit the cost from the bill and/or any amount payable to the contractor.

The successful tenderer will be issued with Acceptance of Tender / Work Order from NABARD and should commence the work from 01 April 2007.

A Pretender Meeting has been arranged on **20 March 2007 at 1400 hours** in the Premises Department, National Bank for Agriculture and Rural Development. You are also 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

**(N W KHEDKAR)**  
**ASST. GENERAL MANAGER**  
**PREMISES DEPARTMENT**



**FORM OF TENDER**

**Annual Maintenance Contract for electrical installation  
of the bank's staff quarters at Mumbai**

Place : Mumbai

Date :

**The Chief General Manager**  
Premises Department  
National Bank for Agriculture  
and Rural Development  
Plot No. C-24, 'G' - Block  
Bandra Kurla Complex  
Bandra (East)  
**Mumbai - 400 051**

Dear Sir

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

2. Our Bankers are :-

i.

ii.

3. Address of the firm

Tel. No :

Fax :

Mobile No. :

4. The names of the Partners of our firm are

i) \_\_\_\_\_

ii) \_\_\_\_\_

iii) \_\_\_\_\_

5. Name of the partner of the firm authorized to sign

i) \_\_\_\_\_

ii) \_\_\_\_\_

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

i) \_\_\_\_\_



ii) \_\_\_\_\_

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 Annex ures containing Terms and Conditions.

9. In the event of being selected as the successful firm for the captioned AMC work, I / We agree to submit @ 2% of the tender amount as security deposit, which will be refunded after the expiry of defect liability period and will not bear any interest. 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 Sales Tax, Works Contract 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 the entire contract period.

NAME OF THE PERSON AUTHORISED 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.

**PLACE :**  
**DATE :**  
**NAME AND ADDRESS OF THE TENDERER**

**YOURS FAITHFULLY**  
**(SIGNATURE OF THE TENDERER)**  
**NAME AND SEAL**



**NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT**

Description of work	:	Annual Maintenance Contract for " Maintenance of Electrical Installations" at the Bank's Qtrs. at Damodar Park , Ghatkopar( W), Mumbai
Contract Period	:	01 April 2007 to 31 March 2008
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. Quoted rates should be workable and reasonable and should include incidental and all overheads and profits. The contractor should furnish Rate Analysis for scrutiny of the rates by NABARD, if required.
3. 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.
4. 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.
5. Monthly payment will be made in the case of Comprehensive maintenance works based on bill submitted by the contractors and certified by the concerned ACT/ CT.
6. Separate work slips / work orders will be issued by the bank in respect of the items which are not covered under the comprehensive monthly charges. The contractors may raise the bills for the same within a month's period after completion of the work. The bank will be at its liberty to reject any claim made after the stipulated period. The bills for the works carried out without proper work slips/ work order will be rejected and no further representation will be entertained.
7. 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.
8. Additional works and replacement works shall be paid at the rates as per Standard Approved Rates of NABARD OR on the basis of List Price of the Company plus applicable taxes OR maximum retail price of the company (whose product has been installed), whichever is lower. In absence of any of the above rates, rate shall be fixed based on the Rate Analysis of the market prices supported by documentary proof with 15% towards Contractor's overheads and profit plus taxes as applicable. The contractor will arrange to procure and submit the current price list of the company otherwise the bill will be settled as per the price list available with the Bank. The Rate Analysis shall be submitted by the Contractor for scrutiny and approval of NABARD.
9. Income Tax, Works Contract Tax and other taxes as applicable will be deducted from total payment due to the Contractors.
10. All complaints covered under the comprehensive monthly maintenance charges in the Annual maintenance contract are to be attended within 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's 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 therefor shall be recovered from the contractor at the discretion of the bank.

11. The Contractor should have valid License relating to his Contract and the workmen (wire man's license) 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 WC policy should be taken for 125% of the Contract value per annum and should be submitted to the bank in original within 7 days from the date of issue of Work order. If the Contractor fails to take necessary Insurance policy within 7 days, then the Bank's shall have the right to take policy for the same and debit the cost from the bill and/or any amount payable to the contractor.

**13. The working hours to be observed by the contractors shall generally be 9 am to 9 pm staggered in two shift. One Electrician with one helper should be present in the site from 9AM to 5 PM and One electrician with a helper shall be present in the site from 1PM to 9 PM on daily basis. 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 parties 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 into 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 is required to satisfy the Employer, as and when required, that the wages paid to the labourers shall not be less than the Minimum fair wages notified by the Central/ State Govt./ Agencies as applicable in the existing case. The Contractor shall also 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. NABARD shall not be held responsible for any penalty on failure of compliance of 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 the Laws in vogue.

17. 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's account and payable by the Contractor.

18. The contractors workman shall be wearing uniforms super scribed with the firm's name along with identification cards 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's 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 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.
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 Municipal or any other authority for necessary approval / permission with regard to the construction / maintenance 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 15 days' notice if services are found to be unsatisfactory and if there is no improvement even after issue of three notices to the contractor.
28. On site storage space will be provided to the Contractor subject to its availability. However, the Contractor may erect temporary sheds for storage purposes at his cost with the permission of 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.
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, jhulla, 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 or any part of it, without written permission of NABARD.
31. Any defect which may appear within the Defect Liability Period of 12 months after the completion of work should be rectified by the Contractor at his cost and only thereafter the Security Deposit will be refunded to the Contractor.

32. All the pages of the Tender Document shall be signed by the Tenderer.
33. 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.
34. Rates should include for removal of debris out of premises to the safe BMC 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.
35. Income Tax, Works Contract Tax etc. And any other taxes as applicable will be deducted from any payment due to the Contractors.
36. The Contractor shall make necessary arrangement for watch and ward of his materials at his own risk and cost.
37. 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.
38. 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 / Deviatational Tenders may be rejected without making any reference to the Tenderers.
39. The Tenders will be opened in the presence of such Tenderers or their authorised representatives who choose to be present.
40. No advance shall be paid towards mobilisation and cost of materials.
41. Any replaced item shall be similar to the existing one.
42. 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.
43. 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.
44. The Contractor shall submit the bills along with the accepted and jointly recorded measurement sheets duly certified by the NABARD's Engineer.
45. Notwithstanding any thing 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.
46. The decision of NABARD in awarding the work shall be final and can not be subjected to arbitration.
47. 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 indisputable.
48. NABARD also reserves the right of supersession of any of the conditions stipulated in the Tender Document.



49. 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.

50. (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. (Third Party Insurance and Workmen's Insurance as per Rules).

(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 electrical license issued by the competent authority of the state government. The offer without valid copy of electrical contractor license will be treated as canceled. 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 wireman (electrician as well as helper) engaged by the contractor should bear a wire man's license issued by the competent authority. The copies of these licenses should also be enclosed along with the offer. If contract is awarded to the contractor then the original copy of the license will be produced before the Bank's official for verification.
- 3) Change of wireman without prior permission of Bank is not generally permissible. In case of change of wireman, if it is absolutely necessary, the original copy of the new wire man's license will be produced before the Bank's official for verification.
- 4) The service/work slip issued by the ACT of the concerned complex should be signed by the concerned official indicating that the works have been carried out satisfactorily.
- 5) Monthly payments will be made in case of items covered (comprehensive) 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 and Engineer along with their remarks in this regard.
- 7) Separate work slips/ work orders will be issued by the engineer in respect of the items which are not covered under the lump sum charges. The contractor may raise bills for the same within 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 without 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/engineer 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 with the ACT of the concerned premises and submit the certificate to that effect along with the bill.
- 11) The contractor or his authorized supervisor shall supervise the maintenance works and shall be available at site whenever required.



- 12) Liaisoning with BEST / BSES will be done by the contractor as and when required. The contractor should be competent to issue test report/other certificates required by these organizations.
- 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) Daily attendance of the workers will be maintained at the ACT's office. For any absence of the electrician or helper, deductions will be made from the lump-sum monthly charges on pro-rata basis.
- 17) The contractor shall keep sufficient stock of day-to-day requirement materials in the space provided by the Bank. It will be done at contractors own risk and no extra payment will be made for maintaining this stock.
- 18) 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 in flats etc. will be viewed seriously and if required appropriate penalty for the above may be imposed by the Bank.

**19) Scope of work:**

*The Electrical Works are covered under the said comprehensive maintenance work in all the flats and in all outside areas including lifts, Staircases, pumphouse, VOF, Dispensary, Security post etc. within the Bank's premises. The comprehensive AMC work is proposed to be carried out in Bank's residential quarters at Damodar Park ,Ghatkopar , which is comprising of the following details;*

*At Damodar Park NABARD staff quarter there are 3 buildings ( 5A ,5B and 5C ) each with 48 nos. of 1BHK flats and 2 Buildings ( 5D and 5E ) with 2BHK flats. Each building is stilt plus Twelve Storied and have two lift per buildings. NABARD is also having Building no 1 with 78 nos . of 1 Bk flats ( At present all flats are unoccupied ) . Around the external periphery of the buildings no 1 and 5 , in common area like staie case , stilt , garden and internal roads external lighting have been provided with help of box-type single tube light fixtures. There are a total nos. of 3 gates and in gates, 150W mercury light , glass dome fitting have been provided. 12 nos. Of 2BHK flats are being used as Guest Houses(VOF) ; 4 no. 1BHK flat is being used as VEF , 1 no 1 BHK flats is being used as Dispensary and 2nos. 2BHK flat is used as Sports club. In Building No 1 , 1 flat is being used as ACT/CT office .*

***For the following works no extra payment shall be made to the contractor and charges for the same should be built into the Comprehensive AMC charges by the contractor.***

*(a) Replacement of the following items within the bank's premises (both inside and outside of the flats)  
Damaged/defective 5/15A switches, sockets & Plugs; buzzer bells; ding- dong bells; 32A DP Switch;  
Resistance type Fan regulator; Ceiling rose; Electromagnetic FTL Chokes; Starters/ holders for Tube light;  
Capacitors for Fans; 5/15A Kit-kat Fuse & base; 40/60/100/200W Incandescent bulb Holders; Halogen lamp holder;  
Acrylic sheets for Switch boards; Telephone sockets; PVC conduit/ Casing Caping upto 2mtr.; Glass dome.*



*(The make of the items so replaced should be strictly as per the list of approved makes given in the specifications, elsewhere. Where the approved makes are not available, the Make of such material should be as approved by the Bank's Engineer)*

*(b) Replacement of Tube lights and Incandescent bulbs of 40/60/100/200W in Common areas including Stair cases, pump houses, Dispensary, ACT office, Guest house (VOF and VEF) , Sports room & Lifts of all the buildings.*

*(c) Replacement of Fan bearings as & when necessary in all the flats.*

*(d) Screws/ nuts/ bolts/ wooden plugs/ saddle & spacers/Adhesive tapes/ tools & tackles etc. as may be necessary for the entire work.*

*(e) Any other item (whether used inside the flat or outside) individually costing upto Rs100/= shall be deemed to have been included in the Comprehensive AMC charges.*

*(f) Quarterly cleaning and checking of all the ceiling/exhaust/lift fans.*

*(g) Monthly cleaning of all the meter rooms / boards.*

*(h) Routine preventive maintenance works such as checking, cleaning, tightening of electrical wiring connections/joints and putting accessories as and when required.*

*(i) Insulation resistance testing for all the conductors inside the flat and in the meter room for atleast two to three flats in each building once a year.*

*(j) Measurement of earth resistance for all the available earth pits once a year.*

*(Works at (i) and (j) will be carried out in consultation with the Bank's engineer).*

*(k) Watering all the available earth pits monthly.*

*(l) Checking of load current on the main incoming cable to each meter room monthly.*

**20) LIST OF EXCLUSIONS FROM THE COMPREHENSIVE AMC CHARGES AGAINST NEW REPLACEMENT** . AS & WHEN NECESSARY THE FOLLOWING WORKS SHALL BE ATTENDED TO & CARRIED OUT BY THE CONTRACTOR AS A PART OF THE AMC. HOWEVER, IF NEW REPLACEMENT WOULD BE REQUIRED TO SET RIGHT THE DEFECTS, THEN THE CONTRACTOR SHALL BE PAID AT THE APPROVED RATES (PL. REF. PARA-8 OF GENERAL INSTRUCTIONS) AGAINST ISSUE OF WORK SLIP AS PER BANK'S STANDARD PRACTICE.

- a. Point wiring for 5/15A circuits.
- b. Rewinding of fans
- c. Replacement of Gyser coils
- d. Replacement of Thermostats for the Gysers.
- e. All types of MCBs/ RCBOs/ ELCBs
- f. Halogen Lamps.
- g. FTL/ Mercury Light fixtures
- h. Mercury lamps
- i. Replacement of complete switch board
- j. Supply of cables
- k. Electronic fan regulator



- l. PVC conduit & Casing capping beyond 2mtr. Length*  
*m. Any other items individually costing more than Rs100.00 (Not listed in para-19 above)*  
*(l) The work of replacement of bulbs and tube lights inside the flats are to be done by the residents at their own cost. No claim by the contractor in this regard will be entertained by the Bank unless instructed by the Bank.*

**21) 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 in the air-conditioned area including computer space.
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.
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 without plug tops should not be inserted into the sockets for electrical power.
- 7) The wire men should take adequate safety measures (such as body grounding) while carrying out repairs on any electrical appliance.
- 8) Electrical connections in the chronic leakage areas should be de- energised until the rectification of the leakage problem is done.
- 9) 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.

**LIST OF APPROVED MAKE OF MATERIALS / TRADE**

Unless otherwise mentioned any one of the approved makes or brands shall be allowed to be used. Other specific equivalent brands with BIS mark may be allowed to be used, if approved by NABARD.

The tenderer shall distinctly understand that it will not be their prerogative to insist on a particular brand from the list. Final selection will be done with the approval of NABARD.



If the Schedule of Quantities prescribe a particular brand of materials or fittings, the same shall be considered while quoting the rates.

Sr. No	Item	Make
1	Switches & sockets	Anchor or equivalent
2	Tube lights, Bulbs, Halogens / Mercury bulbs	Philips or equivalent
3	MCB / RCBO	MDS or equivalent
4	Wires	Finolex, Polycab, V-plast
5	Casing capping & PVC conduits	Precision or equivalent
6	Switchboards	Presto teak or equivalent
7	Kit-Kat fuses (porcelain)	Anchor or equivalent

Seal and Signature of the contractor



**Note**

(i) Bank's decision for allotment of work in this regard shall be final and binding. The contract for electrical maintenance of each colony will be a separate Annual Maintenance Contract.

(ii) The rates shall be valid for the entire contract period.

(iii) 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.

(iv) In regards 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 COMPREHENSIVE AMC SERVICES AS DETAILED IN THE SCOPE OF WORK (Ref. Para-19 of Special Conditions of Contract) INCLUDING THE LABOUR, INSURANCE, APPLICABLE TAXES ETC. :**

Sr No	Name of premises and location	Nos. of flats	Nos. of electricians and helpers to be provided	Lump-sum charges per month in Rs. in figures and in words
1	NABARD STAFF QUARTER at Damodar Park ,Ghatkopar (W), Mumbai	318	electrician = 2 nos. helper = 2 nos. (Please refer para-13 of General Conditions)	

TOTAL AMOUNT IN WORDS:

\_\_\_\_\_

\_\_\_\_\_

PLACE :  
DATE :  
ADDRESS :

(SIGNATURE OF THE TENDERER)

NAME AND SEAL